

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FACILITY SERVICES
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

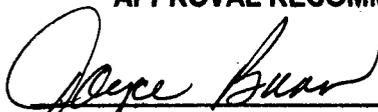
PERSONNEL OFFICE

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 This schedule is to remain in effect until superseded.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



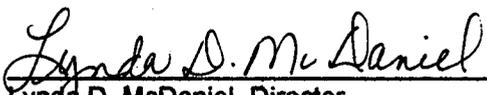
Joyce Bunn, Chief Records Officer
Department of Health and Human Services



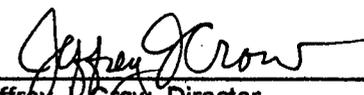
Nick B. Gudzan, Personnel Manager
Division of Facility Services



Paul Pennell, Business Officer and Records Officer
Division of Facility Services



Lynda D. McDaniel, Director
Division of Facility Services



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

December 31, 1997

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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

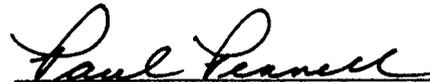
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FACILITY SERVICES
PERSONNEL OFFICE

Amend the program records retention and disposition schedule approved May 23, 2002 by changing the disposition instructions for Item 1713 as shown on substitute page dated October 11, 2002.

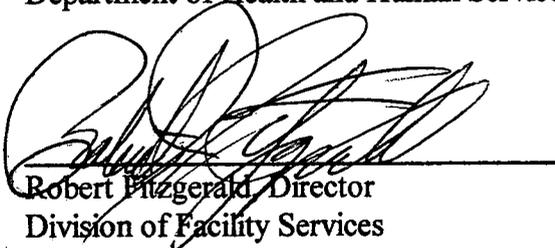
APPROVAL RECOMMENDED



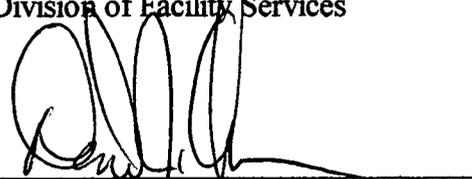
Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Paul Pennell, Records Officer
Division of Facility Services



Robert Fitzgerald, Director
Division of Facility Services

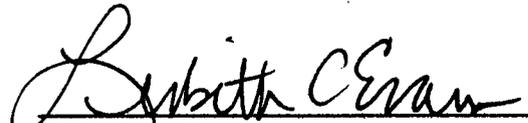


David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 11, 2002

AWH

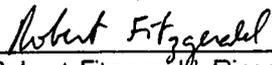
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

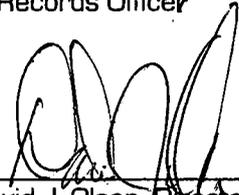
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FACILITY SERVICES
PERSONNEL OFFICE

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APPROVAL RECOMMENDED

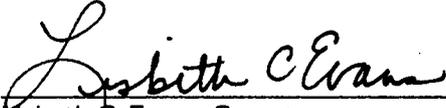
 / 
Paul D. Pennell, Business and Records Officer
Division of Facility Services

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Robert Fitzgerald, Director
Division of Facility Services


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

May 23, 2002

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
PERSONNEL OFFICE**

ITEM 1713. INACTIVE PERSONNEL FILE.

Records transferred from the Active Personnel File (Item 7498) concerning inactive division employees. File includes applications for employment, personnel action forms, increment or change in basic salary forms, notification of reclassification, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)
Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer records 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.

ITEM 7498. ACTIVE PERSONNEL FILE.

Records concerning division employees. File includes applications for employment, personnel action forms, increment or change in basic salary forms, notification of reclassification, leave records, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Personnel File (Item 1713) upon termination of employment.