

**DEPARTMENT OF LABOR
MINE AND QUARRY BUREAU**

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

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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. **Public records including machine readable records not listed in this schedule 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 This schedule is to remain in effect until superseded.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



Wanda Smitherman, Chief Records Officer
Department of Labor



James Turner, Bureau Chief
Mine and Quarry Bureau



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Harry E. Payne, Jr., Commissioner
Department of Labor



Betty Ray McCain, Secretary
Department of Cultural Resources

ABOUT THIS RECORDS DISPOSITION SCHEDULE

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the identification number) and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of the General Statutes of North Carolina. Compliance with the disposition instructions listed herein will help ensure conformity with these laws and that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

This schedule was prepared by
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Please contact Mr. Siler about any questions regarding this schedule.

ELECTRONIC MAIL AS A PUBLIC RECORD IN NORTH CAROLINA
Guidelines for Its Retention, Disposition, and Destruction

Department of Cultural Resources
Division of Archives and History

The Division of Archives and History assumes that every state agency or other political unit in the state of North Carolina sends and receives electronic mail ("e-mail") or will shortly have the capability of doing so. E-mail (unless it is personal in nature) contains information of value concerning, or evidence of, the administration, management, operations, activities, and business of an office. Like paper records---such as the memoranda, correspondence, reports, and the hundreds of other types of records received traditionally, for example, through interoffice or U.S. mail or other avenues---e-mail has administrative, legal, reference, and/or archival values. *The content of electronic mail is a public record* (according to G.S. 121-2 (8) and 132.1) *and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources.* This regulation, along with a current records retention and disposition schedule, is intended to provide for that guidance.

Accordingly, agencies and their offices which use e-mail should normally retain or destroy e-mail by following the provisions of a current, valid records retention and disposition schedule listing the records maintained by a particular office, filing e-mail (whether in paper or electronic format) within existing records series on their schedules and handling it according to the disposition instructions assigned to each such records series. Because of the characteristics of the medium, however, electronic mail also possesses a dual identity. E-mail is also used to transmit and receive messages which may have reference or administrative value but which are simultaneously of an ephemeral, temporary, or transient nature. As such, e-mail of this kind functions in some ways like telephone calls or telephone messages. Such messages remain public records but may be treated as having a reference or administrative value which ends when the user no longer needs the information such a record contains. E-mail of ephemeral or rapidly diminishing value may be erased or destroyed when the user has determined that its reference value has ended.

Agencies and offices need, however, to pay particular attention to the sometimes complex requirements for the retention of e-mail for longer periods of time, *i.e.* e-mail of more than transient value. E-mail in this category may be retained in electronic or paper form (the latter may in some cases be the only means of providing for archival retention, for example through microfilming of paper copies), but must be retained for as long as the period specified in a valid records schedule. If retained in paper form, the copies must retain transmission and receipt data. If electronic mail is retained in electronic form, office administrators need to insure that their electronic environment (client server, mainframe computer in or outside their agency, or office personal computer) assures the retention of e-mail for the required period of time. Office administrators may need to contact relevant personnel at ITS (Information Technology Services), at their own agency computer systems unit, or any other personnel who operate computer units or systems immediately or remotely, to insure that such systems process e-mail in accordance with records retention schedules and provide for backups, disaster recovery, physical and electronic security, and the general integrity of the system, its components, and the records it generates and maintains. Office administrators may also need to assure that office filing systems adequately provide for the proper classification of electronic files (including e-mail) in the same manner as currently provided for paper-based files.

Office administrators, department or unit heads, and all other state employees who use e-mail should regularly and consistently retain or delete e-mail in accord with the records series and disposition instructions, and other instructions, provided above. Retention of e-mail or any other records, whether in electronic or paper format, for longer than provided in a valid records retention and disposition schedule leads to inefficiency and waste and may subject the affected unit to legal vulnerabilities.

NORTH CAROLINA PUBLIC RECORDS WITH SHORT-TERM VALUE
Guidelines for Their Retention and Disposition

Department of Cultural Resources
Division of Archives and History
February 16, 2000

According to *North Carolina General Statutes* 121 and 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with an approved records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- Facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material.
- Routing slips or other records that transmit attachments.
- Reservations and confirmations.
- Personal messages (including electronic mail) not related to official business.
- Preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records.
- Documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business.
- Records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

This guideline is not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. This guideline is intended to complement an approved records retention and disposition schedule for the creating agency or unit, not replace or supersede it. Should a creating agency or unit lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of *any* records in its custody, whether in electronic, paper, or other format (including electronic mail), and should contact the Records Services Branch of the Division of Archives and History for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific retention and disposition schedules and applicable guidelines for their office as well as the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

**DEPARTMENT OF LABOR
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ITEM 23881. BUREAU ADMINISTRATIVE FILE.

Records concerning the management and administration of the Mine and Quarry Bureau. File includes microfiche of administrative records, correspondence to and from the Department of Labor and other state or federal agencies, memorandums, policies and procedures, and other related records. Correspondence is entered into Correspondence (Electronic) File (Item 35663).

