

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
PERSONNEL SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the record 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

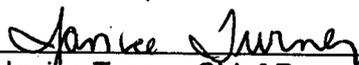
PERSONNEL SECTION

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

PERSONNEL SECTION

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 This schedule is to remain in effect until superseded.

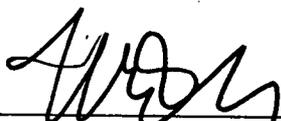
APPROVAL RECOMMENDED

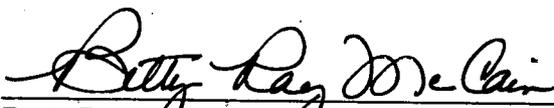

Janice Turner, Chief Records Officer
Department of Justice


Thomas H. Wright, Director
Personnel Section


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Michael Easley, Attorney General
Department of Justice


Betty Ray McCain, Secretary
Department of Cultural Resources

September 11, 1998

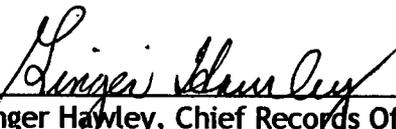
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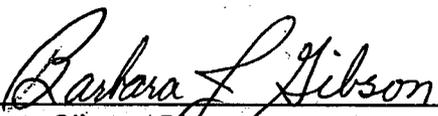
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

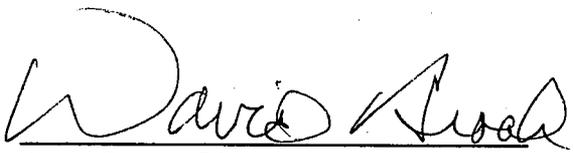
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Amend the records retention and disposition schedule approved September 11, 1998 by revising Item 14171 as shown on substitute page dated April 7, 2004.

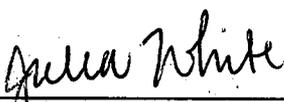
APPROVAL RECOMMENDED


Ginger Hayley, Chief Records Officer
Department of Justice


Barbara Gibson, Director
Personnel Section


David Brook, Director
Division of Historical Resources

APPROVED


Julia White, Chief of Staff
Department of Justice


Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 7, 2004

LDR

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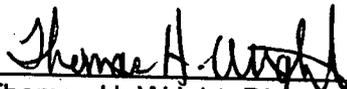
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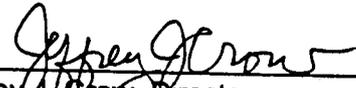
PERSONNEL SECTION

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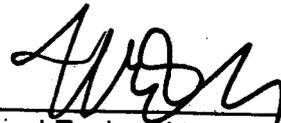
APPROVAL RECOMMENDED

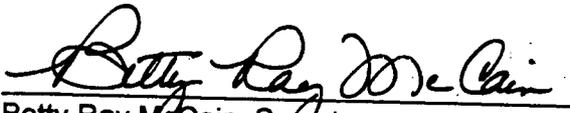

Janice Turner, Chief Records Officer
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APPROVED


Michael Easley, Attorney General
Department of Justice


Betty Ray McCain, Secretary
Department of Cultural Resources

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.

September 11, 1998

MS

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
PERSONNEL SECTION**

ITEM 14170. ACTIVE PERSONNEL FILE.

Records concerning each current employee of the Department of Justice. File includes applications, resumes, job descriptions, personnel action forms, and other related records. File also includes background investigative reports for State Bureau of Investigation (SBI) employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer transcribed background investigative reports for State Bureau of Investigation (SBI) employees to State Bureau of Investigation, Administrative Services Division, Administration, Applicants' Background Investigations Reports (Inactive) File (Item 40207) when employee terminates service. Transfer remaining records to Inactive Personnel File (Item 14171) when employee terminates service.

ITEM 14171. INACTIVE PERSONNEL FILE.

Records concerning each former employee of the Department of Justice. File includes applications, resumes, job descriptions, personnel action forms, information concerning termination of service, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) [Amended 4-7-04]

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 14180. LEGISLATIVE INCREASE WORKING FILE.

Records concerning all departmental employees receiving legislative increases in salaries. File includes correspondence, reports, worksheets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 36254. MONTHLY LEAVE (ELECTRONIC) DATABASE FILE.

Machine readable records concerning leave taken by departmental employees. Electronic file includes names of employees, dates hired, dates of separation, types of leave taken, leave balances, and other related data. (Electronic database systems are maintained by Division of Criminal Information (DCI).) (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Erase in office after 5 years 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. Agency representative will update periodically.