

DEPARTMENT OF INSURANCE
ADMINISTRATION SERVICES
PERSONNEL OFFICER

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

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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.

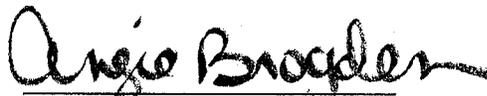
The Department of Insurance and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use 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 Insurance 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**

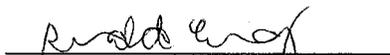
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

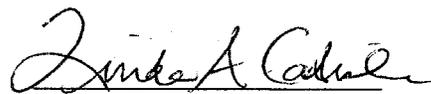
APPROVAL RECOMMENDED



Angie Brogden, Chief Records Officer
Department of Insurance


Ronnie Condrey, Director
Human Resources
Department of Insurance
David Brook, Director
Division of Historical Resources

APPROVED


Wayne Goodwin, Commissioner
Department of Insurance
Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF INSURANCE
ADMINISTRATIVE SERVICES
PERSONNEL OFFICER**

ITEM 2249. PERSONNEL JACKETS FILE. Official copies of folders containing applications, position descriptions, and other personnel documents concerning the service history of an employee.

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 11731. EXEMPT EMPLOYEE FILE. Official copy of a list of employees exempt from the personnel act.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11749. STATE UNIVERSITIES FILE. Official copies of documents concerning minority universities and students in N.C. File includes information concerning recruitment, programs, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed in office.