

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ASSISTANT ADMINISTRATOR'S OFFICE

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 November 30, 1989. 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

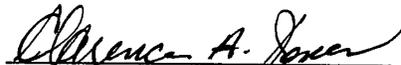
ASSISTANT ADMINISTRATOR'S OFFICE

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

ASSISTANT ADMINISTRATOR'S OFFICE

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 This schedule is to remain in effect until superseded.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

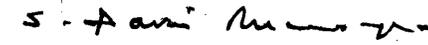


Ann Q. Duncan, Chairman
Employment Security Commission



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

JH

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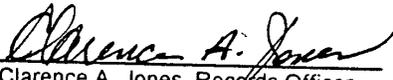
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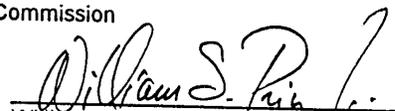
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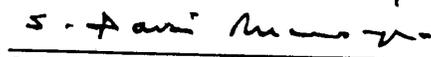
APPROVAL RECOMMENDED


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S. Davis Phillips, Secretary
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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.

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ITEM 14921. CORRESPONDENCE FILE.

Correspondence written and received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 8 years.