

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF PERSONNEL AND HUMAN RESOURCES

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

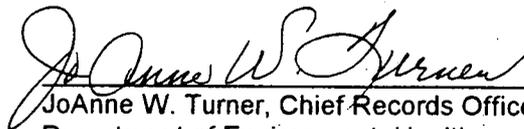
DIVISION OF PERSONNEL AND HUMAN RESOURCES

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

DIVISION OF PERSONNEL AND HUMAN RESOURCES

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 This schedule is to remain in effect until superseded.

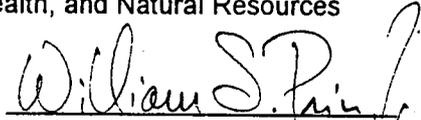
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer

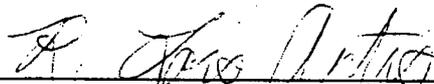
Department of Environment, Health, and Natural Resources



Ann G. Cobb, Director
Division of Personnel and Human Resources



William S. Price, Jr., Director
Division of Archives and History



R. Lois Artis, Assistant Secretary for Administration
Department of Environment, Health, and Natural Resources

APPROVED



Jonathan B. Howes, Secretary
Department of Environment, Health, and
Natural Resources



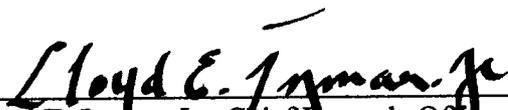
Betty Ray McCain, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES

Amend the program records retention and disposition schedule approved May 29, 2002 by changing the disposition instructions for Items 1766 and 2484 as shown on substitute page dated October 11, 2002.

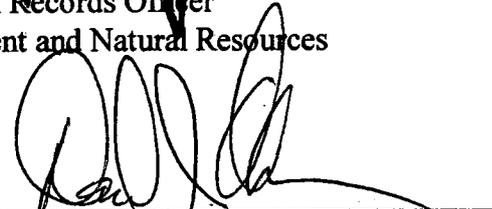
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources

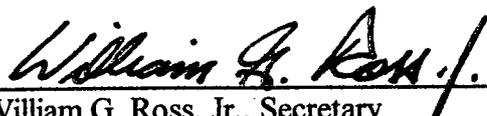


Harlan Frye, Director
Division of Human Resources

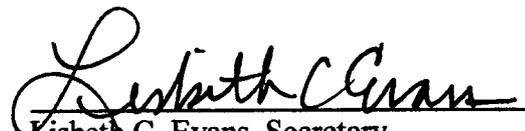


David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 11, 2002

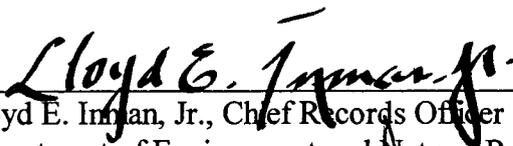
AWH

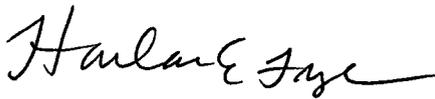
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES

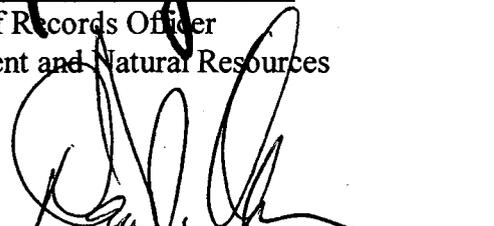
Amend the program records retention and disposition schedule approved November 22, 1965 by changing the disposition instructions for Item 2532 as shown on substitute page dated October 11, 2002.

APPROVAL RECOMMENDED


Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources

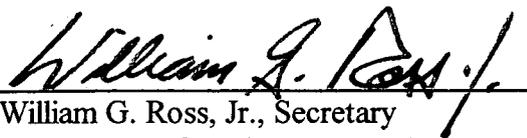


Harlan Frye, Director
Division of Human Resources



David J. Olson, Director
Division of Historical Resources

APPROVED


William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources


Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 11, 2002

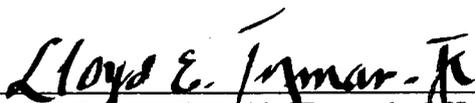
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

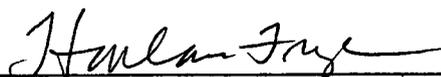
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES

Amend the program records retention and disposition schedule approved May 10, 1973 by changing the disposition instructions for Item 2558 as shown on substitute page dated October 11, 2002.

