

DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE DEVELOPMENT

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

DIVISION OF WORKFORCE DEVELOPMENT

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.

The Department of Commerce and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Commerce agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

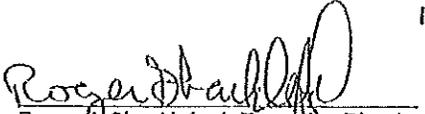
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (Issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 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

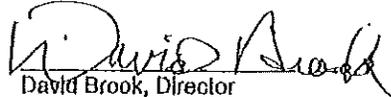
DIVISION OF WORKFORCE DEVELOPMENT

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.

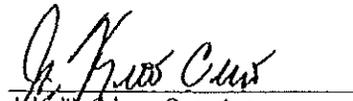
APPROVAL RECOMMENDED

  
Shannon Hobby, Chief Records Officer  
Department of Commerce

  
Roger J. Shackelford, Executive Director  
Division of Workforce Development

  
David Brook, Director  
Division of Historical Resources

APPROVED

  
Keith Crisco, Secretary  
Department of Commerce

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

February 25, 2011

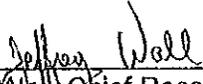
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

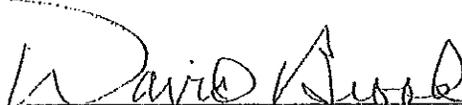
DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE DEVELOPMENT

Amend the program records retention and disposition schedule approved February 25, 2011 by adding the new item as set forth herein. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

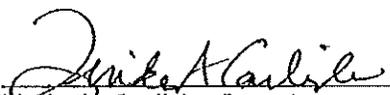
  
\_\_\_\_\_  
Jeff Wall, Chief Records Officer  
Department of Commerce

  
\_\_\_\_\_  
Roger J. Shackleford, Executive Director  
Division of Workforce Development

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

APPROVED

  
\_\_\_\_\_  
Keith Crisco, Secretary  
Department of Commerce

  
\_\_\_\_\_  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

October 24, 2011

RLL

DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

**ORGANIZATIONAL NAME CHANGE**

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from **Division of Workforce Development** to **Division of Workforce Solutions**. 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 schedule dated February 25, 2011. 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

**DIVISION OF WORKFORCE SOLUTIONS**

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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. 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 Commerce 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 Commerce 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.

The Department of Commerce 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 Commerce 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.

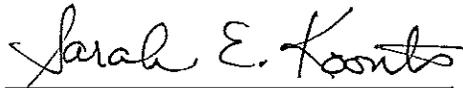
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 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 Commerce 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**

  
\_\_\_\_\_  
Jeffrey Wall, Chief Records Officer  
Department of Commerce

  
\_\_\_\_\_  
Roger J. Shackelford, Assistant Secretary  
Division of Workforce Solutions

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

  
\_\_\_\_\_  
Sharon Allred Decker, Secretary  
Department of Commerce

APPROVED

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATIVE SERVICES**

**ITEM 424. CORRESPONDENCE FILE**

- Correspondence concerning administration and operation of the Workforce Development Unit. File also includes memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Division Director's Correspondence File (Item 27104).

**ITEM 12044. CORRESPONDENCE (BOS/LPS) FILE**

Correspondence with local prime sponsors and balance of state programs contractors concerning activity or changes in contracts.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 27083. PROPERTY RECORDS FILE**

Records concerning property purchased with federal funds administered by the division. File includes correspondence, authorization requests, authorization approvals, inventory listings, invoices, fixed asset forms, state surplus property records, transfer forms, equipment disposition information, and other related records. (Records provide complete history of purchased property from request of purchase through final disposition.)

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

**ITEM 27094. JOB TRAINING PARTNERSHIP ACT (JTPA) PARTICIPANTS (ELECTRONIC) FILE**

Computer tapes concerning participants in JTPA programs. Tapes include information regarding contract applications and modifications, monitoring reports, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 27104. DIVISION DIRECTOR'S CORRESPONDENCE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration and management of the division. File includes correspondence and memoranda sent or received by the division director, other officials within the division, and other national, state, and local agencies, and associations.

