

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
DIVISION OF HUMAN RESOURCES
PERSONNEL OFFICE

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

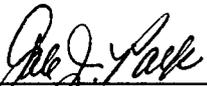
PERSONNEL OFFICE

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

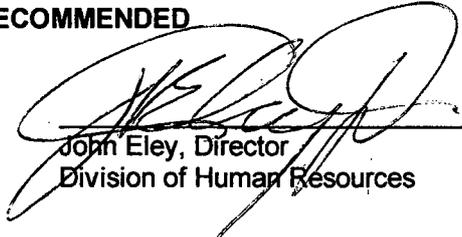
PERSONNEL OFFICE

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 This schedule is to remain in effect until superseded.

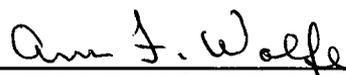
APPROVAL RECOMMENDED



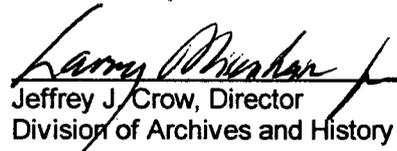
Gale Polk, Chief Records Officer
Department of Health and Human Services



John Eley, Director
Division of Human Resources

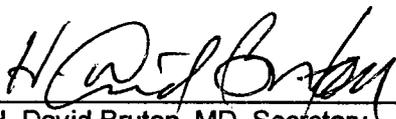


Ann F. Wolfe, M.D., M.P.H., Director
Division of Public Health

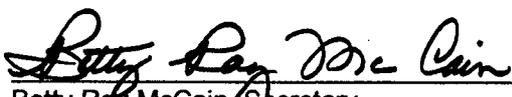


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



H. David Bruton, MD, Secretary
Department of Health and Human Services



Betty Ray McCain, Secretary
Department of Cultural Resources

November 15, 1999

KLS

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DIVISION OF PUBLIC HEALTH
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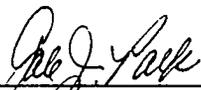
PERSONNEL OFFICE

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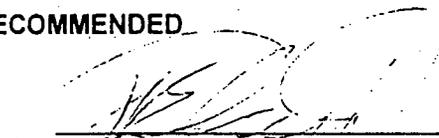
PERSONNEL OFFICE

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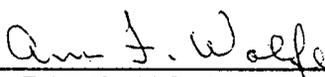
APPROVAL RECOMMENDED



Gale Polk, Chief Records Officer
Department of Health and Human Services



John Eley, Director
Division of Human Resources



Ann F. Wolfe, M.D., M.P.H., Director
Division of Public Health

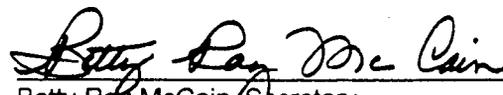


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



H. David Bruton, MD, Secretary
Department of Health and Human Services



Betty Ray McCain, Secretary
Department of Cultural Resources

November 15, 1999

**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
DIVISION OF HUMAN RESOURCES
PERSONNEL OFFICE

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 44004 as shown on substitute page dated April 11, 2003.

APPROVAL RECOMMENDED



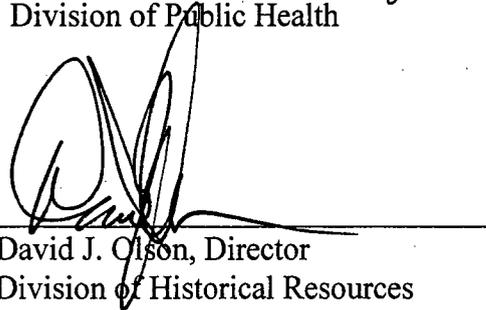
Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Donna Gregory, Records Officer
Division of Public Health



Leah Devlin, Director
Division of Public Health

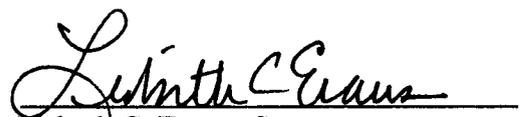


David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odum, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 11, 2003

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
DIVISION OF HUMAN RESOURCES
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ITEM 44004. PERSONNEL (INACTIVE) FILE.

Records concerning former employees. File includes applications, resumes, job descriptions, personnel action forms, information concerning termination of service, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 4-11-03

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 being held for agency in the State Records Center 30 years from date of record.

ITEM 44009. REPORTS FILE.

State and federal reports concerning personnel within the division. File includes the department's annual plan of work and personnel audit worksheets.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44014. VOLUNTARY SHARED LEAVE FILE.

Records concerning voluntary leave requested and donated. File includes names of shared leave participants, leave donations made, letters qualifying participants, and other related records. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.