

**DEPARTMENT OF LABOR
INFORMATION TECHNOLOGY 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

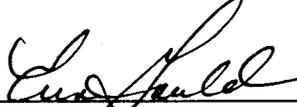
INFORMATION TECHNOLOGY DIVISION

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 This schedule is to remain in effect until superseded.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

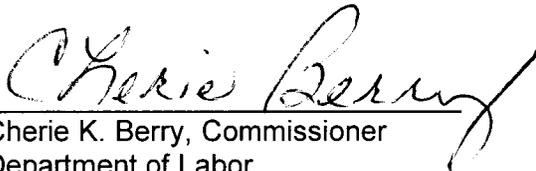


Frank Seiber, Director
Information Technology



David Brook, Director
Division of Historical Resources

APPROVED



Cherie K. Berry, Commissioner
Department of Labor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 36529. Department Of Labor Database (Electronic) File. Electronic records concerning various programs and activities of the department. Electronic database systems are utilized by personnel in Apprenticeship and Training Bureau, Boiler Safety Bureau, Elevator and Amusement Device Bureau, Agricultural Safety and Health Section, and Wage and Hour Bureau.

DISPOSITION INSTRUCTIONS: Item discontinued. Electronic records and database found in individual bureau or section's program schedules.

ITEM 45816. Acceptable Use Policy Form File. Completed forms issued to and signed by new employees regarding the confidentiality of records maintained in the division.

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 Superseded by the General Schedule for State Agency records.