

**DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES MANAGEMENT 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

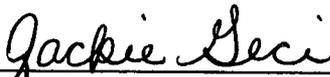
HUMAN RESOURCES MANAGEMENT OFFICE

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

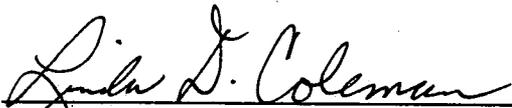
HUMAN RESOURCES MANAGEMENT OFFICE

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 This schedule is to remain in effect until superseded.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



Jackie Geci, Chief Records Officer
Department of Administration



Linda Coleman, Director
Human Resources Management Office

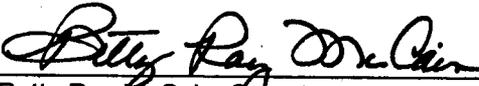


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



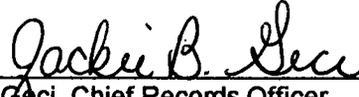
Betty Ray McCain, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES MANAGEMENT OFFICE

Amend the records retention and disposition schedule approved June 30, 1999 by revising the disposition instructions for Items 88, 115, and 1539 as shown on substitute pages dated September 23, 2005.

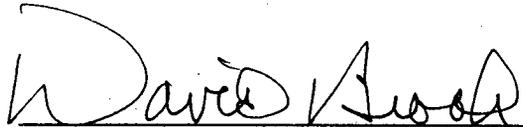
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

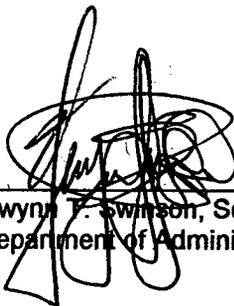


Elaine Barnes, Deputy Director
Human Resources Management



David Brook, Director
Division of Historical Resources

APPROVED



Gwynn T. Swinson, Secretary
Department of Administration



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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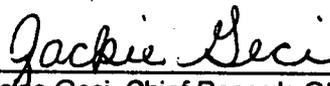
HUMAN RESOURCES MANAGEMENT OFFICE

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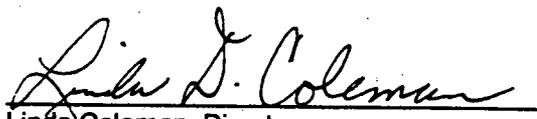
HUMAN RESOURCES MANAGEMENT OFFICE

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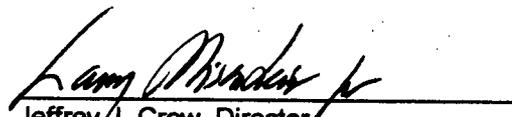
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration



Linda Coleman, Director
Human Resources Management Office

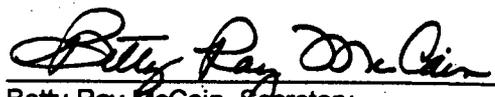


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

June 30, 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.

KLS

**DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES MANAGEMENT OFFICE**

ITEM 88. PERSONNEL FILE.

Records concerning department personnel. File includes applications for employment, position descriptions, and related personnel transactions regarding the service history of the employee. (Comply with applicable provisions of G.S.126-22, 126-23, and 126-24 regarding confidentiality of personnel records). Amended 09-16-05.

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 stored in the State Records Center 30 years from date of record.

ITEM 115. PERSONNEL RECORDS FILE.

Personnel folders of past and present employees containing applications, personnel action forms, and memoranda. Also includes affirmative action plan, training class materials, request for position classification, intern information, position descriptions, and increments. Arranged alphabetically by name of employee or subject. Amended 09-16-05.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 1539. PERSONNEL CARD FILE.

4x8 card gives name of employee, organization, date employed, job title, and date employment terminated. Arranged alphabetically by name of employee within groups. Position Control Cards (PD-120) replaced this file. Amended 09-16-05.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 10736. EVACUATION FILE.

Emergency plans of evacuation of state buildings.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 16801. ADMINISTRATIVE SUBJECT FILE.

Reference copies of correspondence and memorandums concerning personnel administration within the Department of Administration. File also includes information concerning federal laws and guidelines, increments, recruitment's, retirement, Fair Labor Standards Act, Civil Service bulletins, grievances, merit register, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office federal laws, guidelines, and merit register when superseded or obsolete. Destroy in office remaining records when reference value ends.