

DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION

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 August 15, 1986. 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

NORTH CAROLINA INDUSTRIAL COMMISSION

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

NORTH CAROLINA INDUSTRIAL COMMISSION

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 This schedule is to remain in effect until superseded.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



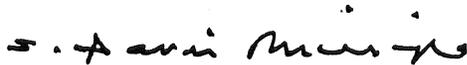
Hector A. Alonso, Chief Records Officer  
Department of Commerce



James J. Booker, Chairman  
North Carolina Industrial Commission

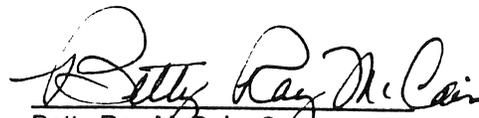


William S. Price, Jr., Director  
Division of Archives and History



S. Davis Phillips, Secretary  
Department of Commerce

APPROVED



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 7, 1993

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.

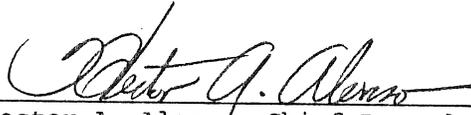
JH

DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION

Records Retention and Disposition Amendment

Amend the records retention and disposition schedule approved July 7, 1993 by changing the disposition instructions of Item 486 as shown on substitute page dated January 6, 1995.

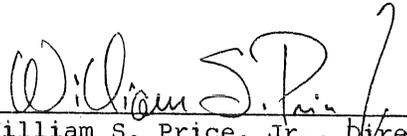
APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer  
Department of Cultural Resources



Howard Bunn, Jr., Chairman  
North Carolina Industrial 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

January 6, 1995

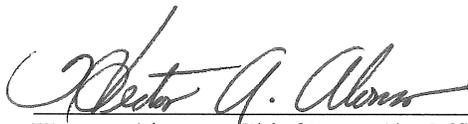
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

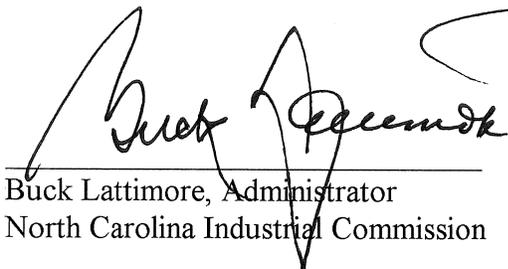
DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION

Amend the Records Retention and Disposition Schedule approved July 7, 1993 by changing the description and disposition instructions of Item 491; description of Item 13407; changing the records series title, description, and disposition instructions of Item 13414; disposition instructions of Items 13415 and 13416; changing the records series title, description, and disposition instructions of Item 13466, and by adding Items 38235, 38921, and 38922 as shown on substitute pages dated May 28, 1996.

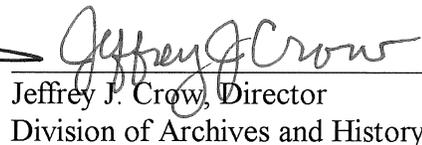
APPROVAL RECOMMENDED



Hector Alonso, Chief Records Officer  
Department of Commerce

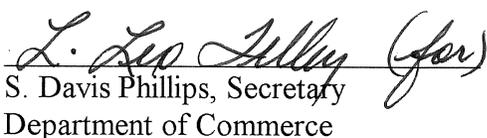


Buck Lattimore, Administrator  
North Carolina Industrial Commission

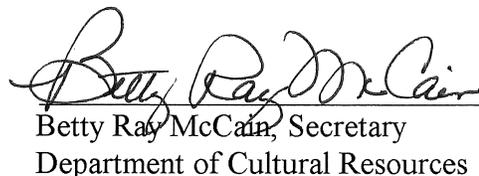


Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary  
Department of Commerce



Betty Ray McCain, Secretary  
Department of Cultural Resources

May 28, 1996

JH

DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
CLAIMS UNIT

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

CLAIMS UNIT

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 Revenue 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

CLAIMS UNIT

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.

