

DEPARTMENT OF LABOR
ADMINISTRATION
OFFICE OF THE COMMISSIONER
DIRECTOR OF ADMINISTRATION AND GOVERNMENTAL AFFAIRS

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.

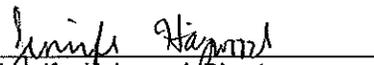
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 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

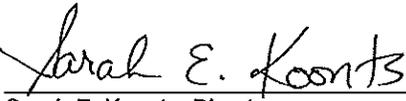
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

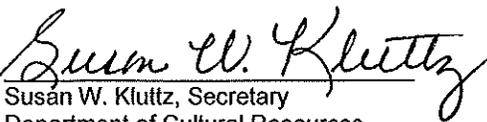

Erin T. Gould, Chief Records Officer
Department of Labor


Jennifer Haigwood, Director
Administration and Governmental Affairs


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 2439. APPOINTMENTS FILE.

Appointment letters issued to members of the N.C. Apprenticeship Council, N.C. Agricultural Safety and Health Ad Hoc Advisory Council, Board of Boiler and Pressure Vessels Rules, Mine Safety and Health Advisory Council, State Advisory Council on Occupational Safety and Health, N.C. Department of Labor Ad Hoc Elevator Advisory Board, and N.C. Department of Labor Ad Hoc Amusement Device Advisory Board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current administration. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2440. BOARDS AND COMMISSIONS FILE.

Records in paper and electronic formats, including e-mail, 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: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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 electronic records when reference value ends. Transfer paper records to the State Records Center at end of current administration. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2445. EXTERNAL EVENTS FILE.

Records in paper and electronic formats, including e-mail, concerning official external events attended by the Commissioner. File includes correspondence, electronic images, photographic negatives, and other related records associated with official events attended by the Commissioner.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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 electronic records when reference value ends. Transfer paper records to the State Records Center at end of current administration. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer digital images and photographs at the end of the current administration for immediate transfer to the Archives.

ITEM 33897. RENOVATIONS FILE.

Records concerning renovations to the Labor Building. File includes reference copies of construction/renovation specifications, listings of special fixtures ordered, details of original construction, backgrounds of each building, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 50125. LEGISLATIVE ISSUES FILE.

Records in paper and electronic formats, including e-mail, concerning relevant legislative issues. File includes reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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 electronic records when reference value ends. Transfer paper records to the State Records Center at end of current administration. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 50126. CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, sent and received by the office.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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 electronic records when reference value ends. Transfer paper records to the State Records Center at end of current administration. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.