

## **Documentation of Agency Name Change**

### **Department of Labor/Personnel Division**

According to a records retention and disposition schedule amendment dated June 21, 2002, the Department of Labor, Personnel Division was identified as the Department of Labor, Human Resources Division.

*William H. Chan*

DEPARTMENT OF LABOR  
PERSONNEL DIVISION

Records Retention and Disposition Schedule

The 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

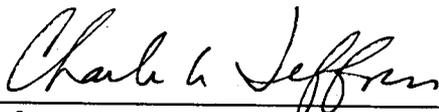
PERSONNEL DIVISION

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 DIVISION

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 This schedule is to remain in effect until superseded.

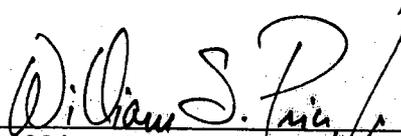
APPROVAL RECOMMENDED



Charles N. Jeffress, Chief Records Officer  
Department of Labor

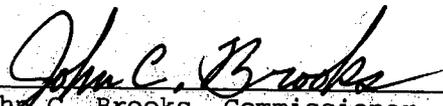


Ann G. Cobb, Director  
Personnel Division

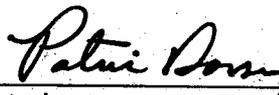


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



John C. Brooks, Commissioner  
Department of Labor



Patric Dorsey, Secretary  
Department of Cultural Resources

September 3, 1991

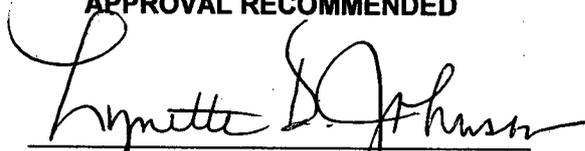
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

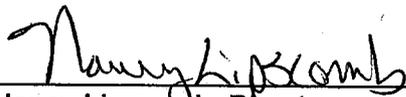
DEPARTMENT OF LABOR  
HUMAN RESOURCES DIVISION

Amend the records retention and disposition schedule approved September 3, 1991 by changing the disposition instructions for Items 2448 and 31994 as shown on substitute pages dated June 21, 2002.

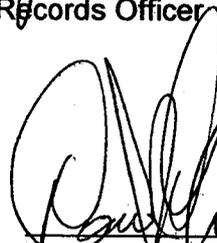
APPROVAL RECOMMENDED



Lynette Johnson, Chief Records Officer  
Department of Labor

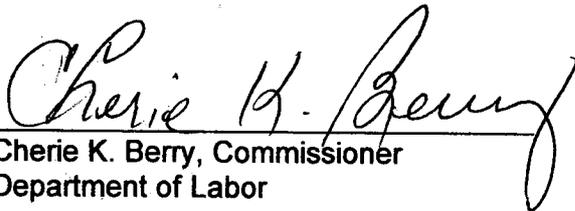


Nancy Lipscomb, Director  
Human Resources Division



David J. Olson, Director  
Division of Historical Resources

APPROVED



Cherie K. Berry, Commissioner  
Department of Labor



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF LABOR  
HUMAN RESOURCES DIVISION**

**ITEM 2448. PERSONNEL RECORDS (INACTIVE) FILE.**

Records concerning all former Department of Labor employees. File includes applications, completed payroll and insurance forms, information regarding promotions or demotions, leave and salary records, correspondence, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 06-21-02.

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 31994. TEMPORARY EMPLOYEES RECORDS FILE.**

Records concerning temporary employees hired by the Department of Labor. File includes temporary employee agreements, time sheets, W-4 forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 06-21-02.

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.