DEPARTMENT OF HUMAN RESOURCES
OFFICE OF THE SECRETARY
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. **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 for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

Ruby T. Hooper, Chief Records Officer
Department of Human Resources

Kathy Watson, Personnel Manager
Personnel Office

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

APPROVED

David T. Flaherty, Secretary
Department of Human Resources

Patric Dorsey, Secretary
Department of Cultural Resources

April 12, 1989

JH

DEPARTMENT OF HUMAN RESOURCES
OFFICE OF THE SECRETARY
PERSONNEL OFFICE

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Department of Human Resources

Kathy Watson, Personnel Manager
Personnel Office

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

APPROVED

David T. Flaherty, Secretary
Department of Human Resources

Patric Dorsey, Secretary
Department of Cultural Resources

This schedule was modified to comply with the provisions of the General Schedule for State Agency Records, effective October 1, 2000. Remaining [illegible] retain the original [illegible] below.

April 12, 1989

JH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Human Resources to Department of Health and Human Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Human Resources. 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

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

Joyce Bunn, Chief Records Officer
Department of Health and Human Services

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

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

Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1997

MS

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
PERSONNEL

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 1613 as shown on substitute page dated October 11, 2002.

APPROVAL RECOMMENDED

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

Gloria Jennings, Records Officer
Division of Human Services

Kathleen Gruer, Director
Division of Human Resources

David J. Olson, Director
Division of Historical Resources

APPROVED

Carmen Hooker Odom, Secretary
Department of Health and Human Services

Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 11, 2002

AWH

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
PERSONNEL OFFICE

ITEM 1613. INACTIVE PERSONNEL FILE.
Records concerning inactive departmental employees. File includes or concerns qualifications, position classification, promotions or transfers, performance evaluations, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) 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 being held in the State Records Center 30 years from date of record.

ITEM 16878. ADMINISTRATIVE SUBJECT FILE.
Correspondence, memorandums, and reference copies of federal laws and guidelines concerning personnel administration within the Department of Human Resources. File includes or concerns program review, Equal Employment Opportunity, Fair Labor Standards Act, grievance policy, budget, reference copies of position classification studies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office federal laws and guidelines when superseded. Destroy in office correspondence and memorandums after 5 years. Destroy in office remaining records when reference value ends.

ITEM 16879. AGENCIES FILE.
Correspondence between the Personnel Manager and certain divisions and offices within the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16882. ACTIVE PERSONNEL FILE.
Applications for employment, personnel action forms, withholding reports, and increment or change in basic salary forms. File includes reference letters, notifications of reclassification, personal history information, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the Inactive Personnel File when employee terminates service or to the appropriate Department of Human Resources division when employee transfers.

ITEM 16889. VACANCY REPORTS FILE.
Position vacancy reports received weekly concerning vacant positions. Information includes classification, salary grade, the job location, and when the position will be available.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date on report.

ITEM 16891. POSITIONS TRANSFERRED OUT FILE.
Records concerning positions transferred to other departments or divisions in the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Retain in office permanently.