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed after 1 year. Transfer paper records to the State Records Center after 3 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 45878. WORKFORCE INVESTMENT ACT (WIA) FINANCIAL MANAGEMENT INFORMATION SYSTEMS (ELECTRONIC) FILE**

Electronic records concerning grant allocation financial reporting and cash requests for sub-recipients and local areas. Electronic file includes grant amount and fund allocations.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after date on which the annual expenditure report containing final expenditures charged to the program year's allotment is submitted to the U.S. Department of Labor if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATIVE SERVICES**

**ITEM 45879. WORKFORCE INVESTMENT ACT (WIA) GRANT FILE**

Records in paper and electronic formats concerning official notification sent to the state notifying them of the official award. Electronic file includes total grant amount, grant agreements, Notice of Fund Availability (NFA), and other related records.

DISPOSITION INSTRUCTIONS: Print Notice of Fund Availability and transfer printed copy of Notice to Planning and Policy Development to be interfiled in Current Local Areas (LA) Plans Notebooks File, Item No. 45881. Destroy in office paper and electronic records 5 years after expiration of grant if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 45880. WORKFORCE PLUS CLIENT TRACKING SYSTEM DATABASE (ELECTRONIC) FILE**

Case Managers Tracking System used to record intervention and activity to clients served. Electronic file includes demographic data, client name, social security number, race, case notes, and other related data. Data is input from information gathered in the field by case managers. (Comply with applicable provisions of "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government regarding retention and access," 29 C.F.R. Part 97.42.) (Comply with 5 USC 552a and G.S. 132-1.10 regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**ITEM 45886. STATE AND LOCAL MEMORANDUMS OF AGREEMENTS AND SUB-GRANT ADMINISTRATION AGREEMENTS FILE**

Records concerning contracts between the state and local areas for federal Workforce Investment Act (WIA) grants. File includes contracts, memorandums of agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after final closeout of the last program year covered by the plan if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
GRANTS MANAGEMENT**

**ITEM 427. PROGRAM ACTIVITY NOTEBOOKS FILE**

Program activity reports maintained in three-ring binders concerning fiscal year actions for Service Delivery Area programs.

DISPOSITION INSTRUCTIONS: Records transferred to Local Areas (LA) Plans Notebooks File (Item 45881).

**ITEM 12045. PROGRAM FILE**

Correspondence and topical records concerning programmatic areas.

DISPOSITION INSTRUCTIONS: Records transferred to Local Areas (LA) Plans Notebooks File (Item 45881).

**ITEM 27080. LOCAL WORKFORCE DEVELOPMENT AREAS AND SUB-GRANTEES CENTRAL FILE**

Records concerning Local Areas and Sub-Grantees (Local Areas are a geographical area comprised of one to 10 counties that deliver programs to its sub-grantees, an appointed administrative entity that handles all monies for that Local Area). File includes correspondence, agreements, monitoring reports, workforce development boards information and plans, financial information, job training plans with modifications and adjustments, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Local Areas (LA) Plan Notebooks File (Item 45881).

**ITEM 27081. AUDIT RESOLUTIONS FILE**

Records in paper and electronic formats, including e-mail, concerning independent audit reports and audit resolutions received from each sub-grantee and Local Area. File includes correspondence, audit reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy paper and electronic records 5 years after sub-grantee submits last expenditure report for the program year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 27082. METHODS OF ADMINISTRATION (MOA) FILE**

Records in paper and electronic formats, including e-mail, concerning nondiscrimination or equal opportunity standards for sub-grantees and Local Areas. File includes copies of nondiscrimination/equal opportunity policies and procedures, and grievances and complaints procedures. File also includes copies of complaints and appeals and their dispositions. (Comply with applicable provisions of the "Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Protection Act of 1998 (WIA)" 29 C.F.R. Part 37, 1998 ed.)

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic records at the same time as related paper records. Destroy in office standards, policies and procedures, and grievance and complaints procedures when superseded or obsolete. Destroy in office complaints, appeals, and dispositions 5 years after completion of action if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining records after 5 years.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
GRANTS MANAGEMENT**

**ITEM 27084. MONITORING AND TECHNICAL ASSISTANCE FILE**

Records in paper and electronic formats, including e-mail, concerning monitoring and technical assistance provided to sub-grantees and Local Areas by field services staff. File includes correspondence, memorandums, financial and programmatic monitoring reports, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office paper and electronic records 5 years after date on which the annual expenditure report containing final expenditures charged to the program year's allotment is submitted to the U.S. Department of Labor if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 27102. GRANT APPLICATIONS FILE**

Records in paper and electronic formats, including e-mail, concerning grant applications for Title III grant. File includes correspondence, Notices of Fund Availability (NFA), approval of administrative adjustments, documentation on expiration of grants, final expenditure reports, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed after 1 year. Destroy in office remaining records 5 years after date on which the annual expenditure report containing final expenditures charged to the program year's allotment is submitted to the U.S. Department of Labor if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 27105. CURRENT LOCAL AREAS PLANNING INSTRUCTIONS FILE**

Records in paper and electronic formats, including e-mail, concerning Planning and Policy Development Local Area Plan and Modification Instructions policies transmitted through the Local Area Issuance structure. Once the local area plan is accepted it is filed in the Local Areas (LA) Plans and Modifications Notebooks File (Item 45888).

