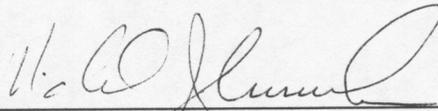


PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

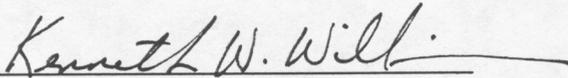
ADMINISTRATIVE OFFICE OF THE COURTS  
PERSONNEL SERVICES DIVISION

Amend the program records retention and disposition schedule approved February 24, 1997 by changing the disposition instructions of Item 2324 as shown on substitute page dated July 8, 2002.

APPROVAL RECOMMENDED



Michael J. Unruh, Chief Records Officer  
Administrative Office of the Courts

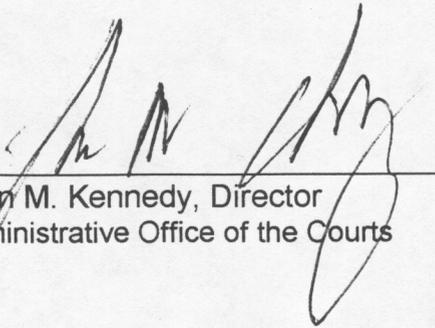


Kenneth Williams, Deputy Director  
Human Resources

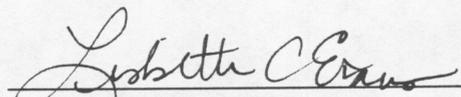


David J. Olson, Director  
Division of Historical Resources

APPROVED



John M. Kennedy, Director  
Administrative Office of the Courts



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

July 8, 2002

MS

ADMINISTRATIVE OFFICE OF THE COURTS  
PERSONNEL SERVICES DIVISION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

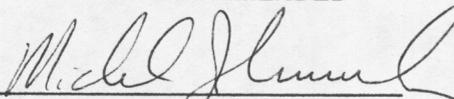
PERSONNEL SERVICES DIVISION

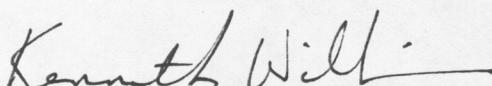
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

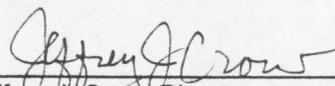
PERSONNEL SERVICES DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

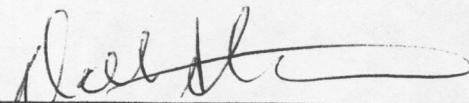
APPROVAL RECOMMENDED

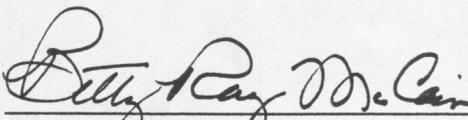
  
Michael J. Unruh, Chief Records Officer  
Administrative Office of the Courts

  
Kenneth Williams, Administrator  
Personnel Services Division

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
Dallas A. Cameron, Director  
Administrative Office of the Courts

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

**ADMINISTRATIVE OFFICE OF THE COURTS  
PERSONNEL SERVICES DIVISION**

Item 2324. **INACTIVE PERSONNEL FILE.** Records concerning former employees. File includes applications, resumes, personnel action forms, documentation on disciplinary actions, transfers, leave, salary, suspensions, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center for permanent storage 5 years after employee terminates service.

Item 10661. **PERSONNEL FILE.** Personnel file for each agency employee. File includes applications, documentation on selection or nonselection, transfers, leave, salary, suspension, disciplinary actions, termination of employment, personnel actions forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Transfer to Inactive Personnel File (Item 2324) when employee terminates service.

Item 39183. **EMPLOYEE DISMISSAL RECORDS FILE.** Records concerning employees whose employment has been terminated. File includes letters of dismissal and/or personnel action forms (PD-105). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Transfer to Inactive Personnel File (Item 2324) 1 year after employee terminates service.

Item 39196. **SHORT-TERM DISABILITY FILE.** Applications for short-term disability. File also includes payroll worksheets, medical evidence reports, monthly payment schedules, authorizations for release of medical information, and other related records. (Comply with applicable provisions of G.S. 8-53 regarding confidentiality of medical records and G.S. 126-24 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Transfer original applications and other records for individuals requesting long-term benefits to Department of State Treasurer, Retirement Systems Division, Records Section, Retired and Disability Employees File (Item 16291) when claim is filed. Destroy in office remaining records 3 years after date of closure or after all reimbursements have been received from Retirement Systems Division and confirmed through the Office of Fiscal Management, whichever occurs later.

Item 39197. **WORKERS' COMPENSATION CLAIMS FILE.** Records concerning workers' compensation claims filed by agency personnel. File includes accident and medical reports, affidavits, medical bills, photographs, legal briefs, court documents, transcripts, legal opinions, appeals, and other related records. (Portions of file may be considered confidential in accordance with G.S. 97-92(b).)

**DISPOSITION INSTRUCTIONS:** Transfer official copies dated prior to April 1, 1996 to Industrial Commission in accordance with G.S. 97-24 when claim is filed. Transfer official copies dated after April 1, 1996 to Risk Management Incorporation, Greensboro, NC when claim is filed. Destroy in office remaining records 5 years after claim is closed.