

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
DIVISION OF HUMAN RESOURCES
EMPLOYEE RELATIONS SECTION

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

EMPLOYEE RELATIONS SECTION

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

EMPLOYEE RELATIONS SECTION

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 This schedule is to remain in effect until superseded.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



William H. Guy, Manager
Employee Relations Section



Kathleen A. Heeter, Director
Division of Human Resources



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

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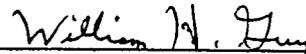
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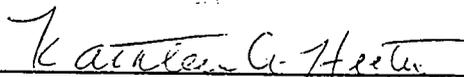
APPROVAL RECOMMENDED



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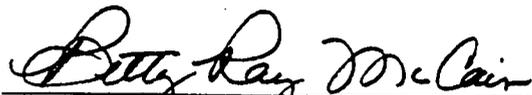


Jeffrey J. Crow, Director
Division of Archives and History

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Betty Ray McCain, Secretary
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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.

January 7, 2000

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ITEM 1610. GRIEVANCES (CLOSED) FILE.

Records concerning employees' grievance appeals, hearing records, and recommendations by the Department of Health and Human Services (DHHS) departmental hearing officer. File includes the Secretary's decision regarding each grievance and notice of appeal to the Office of Administrative Hearings, the recommended decision by the Administrative Law Judge, DHHS's response to the recommended decision, the final decision of the State Personnel Commission and/or final court disposition of the matter, and other related records. (Portion of file may be considered confidential in accordance with G.S. 126-22/29 and 132-1.1.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed 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.

ITEM 16907. EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLANS, PROGRAMS, AND REPORTS FILE.

Correspondence and memorandums written and/or received from the section, divisions, and institutions within the department concerning EEO reports, plans, and programs. File also includes plans for divisions and institutions.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 16908. EMPLOYEE RELATIONS (PRE-GRIEVANCE) FILE.

Correspondence from departmental employees and management concerning complaints and questions regarding policies and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 16909. GRIEVANCES (OPEN) FILE.

Records concerning employees' grievance appeals, hearings records, and recommendations by the departmental hearing officer. File includes employee/applicant grievance matters initially filed with or on appeal to State Personnel Commission or the courts, and other related records. (Portion of file may be considered confidential in accordance with G.S. 126-22/29 and 132-1.1.)

DISPOSITION INSTRUCTIONS: Transfer to Grievances (Closed) File (Item 1610) when case is closed.

ITEM 16910. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) CHARGES (OPEN) FILE.

Records concerning open EEOC charges filed against the Department of Health and Human Services (DHHS). File includes notices of charges, correspondence between the EEOC, Office of Administrative Hearings (OAH), and DHHS, internal investigation reports, and other related records. File also includes records related to pending court action by plaintiff or EEOC. (Portion of file may be considered confidential in accordance with G.S. 126-22/29 and 132-1.1.)

DISPOSITION INSTRUCTIONS: Transfer to Equal Employment Opportunity Commission (EEOC) Charges (Closed) File (Item 16911) when case is closed.

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ITEM 16911. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) CHARGES (CLOSED) FILE.

Records concerning closed EEOC charges filed against the department. File includes notices of charges, correspondence, reports, official notices of EEOC, Office of Administrative Hearings (OAH), and/or court disposition of each charge, and other related records. (Portion of file may be considered confidential in accordance with G.S. 126-22/29 and 132-1.1.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after case is closed 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.