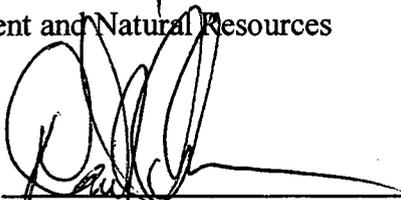
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources

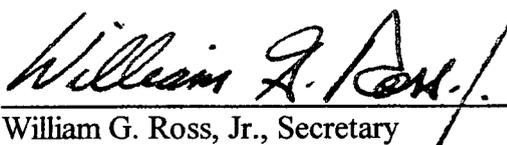


Harlan Frye, Director
Division of Human Resources

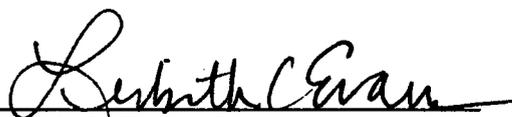


David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 11, 2002

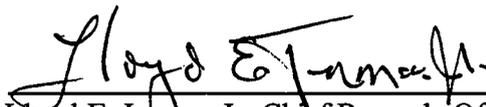
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

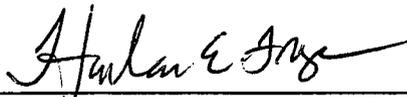
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES

Amend the program records retention and disposition schedule approved May 29, 2002 by changing the disposition instructions for Item 1942 and Item 31952 as shown on substitute page dated July 20, 2002.

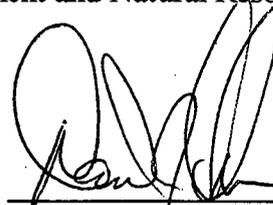
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr, Chief Records Officer
Department of Environment and Natural Resources



Harlan Frye, Director
Division of Human Resources

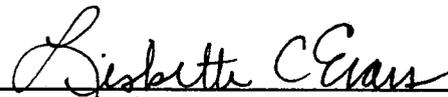


David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 20, 2002

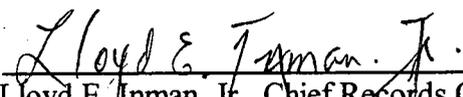
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

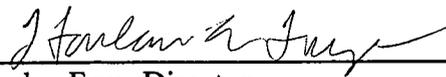
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES

Amend the program records retention and disposition schedule approved July 30, 1982 by changing the disposition instructions for Item 1942 as shown on substitute page dated May 29, 2002.

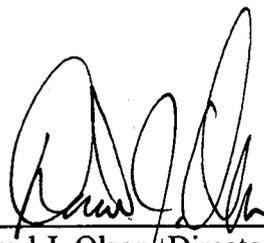
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and
Natural Resources



Harlan Frye, Director
Division of Human Resources

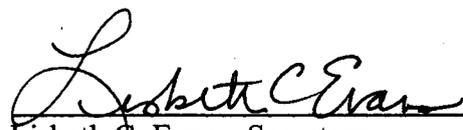


David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 29, 2002

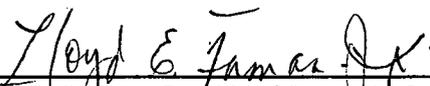
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Items 1766 and 31952 as shown on substitute page dated May 29, 2002.

APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and
Natural Resources

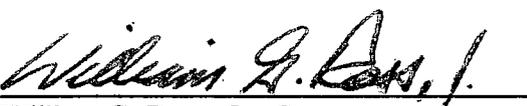


Harlan Frye, Director
Division of Human Resources



David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 29, 2002

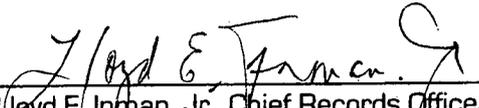
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

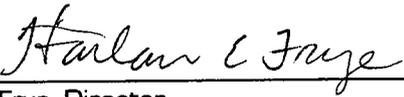
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions in Item 2484 as shown on substitute page dated May 29, 2002.

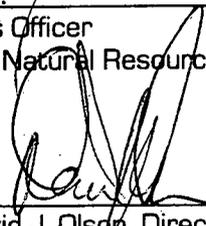
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources



Harlan Frye, Director
Division of Human Resources



David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 29, 2002

AWH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF PERSONNEL AND HUMAN RESOURCES**

ITEM 17829. TEMPORARY POSITIONS FILE.

Records concerning temporary positions in the department. File includes completed forms submitted by divisions requesting temporary positions, position descriptions, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of position.

ITEM 36765. PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning employees of the department. Employees' names, class codes, starting and separation dates, and other related data are entered into this electronic file. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records. Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

ITEM 36766. PERSONNEL PRINTOUTS FILE.

Computer printouts listing actions taken for each position in the department. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36767. RECOMMENDATIONS FILE.

Recommendation forms submitted by interviewers of applicants for vacant positions. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF HUMAN RESOURCES**

ITEM 2484. INACTIVE PERSONNEL FILE.

10/11/2002

Amended: No

Records concerning former employees of administrative areas and several divisions of the department. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Records concerning personnel of the Department of Human Resources, Division of Health Services dated prior to incorporation by the Division of Personnel and Human Resources of the Department of Environment, Health, and Natural Resources pursuant to legislation effective January 1, 1989, were transferred to the State Records Center as Division of Health Services Inactive Personnel File (Item 1766).) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.