

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
HUMAN RESOURCES

RECORDS RETENTION AND DISPOSITION SCHEDULE

**ORGANIZATIONAL NAME CHANGE and RECORDS RETENTION and DISPOSITION
SCHEDULE AMENDMENT**

An organizational name change and amendment(s) to this Records Retention and Disposition Schedule are hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from the Personnel Section to Human Resources and amendment to Item 415, as shown on substitute page dated November 6, 2003. 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

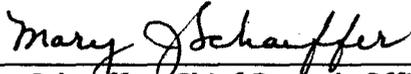
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records, including electronic records, not listed in the schedule are not authorized to be destroyed. The

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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 This schedule is to remain in effect until superseded.

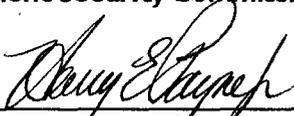
APPROVAL RECOMMENDED



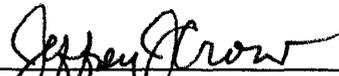
Mary Schaeffer, Chief Records Officer
Employment Security Commission



Sharon Morris, Director
Human Resources



Harry E. Payne, Jr., Chairman
Employment Security Commission



Jeffrey J. Crow, Deputy Secretary
Office of Archives and History



Jim Fain, Secretary
Department of Commerce

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 6, 2003

LDR

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Item 415. AGENCY PERSONNEL FILE. Official individual personnel file for each agency employee. File includes job applications, correspondence, memorandums, and other related records concerning employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 11-6-03]

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

Item 12239. RESTUDIES FILE. Restudies documentation used by analysts when an existing position is reviewed.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 12240. BENCHMARKS FILE. Benchmarks documentation used by analysts concerning positions within the Employment Security Commission for which established standards have been set.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 12244. PROMOTIONAL REGISTERS FILE. Registers attached to promotional bulletins indicating individuals who applied for open positions. (Individuals are not ranked, but the registers do denote which applicants are qualified and which are not.) (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 12246. EXEMPT EMPLOYEES FILE. Listings of employees exempt from the Personnel Act.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 12252. COMPETITIVE REGISTER FILE. Competitive service registers indicating individuals who are qualified for competitive appointments to positions within the Employment Security Commission.

DISPOSITION INSTRUCTIONS: Transfer records for personnel receiving appointments to appropriate personnel file of individual appointed. Destroy in office remaining records when reference value ends.

Item 12253. TEST SCORING ANALYSIS (GRADE PRINTOUTS) FILE. Test results of applicants tested by the agency's test administrator for professional positions within the Employment Security Commission. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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Item 12254. PROFESSIONAL EXAMINATION ANSWER SHEETS FILE. Completed examination answer sheets of applicants tested for professional positions within the Employment Security Commission. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.