

DEPARTMENT OF LABOR
ADMINISTRATION
BUDGET AND MANAGEMENT DIVISION

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 Labor 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 Labor 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.

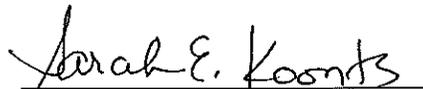
APPROVAL RECOMMENDED



Erin T. Gould, Chief Records Officer
Department of Labor



Jack P. Brinson, Director
Budget and Management Division



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Cherie K. Berry, Commissioner
Department of Labor



Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 23458. UNCLEARED WARRANT FILE. Lists of uncleared warrants provided by the Department of the State Treasurer.

DISPOSITION INSTRUCTIONS: Destroy in office 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.

ITEM 25600. FEDERAL GRANTS AND CONTRACTS FILE. Federal grants and contracts with the Department of Labor.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of agreement 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.

ITEM 25604. CANCELLED CHECKS FILE. Checks written and paid by the Department of Labor. (Checks microfilmed by Department of State Treasurer per Warrant Safekeeping Program)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the *General Schedule for State Agency Records*.

ITEM 25609. MISCELLANEOUS INCOME FORMS FILE. 1099 forms for reporting miscellaneous income paid by the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.