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office microfiche when administrative value ends.

ITEM 23882. BUILDINGS AND GROUNDS FILE.

Records concerning the administration and management of buildings and grounds of the bureau. File also includes microfiche, agreements of rental property for field representatives.

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

ITEM 23883. DEPARTMENT OF LABOR FILE.

Reference copies of correspondence between the bureau and the Department of Labor. File includes correspondence, memorandums, and other related records.

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

ITEM 23884. STATE AND FEDERAL AGENCIES FILE.

Correspondence between the bureau and other state and federal agencies. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Bureau Administrative File (Item 23881) after 1 year.

ITEM 23885. RECORDS MANAGEMENT FILE.

Records concerning records management-related topics. File includes records retention and disposition schedules and records transfer forms.

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

ITEM 23886. ASSOCIATIONS, COMMITTEES, AND BOARDS FILE.

Records concerning associations, committees, and boards with which personnel of the bureau are affiliated. File includes reference copies of meeting minutes, agendas, listings of members, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23887. MINUTES FILE.

Official minutes of meetings of the Mine Safety and Health Advisory Board. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Destroy in office microfilmed paper records when reference value ends. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.

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ITEM 23888. DISASTERS/ACCIDENTS FILE.

Records concerning disasters and accidents in the mining and quarry industries of North Carolina.
DISPOSITION INSTRUCTIONS: Transfer to Accident Reports File (Item 23895) after 1 year.

ITEM 23889. INVESTIGATIONS FILE.

Records concerning investigations undertaken by the bureau as the result of complaints about mining operations. File includes microfiche of investigation reports, letters of complaint, field inspectors' reports, and other related records. (Comply with applicable provisions of G.S. 74-24.7 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office microfiche when administrative value ends.

ITEM 23890. STATE MINE AND QUARRY LEGISLATION FILE.

Reference copies of records concerning legislation affecting the Mine and Quarry Bureau. File includes House and Senate bills, amendments to bills, microfiche of bills, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 5 years. Destroy in office microfiche when administrative value ends.

ITEM 23891. MAPS FILE.

Maps of counties generated by the bureau.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 23892. MINE HAZARDS FILE.

Records concerning mine hazards. File includes special project reports, study reports, and other related records.

DISPOSITION INSTRUCTIONS: 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 23893. MINE SAFETY AND HEALTH ADMINISTRATION (MSHA) FILE.

Records concerning MSHA. File includes microfiche of MSHA-related records, policy statements, grant requests, expenditure reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years 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. Destroy in office microfiche when administrative value ends.

ITEM 23894. PROGRAMS AND PLANS FILE.

Records concerning the policies, procedures, and programs of the Mine and Quarry Bureau.

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

ITEM 23895. ACCIDENT REPORTS FILE.

Reports submitted by mine operators listing accidents occurring at their mines. File also includes end-of-year summary reports.

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

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ITEM 23896. REQUESTS FOR INFORMATION FILE.

Correspondence to the bureau requesting information. File also includes letters of response.

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

ITEM 23897. CORRESPONDENCE FILE.

Correspondence received and written by the division. File also includes letters of commendation.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer immediately to Division Administrative File (Item 23881), Requests for Information File (Item 23896), Inspections (Active) File (Item 23901) or Inspections (Inactive) File (Item 23902) as appropriate.

ITEM 23898. ARTICLES FILE.

Newspaper articles maintained by the bureau for reference purposes.

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

ITEM 23899. NEWS RELEASES FILE.

Reference copies of news releases issued by the department.

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

ITEM 23900. PUBLICATIONS FILE.

Publications produced by the bureau for use in presentations and for furnishing information to mine operators or the general public.

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

ITEM 23901. INSPECTIONS (ACTIVE) FILE.

Records concerning inspections of mines and quarries. File includes inspection reports, maps of mine sites, correspondence, operators' reports, and other related records. Locations of mine sites, dates of operation, mine types, and other related data are entered into Mine and Quarry Database (Electronic) File (Item 35664).

