

DEPARTMENT OF LABOR  
BOILER SAFETY BUREAU

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

**BOILER SAFETY BUREAU**

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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

**BOILER SAFETY BUREAU**

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 This schedule is to remain in effect until superseded.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 Gould, Chief Records Officer  
Department of the Labor



Jack Given, Bureau Chief  
Boiler Safety Bureau



David Brook, Director  
Division of Historical Resources

**APPROVED**



Cherie K. Berry, Commissioner  
Department of Labor



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF LABOR  
BOILER SAFETY BUREAU**

**Item 2452. Minutes File.** Official minutes in paper and electronic formats of meetings of the North Carolina Board of Boiler and Pressure Vessel Rules. File includes agendas, attachments, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer, in yearly increments, a signed duplicate set of the official minutes including agendas and attachments to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain permanently in office the original set of minutes including agendas and attachments.

**Item 27201. American Society of Mechanical Engineers (ASME) Letters on Certificates of Authorizations File.** Reference copies of letters from ASME certifying the accreditation of manufacturers of boilers or pressure vessels.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 27213. Accidents File.** Records in paper and electronic formats concerning accidents involving boilers or pressure vessels. File includes correspondence, accident reports, photographs, and other related records. (File maintenance and backup procedures conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center when reference value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 27224. National Board of Boiler and Pressure Vessel Inspectors File.** Records in paper and electronic formats concerning the National Board of Boiler and Pressure Vessel Inspectors. File includes correspondence, procedures for administering examinations, and other related records. (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Destroy in office paper records when reference value ends.

**DEPARTMENT OF LABOR  
BOILER SAFETY BUREAU**

**Item 27225. Inspection Reports (Microfiche/Microfilm) File.** Microfiche and microfilm inspection and re-inspection reports submitted by inspectors of the bureau and insurance companies.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office 10 years from date of record.

**Item 27229. Pending Inspections File.** Requests made by owners or users for inspections of their boilers or pressure vessels.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 33495. Inspectors' Commissions File.** Records in paper and electronic formats concerning insurance companies' inspectors and the bureau's staff inspectors who are commissioned by the National Board of Boiler and Pressure Vessel Inspectors. File includes applications, correspondence, reference copies of certificates of competency, and other related records. Insurance companies' inspectors' names and addresses, bureau's staff inspectors, commission numbers, and other related data are entered into Boiler and Pressure Vessel Database (Electronic) File (Item 35864). (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records information concerning the bureau's staff inspectors. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records concerning the bureau's staff inspectors to the Department of Labor, Human Resources Division, Personnel File (Item 2448) when commission expires and is not renewed. Destroy in office paper and electronic records concerning insurance companies' inspectors 5 years after commission expires and is not renewed.

**Item 35864. Boiler and Pressure Vessel Database (Electronic) File.** Records in electronic format concerning inspections of boilers and pressure vessels, inspectors of the bureau and information on the bureau's staff inspectors, and insurance companies' inspectors. Boiler or pressure vessel identification numbers, dates of inspections, amounts of fees received, types of inspections, inspectors' commission numbers, names and addresses of owners and users, dates of repairs, pressure ratings, and other related data are entered into this electronic file. (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

**DEPARTMENT OF LABOR  
BOILER SAFETY BUREAU**

**Item 35891. General Correspondence and Interpretations File.** Records in paper and electronic formats concerning policies and procedures to and from the bureau and the interpretation of regulations or codes.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 47451. Inspection Reports File.** Records in paper and electronic formats concerning inspection and re-inspection reports submitted by the bureau's staff inspectors and by inspectors hired by insurance companies. (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy/erase in office electronic records after 10 years.

**DEPARTMENT OF LABOR  
BOILER AND PRESSURE VESSEL DIVISION**

**ITEM 35863. ADMINISTRATIVE RULES FILE.**

Administrative rules and policies and procedures for the operation of the division.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center 3 years after superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.