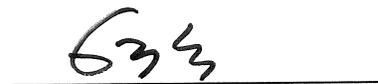
APPROVAL RECOMMENDED

  
Shannon Hobby  
Chief Records Officer

  
Pamela T. Young, Chairman  
North Carolina Industrial Commission

  
David Brook, Director  
Division of Historical Resources

APPROVED

  
~~J. Keith Crisco, Secretary~~  
Department of Commerce

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

July 2, 2010

  
Deputy Commerce Secretary  
Chief Operating Officer

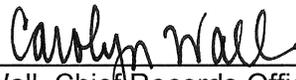
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DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
CLAIMS UNIT

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved July 2, 2010, by the addition of a new item, EUGENICS ASEXUALIZATION AND STERILIZATION COMPENSATION PROGRAM FILE (Item 50388), as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

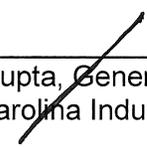
**APPROVAL RECOMMENDED**



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



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Sarah E. Koonts, Director  
Division of Archives and Records

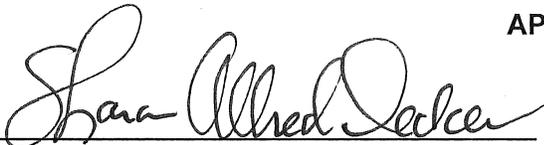


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Sumit Gupta, General Counsel  
North Carolina Industrial Commission

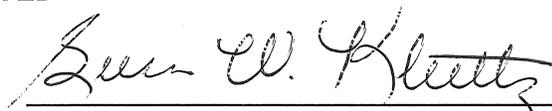


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Andrew T. Heath, Chairman  
North Carolina Industrial Commission

**APPROVED**



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Sharon Allred Decker, Secretary  
Department of Commerce



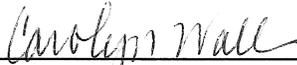
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Susan W. Klutz, Secretary  
Department of Cultural Resources

**DEPARTMENT OF COMMERCE**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved July 7, 1993, by changing the disposition instructions for item 497, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

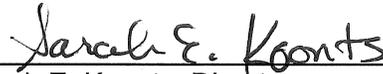
**APPROVAL RECOMMENDED**



\_\_\_\_\_  
Carolyn Wall  
Chief Records Officer

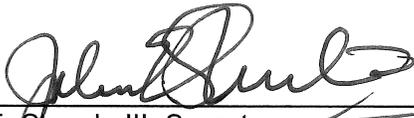


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Andrew T. Heath, Chairman  
North Carolina Industrial Commission



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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



\_\_\_\_\_  
John E. Skvarla III, Secretary  
Department of Commerce



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Susan W. Kluttz, Secretary  
Department of Cultural Resources

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
BYSSINOSIS**

**ITEM 13449. SPECIAL OCCUPATIONAL DISEASE FILE**

Correspondence with claimants, carriers, and the Occupational Disease Branch of the State Board of Health.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13450. OCCUPATIONAL DISEASE EMPLOYEE FILE**

Records concerning employees exposed to occupational hazards. File includes waivers signed by employees to continue working under hazardous conditions.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 13451. OCCUPATIONAL DISEASE EMPLOYER FILE**

Records concerning orders by the North Carolina Industrial Commission declaring that an employer operates a trade which presents potential hazards for employees. File includes technical reports and occupational health analytical result records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 13452. CHRONOLOGICAL INDEX OF BYSSINOSIS CASES FILE**

Index file of byssinosis cases contained in the Industrial Claims File listed by case number assigned to each individual case and maintained on agency computer system.

DISPOSITION INSTRUCTIONS: Update/delete machine-readable records as administrative need dictates. Produce a hard copy printout of the file annually. Transfer printout to the State Records Center when produced to be microfilmed for permanent security storage in the Archives vault. Printouts will be destroyed in the State Records Center after microfilming.

