

DEPARTMENT OF LABOR
ADMINISTRATION
OFFICE OF THE COMMISSIONER
COMMISSIONER'S OFFICE

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

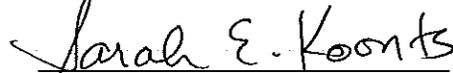
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Erin T. Gould, Chief Records Officer
Department of Labor

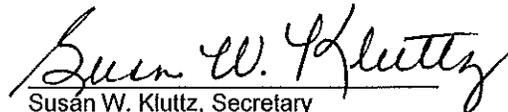


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Cherie K. Berry, Commissioner
Department of Labor



Susan W. Klutz, Secretary
Department of Cultural Resources

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ITEM 2440. BOARDS AND COMMISSIONS FILE.

Records concerning state and national boards and commissions with which the Commissioner is involved or affiliated. File includes correspondence, membership listings, reference copies of meeting minutes and agendas, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Commissioner, Director of Administration and Governmental Affairs.

ITEM 2441. INTERAGENCIES CORRESPONDENCE (REFERENCE) FILE. Reference copies of correspondence in paper and electronic formats, including e-mail, sent and received from state and federal agencies to the Commissioner and forwarded to appropriate departmental office for response.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining records in office when reference value ends.

ITEM 2445. SPEECHES AND PHOTOGRAPHS FILE.

Speeches made by the Commissioner. File also includes photographs of events attended by the Commissioner.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Commissioner, Director of Administration and Governmental Affairs.

ITEM 33898. DIVISIONS FILE. Records concerning divisions of the department. File includes correspondence, newspaper clippings, policies and procedures, notices and transcripts of public hearings, labor-related incident reports, compliance reports, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Communications Division.

ITEM 33899. FEDERAL AGENCIES CORRESPONDENCE FILE. Correspondence to and from the Commissioner and federal agencies.

DISPOSITION INSTRUCTIONS: Function and records transferred to Interagencies Correspondence File (Item 2441).

ITEM 50144. GENERAL CORRESPONDENCE (REFERENCE) FILE. Correspondence in electronic format, including e-mail, and reference copies of correspondence in paper format sent and received from the general public to the Commissioner concerning routine inquiries and comments about the agency, and responses prepared for issuance under the Commissioner's signature. File includes letters, thank-you notes, and other related records. (Correspondence is prepared and maintained by the respective divisions.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining records in office when reference value ends.

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ITEM 50145. COUNCIL OF STATE (REFERENCE) FILE. Reference copies of records in paper and electronic formats, including e-mail, concerning the Council of State. File includes memoranda, correspondence, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records when reference value ends.