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office paper and electronic records 5 years after final closeout of the last program year covered by the plan and modification.

**ITEM 27109. LOCAL AREAS (LA) ISSUANCES FILE**

Records in paper and electronic formats, including e-mail, concerning Local Areas issuances. File includes issuance comments, correspondence, planning instructions and procedural requirements as these relate to the federal Workforce Investment Act (WIA). File also includes incentive award letters and allocations to LAs under the federal Workforce Investment Act (WIA).

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office paper and electronic records 5 years after the expiration and final closeout of the appropriate federal and state legislation.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
GRANTS MANAGEMENT**

**ITEM 27110. SET-ASIDES FILE**

Records in paper and electronic formats, including e-mail, concerning monitoring and technical assistance provided to sub-grantees and Local Areas by field services staff. File includes correspondence, memorandums, financial and programmatic monitoring reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office paper and electronic records 5 years after date on which the annual expenditure report containing final expenditures charged to the program year's allotment is submitted to the U.S. Department of Labor if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 27114. WORKER ADJUSTMENT RETRAINING NOTIFICATION (WARN) ACT FILE**

Official notification letters received from companies or businesses concerning plant closings and layoffs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 45832. NATIONAL AND NATURAL EMERGENCY GRANTS (NEG) FILE.**

Records in paper and electronic formats, including e-mail, concerning national and natural emergency grants which provide supplemental funds to dislocated workers and communities affected by major economic dislocations and other worker dislocation events, and natural disasters. File includes grant applications, correspondence, participant's quarterly enrollment reports, quarterly expenditures reports, reports received from local areas and other related records.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed after 1 year. Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 27 additional years and then destroyed.

**ITEM 45833. WORKER ADJUSTMENT RETRAINING NOTIFICATION (WARN) LOG BOOKS FILE**

Logs listing individual plant closings and layoffs. Logs also include date of closing, contact person, demographic data, layoff, number affected, effective dates, date and time of rapid response meetings, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
GRANTS MANAGEMENT**

**ITEM 45881. CURRENT LOCAL AREAS (LA) PLANS NOTEBOOKS FILE**

Records in paper and electronic formats, including e-mail, concerning Local Areas and Sub-Grantees (Local Areas are geographical areas comprised of 1 to 10 counties that deliver programs to their sub-grantees, appointed administrative entities that handle all monies for that Local Area.). File includes correspondence, workforce development board information, Notice of Funds Availability (NFA) information, job training plans with adjustments and modifications, and other related records. (Comply with 5 U.S.C. 552A regarding confidentiality of personal information and data.)

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed after 1 year. Transfer paper records to the State Records Center 3 years after date on which the annual expenditure report containing final expenditures charged to the program year's allotment is submitted to the U.S. Department of Labor if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 27 additional years and then destroyed.

**ITEM 45882. STATE AGENCY WORKFORCE INVESTMENT ACT (WIA) PLANS FILE**

Records concerning funding given to state agencies. File includes plans submitted by state agencies to receive federal Workforce Investment Act (WIA) funding. The State Agency Plans describe administrative systems and operational procedures as well as the activities, services or functions that are being provided through grant funds.

**DISPOSITION INSTRUCTIONS:** Destroy in office 5 years after final closeout of the last program year covered by the plan if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 49465. STRATEGIC PLANS AND RELATED REPORTS FILE.**

Records in paper and electronic formats, including e-mail, concerning the North Carolina's Two Year Strategic Plan Modification to the federal Workforce Investment Act (WIA) and Wagner-Peyser Act approved by the U. S. Department of Labor to ensure North Carolina will receive the federal funds available through the Workforce Investment Act and Wagner-Peyser Act. File includes Strategic Plan, Requests for Proposals related to the advancement of the Strategic Plan.

