

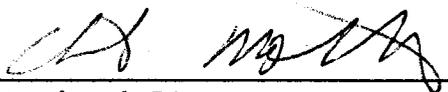
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

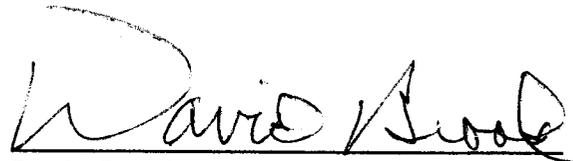
DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY  
PERSONNEL DIVISION

Amend the records retention and disposition schedule approved September 12, 1995 by adding Item 47087 as shown on substitute page dated December 1, 2003.

APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Mac Ellis, Chief Records Officer  
Department of Commerce

  
\_\_\_\_\_  
Chet Mottershead, Director  
Personnel Division

  
\_\_\_\_\_  
David Brook, Acting Director  
Division of Historical Resources

APPROVED

  
\_\_\_\_\_  
Jim Fain, Secretary  
Department of Commerce

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

December 1, 2003

LDR

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY  
PERSONNEL DIVISION

Amend the records retention and disposition schedule approved September 12, 1995 by revising Item 313 as shown on substitute page dated November 3, 2003.

APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Mac Ellis, Chief Records Officer  
Department of Commerce

  
\_\_\_\_\_  
Chet Mottershead, Director  
Personnel Division

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

APPROVED

  
\_\_\_\_\_  
Jim Fain, Secretary  
Department of Commerce

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

November 3, 2003

LDR

DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY

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

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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. 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

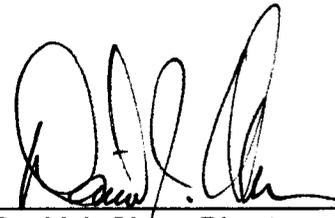
OFFICE OF THE SECRETARY

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

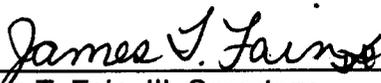


Mac Ellis, Chief Records Officer  
Department of Commerce

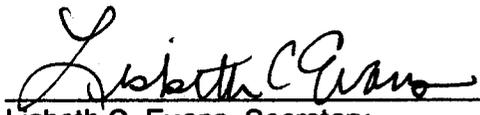


David J. Olson, Director  
Division of Historical Resources

APPROVED



James T. Fain, III, Secretary  
Department of Commerce



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

May 6, 2002

MS

DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY  
PERSONNEL DIVISION

**Item 313. PERSONNEL FILE.** Records concerning active and inactive employees for all divisions within the Department of Commerce except the Employment Security Commission. File includes applications, personnel action forms, position descriptions, performance evaluations, resumes, salary increment records, and other service history information regarding employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 11-3-03]

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 14960. DIVISION HEADS MEMORANDUMS FILE.** Intradivision memorandums between division directors.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 14980. PERSONNEL MANUAL FILE.** Personnel manual documenting or explaining operating philosophy of the Office of State Personnel.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47087. CLOSED DISABILITY CASE FILE.** Reference copies of records concerning Department of Commerce employees who applied for short-term disability who are now under the Department of State Treasurer, Retirement Systems Division and whose case is closed with Commerce. File includes correspondence, enrollment and termination data, and worksheets. [Amended 12-01-03]

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.