**ITEM 13453. ALPHABETICAL LISTING OF BYSSINOSIS CASES FILE**

Index file of byssinosis cases contained in the Industrial Claims File listed by employee name and maintained on agency computer system. Information includes each employee's name, claim number, and docket number of the case.

DISPOSITION INSTRUCTIONS: Update/delete machine readable records as administrative need dictates. Produce a hard copy printout of the file annually. Transfer printout to the State Records Center when produced to be microfilmed for permanent security storage in the Archives vault. Printouts will be destroyed in the State Records Center after microfilming.

**ITEM 13454. ALPHABETICAL LISTING OF ASBESTOSIS AND SILICOSIS CASES FILE**

Index file of asbestosis and silicosis cases contained in the Industrial Claims File listed by employee name and maintained on agency computer system. Information includes each employee's name, claim number, and docket number of the case.

DISPOSITION INSTRUCTIONS: Update/delete machine readable records as administrative need dictates. Produce a hard copy printout of the file annually. Transfer printout to the State Records Center when produced to be microfilmed for permanent security storage in the Archives vault. Printouts will be destroyed in the State Records Center after microfilming.

**ITEM 13455. CORRESPONDENCE FILE**

Correspondence between claimants and the commission regarding byssinosis, silicosis, and asbestosis cases.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
CLAIMS UNIT**

**ITEM 13457. CORRESPONDENCE FILE**

Correspondence requesting information concerning benefits, rules, and procedures which relate to claims filed.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 13458. SPECIAL CORRESPONDENCE FILE**

Correspondence concerning injuries to employees or accidents for which claims have not been filed.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 13459. INDUSTRIAL CLAIMS (CURRENT) FILE**

Records in paper and electronic formats, including e-mail, of claims concerning injured employees and other related records. File includes correspondence, employers' reports of accidents, physicians' reports and statements, hospital statements and compensation and medical payment records. (Comply with provisions of G.S. 97-92 regarding confidentiality of commission records.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Destroy in office paper copies of scanned records after 5 days and when all quality control procedures have been completed. Destroy in office electronic records after 100 years from date of record.

**ITEM 13460. REPORT OF COMPENSATION AND MEDICAL PAID CLAIMS FILE**

Forms received after a case has been closed. (Comply with provisions of G.S. 97-92 regarding confidentiality of commission records.)

DISPOSITION INSTRUCTIONS: Transfer to Industrial Claims (Closed) File in the Statistical Unit when any required actions are completed.

**ITEM 13464. REPORT OF FATAL ACCIDENT FILE**

Commission's reports concerning fatal accidents. File includes industrial claim number, name of deceased, employer's address, date, carrier codes, and type of injury. (Comply with provisions of G.S. 97-92 regarding confidentiality of commission records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 13466. INSURANCE COVERAGE (ELECTRONIC) AND MICROFICHE CARDS FILE**

Machine readable records and microfiche cards listing insurance carriers, policy number, effective date, expiration date, employers' code, previous policy number, and coverage code. (Electronic records are maintained by State Information Processing Services (SIPS).) Amended 5-28-96

DISPOSITION INSTRUCTIONS: Erase in office machine readable records when administrative value ends. Retain microfiche cards in office permanently.

**ITEM 38235. INSURANCE COVERAGE MICROFICHE CARDS FILE**

Listing of insurance carriers, policy numbers, effective dates, expiration dates, employers' codes, previous policy numbers, and coverage codes. Data is entered into Insurance Coverage (Electronic) and Microfiche Cards File (Item 13466) and routinely updated. Amended 5-28-96

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after data is entered into Insurance Coverage (Electronic) and Microfiche Cards File (Item 13466).

