

DEPARTMENT OF LABOR
ADMINISTRATION
COMMISSIONER'S OFFICE
CHIEF OF STAFF

Program Records Retention and Disposition Schedule

The Program 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

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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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

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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 This schedule is to remain in effect until superseded.

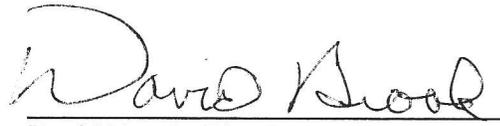
APPROVAL RECOMMENDED



Erin Gould, Chief Records Officer
Department of Labor



John Baldwin, Chief of Staff
Department of Labor



David Brook, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

January 29, 2008

ref 1/29/08

RCP

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ITEM 48118. INTERAGENCY CORRESPONDENCE FILE. Correspondence in paper and electronic formats from state and federal agencies sent to the commissioner and/or chief of staff for forwarding to other departmental offices for response. File includes reference copies of letters, and a log book tracking all correspondence received and listing which departmental office was assigned to handle the correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 48119. GENERAL CORRESPONDENCE FILE. Correspondence from the general public sent to the chief of staff concerning routine inquiries and comments about the agency, and responses prepared by the chief of staff. File includes letters, resumes, thank-you notes, and other related items.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.