

DEPARTMENT OF COMMERCE  
EMPLOYMENT SECURITY COMMISSION  
ADMINISTRATIVE SERVICES DIVISION  
SUPPORT SERVICES SECTION

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

**SUPPORT SERVICES SECTION**

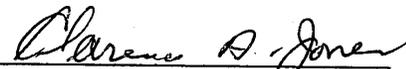
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

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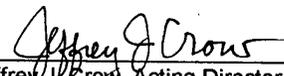
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

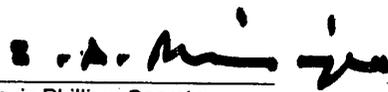
  
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Claude Bittle, Director  
Support Services Section

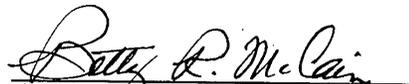
  
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Clarence A. Jones, Chief Records Officer  
Employment Security Commission

  
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Ann Q. Duncan, Chairman  
Employment Security Commission

  
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Jeffrey J. Crow, Acting Director  
Division of Archives and History

**APPROVED**

  
\_\_\_\_\_  
S. Davis Phillips, Secretary  
Department of Commerce

  
\_\_\_\_\_  
Betty R. McCain, Secretary  
Department of Cultural Resources

July 27, 1995

JH

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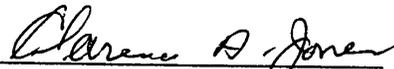
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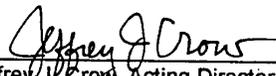
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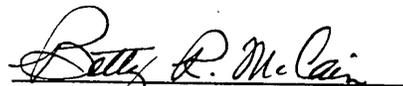
  
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July 27, 1995

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 12222. LOCAL OFFICE FILE.**

Records concerning the organization and daily operation of Employment Security Commission local offices throughout the state. File includes correspondence, memorandums, and directives.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.