

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION

Records Retention and Disposition Schedule

Departmental Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a departmental name change from Department of Economic and Community Development to Department of Commerce. 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 April 16, 1990. 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

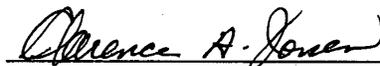
ADMINISTRATIVE SERVICES DIVISION

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

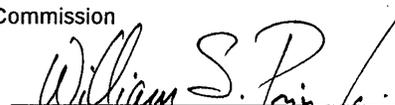
ADMINISTRATIVE SERVICES DIVISION

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 This schedule is to remain in effect until superseded.

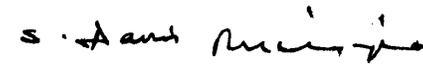
APPROVAL RECOMMENDED


Clarence A. Jones, Records Officer
Employment Security Commission


Ann Q. Duncan, Chairman
Employment Security Commission


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

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993

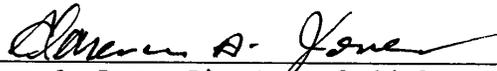
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DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
DIRECTOR'S OFFICE

Records Retention and Disposition Schedule Amendment

Amend the records retention and disposition schedule approved ^{February 10, 1993} ~~April 16, 1990~~
by changing the disposition instructions of Items 412 and 19742 and adding
Item 33870 as shown on substitute page dated June 2, 1993.

APPROVAL RECOMMENDED



Clarence A. Jones, Director and Chief Records Officer
Administrative Services Division, Employment Security Commission

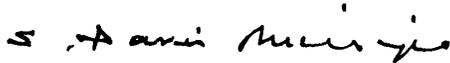


Ann Q. Duncan, Chairman
Employment Security Commission



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

APPROVED



S. Davis Phillips, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

June 2, 1993

JH

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION

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ADMINISTRATIVE SERVICES DIVISION

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ADMINISTRATIVE SERVICES DIVISION

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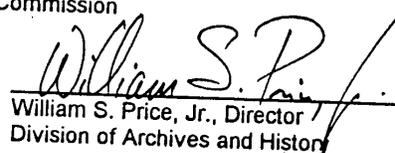
APPROVAL RECOMMENDED



Clarence A. Jones, Records Officer
Employment Security Commission

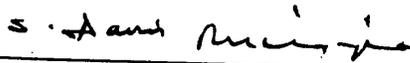


Ann Q. Duncan, Chairman
Employment Security Commission

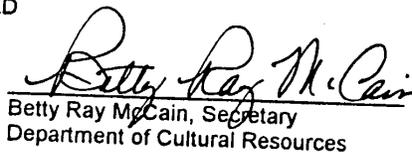


William S. Price, Jr., Director
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993

JH

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.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
DEPARTMENT OF INFORMATION SYSTEMS
APPLICATIONS DEVELOPMENT BRANCH**

ITEM 12274. COMPUTER PROGRAM DOCUMENTATION FILE.

Data providing documentation for programs run by the Employment Security Commission computer. File includes flow charts, program narratives, record layouts, and report descriptions.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12275. DATA PROCESSING DOCUMENTATION FILE.

Data providing documentation for various data processing programs run by the Department of Information Systems. File includes memorandums for users requesting changes in systems. (Master copy maintained in unit office and separate copies maintained by programers.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12276. COMPUTER PROGRAM LISTINGS FILE.

Data providing listings of computer programs run by the Department of Information Systems. Listings include name of program, language in which program is written (COBOL, etc.) and date initiated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
DEPARTMENT OF INFORMATION SYSTEMS
COMPUTER OPERATIONS BRANCH**

ITEM 12279. DATA PROCESSING DOCUMENTATION FILE.

Data providing documentation for various data processing activities conducted by Computer Operations Branch. File includes memorandums from users requesting changes in systems and data concerning equipment acquisitions.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
DEPARTMENT OF INFORMATION SYSTEMS
COMPUTER OPERATIONS BRANCH; COMPUTER OPERATIONS SECTION**

ITEM 12290. CHECK AUDIT FILE.

Computer printouts concerning unemployment insurance (UI) checks and Job Partnership Training Act (JPTA) wage and allowance payment checks printed by the Employment Security Commission computer. Information includes numbers of first and last checks printed each day and checks voided or withheld. (UI checks listed daily, JPTA checks listed bi-weekly.)

DISPOSITION INSTRUCTIONS: Destroy in office after 18 month(s).

ITEM 12298. OFF-LINE PROCESSING FILE.

Data providing instructions for dissemination of data processing information. File lists name/number of program and distribution list.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12299. RUN BOOK FILE.

Listings of all programs run on Employment Security Commission computer. Listing includes all information required by operator to operate program (number of program and date released for run).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12301. SYSTEM ACCOUNTING LOG FILE.

Records concerning data processing system daily status logs. Information provided includes status of equipment and systems on each day.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
DEPARTMENT OF INFORMATION SYSTEMS
DIRECTOR'S OFFICE**

ITEM 12273. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence, memorandums, and requisitions concerning the organization and daily operation of Department of Information Systems.

DISPOSITION INSTRUCTIONS: Destroy requisitions in office when released from all audits.
Destroy in office remaining records when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
DEPARTMENT OF INFORMATION SYSTEMS
TECHNICAL SUPPORT BRANCH**

ITEM 12308. SYSTEMS SOFTWARE FILE.

Magnetic-computer tapes providing stored data for various computer programs run by unit for Department of Information Systems.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12309. PROGRAM LISTINGS FILE.

Listings of computer programs run by branch. Information includes source coding.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
DIRECTOR'S OFFICE**

ITEM 412. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence written and received by the Director's Office. Amended 6-2-93

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19742. DIRECTOR'S ADMINISTRATIVE FILE.

Records concerning the organization and daily operation of the Administrative Services Division.
Amended 6-2-93

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
INTERNAL AUDIT SECTION**

ITEM 31188. COMPUTER (ACCESS) FILE.

Magnetic tape concerning security levels of access to general Employment Security Commission files and confidential information of employers, claimants, and applicants.

DISPOSITION INSTRUCTIONS: Revoke and erase all security levels not needed and eliminate security access on same day employee is terminated.

ITEM 31190. INTERNAL SECURITY FILE.

Audits and reviews of local office and central office cost centers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 31192. SPECIAL INVESTIGATION FILE.

Work papers and copies of official report of audit findings.

DISPOSITION INSTRUCTIONS: Transfer official report of audit findings to the chairman's office upon completion of findings. Destroy in office remaining records when reference value ends.