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
CLAIMS UNIT**

**ITEM 50388. EUGENICS ASEXUALIZATION AND STERILIZATION COMPENSATION PROGRAM  
FILE**

Records in paper and electronic formats concerning the determination of a claimant's eligibility for compensation under the Eugenics Asexualization and Sterilization Compensation Program and payout of the compensation when the claimant is determined to be eligible. File contents may include, but are not limited to: a) Claimant ID and contact information; b) Claim(s) for compensation under the Eugenics Compensation Program; c) Certification of record search results by Office of Justice for Sterilization Victims; d) Medical records, and other related records from the North Carolina Eugenics Board; e) Correspondence between claimants and the Office of Justice for Sterilization Victims; f) Initial determination of eligibility documents; g) Appeal documents; h) Additional orders from the Deputy Commissioner or Full Commission; i) Payment information; j) Additional documentation in support of the claim; k) Record of the hearing; and l) Findings of fact and conclusions of law. (Records transferred from the Department of Administration, North Carolina Justice for Sterilization Victims Foundation, in compliance with G.S. 143B-426.52.) (Comply with G.S. 132-1.23 regarding confidentiality of eugenics program records.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center 3 years after date of final decision and determination for immediate transfer to the custody of the Archives.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
COURT REPORTER**

**ITEM 493. REPORTER'S NOTES CASSETTE TAPES FILE**

Cassette tapes of hearings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
DOCKETS UNIT**

**ITEM 496. HEARING DOCKET LEDGER FILE**

Records concerning docket cases. Information includes docket file numbers, dates of hearings requested, locations of hearings, North Carolina Industrial Commission numbers, employees' names, amount of awards, dates of awards, final receipts, and remarks.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after last entry. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 497. TORT CLAIMS FILE**

Records concerning claims filed against the state. File includes cases appealed to the superior court. Amended 05-07-2015

DISPOSITION INSTRUCTIONS: Scan in office selected paper records. Destroy in office after 30 days paper copies of scanned records. Transfer to the State Records Center 1 year after final disposition of case all remaining paper records. Paper records related to adult claimants will be held for agency in the State Records Center 6 additional years and then destroyed. Paper records related to minor claimants will be held for agency in the State Records Center 20 additional years and then destroyed. (See G.S. § 143-300.) Destroy electronic records in office after 100 years.

**ITEM 13424. DOCKET CASES DELETED FROM DATABASE FILE**

Records concerning the number of docket cases deleted from database terminal.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13425. REPORTS FILE**

Computer printouts detailing number of cases heard by the commissioners. File includes information on awards and cases set for hearing.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 13431. REPORT OF TORT CLAIMS (\$3,000 OR LESS) FILE**

Reports listing tort claims against the state for which the Office of Attorney General has authorized payment without the approval of the North Carolina Industrial Commission.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13432. TRIP REQUISITIONS FILE**

Records used to request docket files for out-of-town hearings. File includes data requested, location of trip, and list of docket files to be taken.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 13433. CALENDAR FILE**

Records concerning times, dates, and locations of hearings.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 13434. COURT LETTERS FILE**

Form letters sent to courts confirming place of hearings.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 13435. EXHIBIT FILE**

Information and materials introduced at hearings as evidence in claim cases.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after case is closed.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
DOCKETS UNIT**

**ITEM 13436. VIDEO OPERATOR GUIDE FILE**

Instructional manual detailing operating procedures of terminal equipment.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13437. YEAR-TO-DATE RECORDS OF HEARINGS FILE**

Computer printouts listing data concerning hearings held during year.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13442. TORT CLAIMS FOR MINORS FILE**

Claims filed against the state on behalf of minors. File includes superior court cases.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

**ITEM 13444. OPINIONS AND AWARDS FILE**

Records concerning findings and decisions by the commission for tort and docket claims.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13446. FIRMS MAILING LIST FILE**

Listings of firm names and addresses. File includes certified and registered mail information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
EXECUTIVE SECRETARY**

**ITEM 13421. INDUSTRIAL COMMISSION MINUTES FILE**

Official copies of minutes of the North Carolina Industrial Commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
MEDICAL UNIT**

**ITEM 10446. PEER REVIEW BOARD FILE**

Records concerning Peer Review Board meetings, reports, physician's recommendations, and other related records.