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed after 1 year. Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
POLICY AND GOVERNANCE**

**ITEM 45883. GOVERNOR'S COORDINATION AND SPECIAL SERVICES PLANS FILE**

Records in paper and electronic formats concerning the Job Training Partnership Act (JTPA) legislation which required States to submit a two-year Governor's Coordination and Special Services Plan describing plans for the use of JTPA resources for the following two years and evaluating the use of funding for the preceding two years. (File maintenance and backup procedures are conducted by Management Information Systems (MIS).) (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 45885. OLD SERVICE DELIVERY AREA JOB TRAINING PLANS NOTEBOOKS FILE**

Records concerning job training for local Service Delivery Areas (SDA). File includes SDA plans and copies of Job Training Partnership Act (JTPA) legislation. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 45887. GRANTS AND CORRESPONDENCE FILE**

Records in paper and electronic formats concerning Welfare to Work (WtW) grants and programs. File includes the State's Plan, correspondence, grant applications, approval of grants, copies of US Department of Labor (USDOL) signed grants, and other related records. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 45888. LOCAL AREAS (LA) PLANS AND MODIFICATIONS NOTEBOOKS FILE**

Records in paper and electronic formats concerning plans and modifications received from local areas detailing written strategies of Workforce Development Boards for administering the Welfare to Work program at the local area. Plans include area market conditions, resources and projected levels of service to participants, target population, potential employment opportunities and types of activities/services to be offered. Modifications include changes and amendments to the original plans.

DISPOSITION INSTRUCTIONS: Records transferred to Local Areas (LA) Plan Notebooks File (Item 45881).

**ITEM 48068. NORTH CAROLINA COMMISSION ON WORKFORCE DEVELOPMENT QUARTERLY MEETING MINUTES FILE**

Official quarterly minutes in paper and electronic format of meetings of the North Carolina Commission on Workforce Development. File also includes agendas, attachments, and other related records (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer, in yearly increments, a signed duplicate set of the official minutes including agendas and attachments 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. Retain in office permanently the original, signed, paper set of minutes including agendas and attachments. Destroy in office electronic versions of records which were printed and filed after 1 year. Destroy in office audiotapes after official copy of minutes has been approved.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
POLICY AND GOVERNANCE**

**ITEM 49468. NORTH CAROLINA COMMISSION ON WORKFORCE DEVELOPMENT COMMISSION MEMBERSHIP AND COMMITTEE (REFERENCE) FILE**

Reference copies of records in paper and electronic formats, including e-mail, regarding appointments, resignations, and terms of Commission members. (Governor's Office maintains original copies of these records.)

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed after 1 year. Destroy remaining records 5 years after Commission member's term of office ends.

**ITEM 49469. NORTH CAROLINA COMMISSION ON WORKFORCE DEVELOPMENT COMMISSION STRATEGIC PLAN FILE**

Records in paper and electronic formats, including e-mail, concerning correspondence and memorandums, sub-committee minutes, agendas and attachments regarding the 2 year strategic plan and other related information.

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed after 1 year. Transfer paper records to the State Records Center 3 years after completion of the strategic plan. Records will be held for agency in the state Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 49470. JOBLINK LIAISON MONITORING AND TECHNICAL ASSISTANCE FILE**

Records in paper and electronic formats, including e-mail, concerning monitoring and technical assistance provided to JobLinks by JobLink liaison staff. File includes correspondence, memorandums, re-chartering files, programmatic monitoring reports, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No.18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed after 1 year. Destroy in office remaining records 5 years after date on which the annual expenditure report containing final expenditures charged to the program year's allotment is submitted to the U.S. Department of Labor if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 49471. CHARTERING INSTRUCTIONS FILE**

Records in paper and electronic formats concerning JobLink Centers Re-chartering and Modification Instructions policies transmitted through the Local Area Issuance structure. File also includes instructions for the preparations of Re-chartering Criteria and Modification.

**DISPOSITION INSTRUCTIONS:** Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed after 1 year. Destroy in office remaining records 5 years after final closeout of the last program year covered by the plan and modification.

**DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS  
POLICY AND GOVERNANCE**

**ITEM 49830. NORTH CAROLINA INCUMBENT WORKFORCE DEVELOPMENT PROGRAM (IWDP)  
GRANT FILE**

Records in paper and electronic formats, including e-mail, concerning applications from businesses for, and funding decisions in relation to, the North Carolina Workforce Development Program (IWDP). File includes applications, score sheets, award letters, Notices of Fund Availability (NFA), and correspondence. Amended 10-24-2011

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 5 years after expiration of grant if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.