

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY
DEPUTY SECRETARY FOR GOVERNMENTAL OPERATIONS
DIVISION OF AUXILIARY SERVICES
GOVERNMENT PRINT SHOP

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

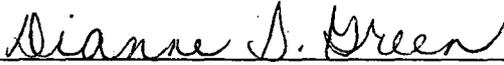
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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.

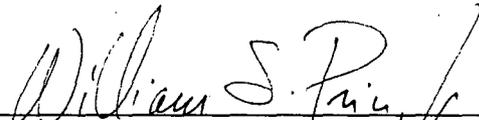
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Dianne S. Green, Chief Records Officer
Department of Administration



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

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

May 31, 1994

JH

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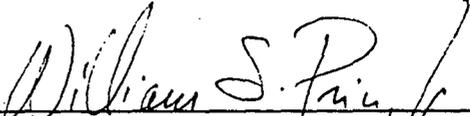
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May 31, 1994

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.

JH

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ITEM 10810. CANCELLED PRINTING REQUISITIONS FILE.

Printing requisitions which have been assigned a number for printing and then cancelled through the request of the customer.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Administration, Purchase and Contract Division, State Printing Office.

ITEM 10811. LEAVE FILE.

Recapitulation of employees' vacation and sick leave.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Administration, Purchase and Contract Division, State Printing Office.

ITEM 10812. SUPPLY INVOICES FILE.

Requisitions forwarded to Division of Purchase and Contract for supplies and equipment.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Administration, Purchase and Contract Division, State Printing Office.

ITEM 28330. PERSONNEL FILE.

Records concerning employees of the Print Shop. File includes applications, resumes, personnel action forms, and other personnel-related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Administration, Purchase and Contract Division, State Printing Office.