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

**ITEM 13368. FEE EXAMINER CORRESPONDENCE FILE**

Correspondence with the Medical Advisory Committee relating to establishing fees that may be charged for services rendered by physicians and hospitals. File includes statistical reports, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13369. MEDICAL UNIT FILE**

Correspondence concerning fee schedules, conference materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
REHABILITATION UNIT**

**ITEM 13371. SOUTHERN ASSOCIATION WORKMEN'S COMPENSATION ASSOCIATION (SAWCA) FILE**

Records concerning SAWCA. File includes annual reports, biographical data on speakers, State Advisory Committee on Rehabilitation materials, and other related records.

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

**ITEM 13373. REFERRAL AGENCY FILE**

Records concerning any organization associated with rehabilitation. File includes records concerning housing, hospitals, government programs, job placements, aid for dependents, and assistance in other phases of rehabilitation.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13374. VOCATIONAL REHABILITATION FILE**

Records concerning vocational rehabilitation agreements.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of agreement.

**ITEM 13375. CONFERENCE FILE**

Correspondence concerning conferences on rehabilitation. File includes annual reports, biographical data, and symposium responses.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13377. VOCATIONAL REHABILITATION REFERRAL LIST FILE**

Records concerning individuals referred to vocational rehabilitation. File includes information concerning office location, name and address of individual, counselor, date of referral, and planned service.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 13378. REHABILITATION CLIENTS FILE**

Information summarizing clients' cases. File includes medical reports, correspondence, employment records, materials on physical limitations, and other records which relate to the individual client. (Comply with provisions of G.S. 97-92 regarding confidentiality of commission records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after case is closed.

**ITEM 13379. CASE SUMMARY FILE**

Summary information for each case documented by a nurse. (Comply with provisions of G.S. 97-92 regarding confidentiality of commission records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13380. REHABILITATION CLOSED CASE REPORT FILE**

Statistical information concerning the status of clients including status of employment, services provided, referral information, and lists of contacts. (Comply with provisions of G.S. 97-92 regarding confidentiality of commission records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13381. STATISTICAL REPORT FILE**

Monthly and quarterly statistical reports relating to closed cases. File includes lists of amputations, back injuries, burns, total brought forward, open cases, closed cases, and carrier information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
SAFETY UNIT**

**ITEM 13384. CORRESPONDENCE FILE**

Correspondence concerning meetings and safety programs. File includes requests for films and printed materials and other information relating to safety.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 13386. FILM LIBRARY FILE**

Records concerning United Parcel Service deliveries and safety films. File includes correspondence, pamphlets, and newsletters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 13387. FILM FILE**

Occupational safety films used to promote job safety.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13389. SAFETY COUNCILS FILE**

Correspondence concerning programs and speakers for the eight councils in the state. File includes information concerning industrial safety courses and bylaws.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13394. SAFETY RULES AND REGULATIONS (G.S. 97-12) FILE**

Records concerning safety rules and regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE  
NORTH CAROLINA INDUSTRIAL COMMISSION  
STATISTICAL UNIT**

**ITEM 486. INDUSTRIAL CLAIMS (CLOSED) FILE**

Claims concerning injured employees. File includes correspondence, employers' reports of accidents, physicians' reports and statements, hospital statements, and compensation and medical payment records. File also includes docket cases and other pertinent information relating to special cases. (Comply with provisions of G.S. 97-92 regarding confidentiality of commission records.) Amended 1-6-95

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy. Transfer silver (camera) original copy of microfilm to the State Records Center immediately. Records will be held for agency in the State Records Center 50 additional years and then destroyed. Destroy in office duplicate copy (working copy) of microfilm when administrative value ends. Destroy in office paper records after microfilming and quality control procedures have been completed. Retain paper records currently stored in the State Records Center until advised by agency regarding final disposition.

**ITEM 13400. DETAIL LISTS OF REQUESTED CASES (MICROFICHE) FILE**

Records concerning requested cases for hearings. Information on microfiche includes listing of industrial claims file numbers, dates of injuries, nature of injuries, name of counties where injuries occurred, total of medical and compensation bills paid, docket numbers, and posted dates. (Information is microfilmed from machine readable records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.