

**DEPARTMENT OF ADMINISTRATION
HUMAN RELATIONS COMMISSION**

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 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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

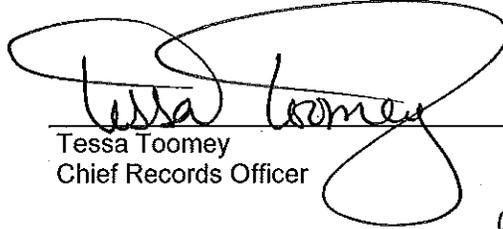
The Department of Administration and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Administration hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Administration will be responsible for cost of microfilm production.

The Department of Administration and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Administration agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

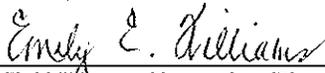
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Administration agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

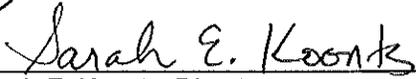
APPROVAL RECOMMENDED



Tessa Toomey
Chief Records Officer

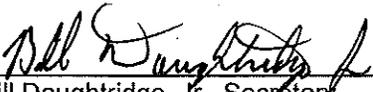


Emily E. Williams, Executive Director
Human Relations Commission

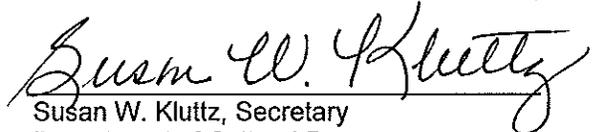


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Bill Daughtride, Jr., Secretary
Department of Administration



Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 47. DIRECTOR'S CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, concerning commission administration. File includes director's correspondence and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 48. STATE COMMISSION MEETINGS FILE

Records in paper and electronic formats, including e-mail, concerning the quarterly state council meetings of the Human Relations Commission. File includes correspondence, speeches, agendas of meetings, preparation records, invitations, handouts, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 55. COMMISSION MEMBER FILE

Records concerning commission members. File includes correspondence, record of their attendance at council meetings, and related information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 57. HUMAN RELATIONS COMMISSION REPORTS FILE

Records concerning reports prepared by the Human Relations Commission. File may include information concerning Fair Sentencing, Black Employment in North Carolina School System, Death Row, progress reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 10 copies of reports to the State Government Publications Clearinghouse, State Library of North Carolina, in accordance with G.S. 125-11.8(b). Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 58. CRISIS GOALS FILE

Records concerning state disturbances that may have serious consequences and may involve the Human Relations Commission. File includes newspaper clippings and reports filed by the commission personnel.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 60. EDUCATION AND OUTREACH PROJECTS AND PROGRAMS FILE

Records in paper and electronic formats concerning specific education and outreach conferences, seminars, workshops, training presentations, and other education and outreach projects conducted by the Human Relations Commission. File includes correspondence, information regarding various projects of the commission, education and outreach materials for workshops, brochures, tracking and statistical reports, workshop speaker evaluations, working papers, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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ITEM 65. PUBLIC RELATIONS FILE

Records concerning speeches made, by Human Relations Commission consultants. File includes clippings, pictures, newsletters, and publications of the commission.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 11040. STATE COMMISSION MINUTES FILE

Records concerning official minutes of quarterly meetings of the Human Relations Commission. File includes reports and recommendations, resolutions, and record of the swearing of commission members.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed governing board minutes to the State Records Center after 1 year to be imaged. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed after imaging. Retain signed original governing board minutes in office permanently.

ITEM 11050. GOVERNOR'S CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, concerning correspondence between the Governor and the Human Relations Commission.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 11055. LEGAL (REFERENCE) FILE

Records concerning Attorney General's opinions. File includes Supreme Court decisions, proclamations, enacted laws, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 11056. LEGISLATIVE (REFERENCE) FILE

Records concerning reference copies of proposed bills (North Carolina and U.S.), legislative bulletins, and other related material.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends

ITEM 11059. NORTH CAROLINA STATE AGENCIES FILE

Records concerning correspondence, brochures, handbooks, pamphlets, and related materials from various North Carolina state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence after 4 years. Destroy in office remaining records when reference value ends.

ITEM 11060. U.S. AGENCIES (REFERENCE) FILE

Records concerning brochures, speeches, pamphlets, and books from various federal agencies.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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ITEM 11062. MARTIN LUTHER KING, JR. COMMISSION FILE

Records in paper and electronic formats, including e-mail, concerning meetings and projects of the Martin Luther King, Jr. Commission. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 11064. OTHER STATES' COMMISSIONS FILE

Records concerning correspondence and reference materials from other states' human relations or civil rights commissions. File includes brochures, copies of pertinent laws, and bylaws of organization.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11065. FAIR HOUSING ACT COMPLAINTS CASE FILE

Records in paper and electronic formats concerning charges of housing discrimination. File includes open and closed case files. File also includes intake forms for requests for assistance received from citizens regarding race, sex, and other forms of housing discrimination.

DISPOSITION INSTRUCTIONS: Transfer open case files to closed case files when closed. Transfer closed case files to the State Records Center after 7 years. Records will be held for agency in the State Records Center 8 additional years and then destroyed.

ITEM 50500. MARTIN LUTHER KING, JR. COMMISSION GRANT PROGRAM FILE

Records concerning Martin Luther King, Jr. Commission grants. File includes applications for funding, award letters, non-award letters, narratives, budgets, plan descriptions, and reviewer comments.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after grant approval, if no litigation, claim, audit, or other official action involving the records has been initiated. Destroy in office unapproved grant proposals 1 year after decision, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office records after completion of action and resolution of issues involved.

ITEM 50501. REFERRED COMPLAINTS FILE

Records concerning complaints of Equal Employment Opportunity discrimination, community relations discrimination, and hate crimes referred to other state and federal agencies. File includes intake forms and complaint logs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.