DISPOSITION INSTRUCTIONS: Transfer to the Inspections (Inactive) File (Item 23902) when firm is no longer in business.

ITEM 23902. INSPECTIONS (INACTIVE) FILE.

Records concerning inspections of mines and quarries. File includes inspection reports, maps of mine sites, microfiche of inspection records, correspondence indicating that the mining company is out of business, operators' reports, and other related records. Mine closing dates are entered into Mine and Quarry Database (Electronic) File (Item 35664).

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office microfiche when administrative value ends.

ITEM 23903. FIRST AID TRAINING FILE.

Records concerning first aid and cardiopulmonary resuscitation (CPR) training given to mining company employees. File includes training schedules, listings of individuals sent certification cards, and other related records.

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

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ITEM 23904. SAFETY AND HEALTH TRAINING FILE.

Records concerning safety and health training programs offered by the bureau. File includes handouts, training schedules, and other related records.

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

ITEM 23905. DAILY REPORTS FILE.

Daily reports submitted by field inspectors listing time spent on inspections, types of assistance rendered, and other related information.

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

ITEM 23906. PHOTOGRAPHS, VIDEO TAPES, FILMS, AND SLIDES FILE.

Photographs, video tapes, films, and slides used by field inspectors in presentations concerning mining safety and hazard.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23907. PERSONNEL FILE.

Records concerning personnel of the bureau. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

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

ITEM 23908. APPLICATIONS FILE.

Applications for vacant positions within the bureau. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

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

ITEM 23909. ACCOUNTS PAYABLE FILE.

Reference copies of records concerning outstanding accounts of the bureau. File includes invoices, accounting code sheets, and other related records.

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

ITEM 23910. BUDGET FILE.

Official and reference copies of records concerning state and federal monies received by the bureau. File includes grant reports and proposals, expenditure reports, microfiche of budgetary records, budget authorizations, requests for changes to the budget, and other related records.

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

ITEM 23911. REQUISITIONS FILE.

Reference copies of requests of orders for equipment or supplies. File also includes microfiche of requisitions.

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

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ITEM 23912. TRAVEL FILE.

Reference copies of requests for reimbursement and travel advances of travel expenses.

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

ITEM 23913. EQUIPMENT MANUALS FILE.

Operating manuals and warranty's of equipment owned by the bureau.

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

ITEM 23914. FIXED ASSETS FILE.

Reference copies of inventories of bureau equipment.

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

ITEM 23915. MOTOR VEHICLES FILE.

Records concerning motor vehicles owned and operated by the bureau. File includes maintenance schedules, inspection reports, insurance records, microfiche of motor vehicle-related records, titles, procedures for transferring motor vehicles to State Surplus Property, and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper records when administrative value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office microfiche when administrative value ends.

ITEM 23916. OFFICIAL FORMS FILE.

Master copies of forms used by the Mine and Quarry Bureau.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 23917. ANNUAL CONFERENCES FILE.

Records concerning Mine Safety and Health Institutes annual conferences. File includes registration forms, conference fee, copy of checks, deposit information, agendas, handouts, and other related information.

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

ITEM 23918. MINE SAFETY AND HEALTH INSTITUTES FILE.

Records concerning mine safety and health institutes conducted by bureau personnel. File includes agendas, listings of participants and approved trainers, handouts, and other related records. File also includes microfiche of conference-related records.

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

ITEM 23919. MATERIALS-NOTEBOOKS FOR INSTITUTES FILE.

Records concerning materials prepared for mine safety safety and health institutes. File includes notebooks and material used in institutes by the bureau.

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

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ITEM 23920. SPECIAL TRAINING FILE.

Records concerning materials prepared for special training courses by the bureau. File includes information on explosive and other hazardous training operations.

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

ITEM 23921. NOTEBOOKS FILE.

Notebooks concerning mine safety, job safety, explosives, first aid, and other related topics.

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

ITEM 32091. INSPECTION CARD FILE.

Inspection cards showing the name, location, operation, personnel, and hours of operation of each mine and quarry inspected, as well as the inspector's recommendations. Arranged alphabetically by county and by name of mine.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Archives and History after all reviews and statistical processing have been completed. Microfilmed paper records will be destroyed in office when administrative value ends. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault.

ITEM 32092. ANNUAL PRODUCTION REPORTS FILE.

Report showing production of each mine.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35663. CORRESPONDENCE (ELECTRONIC) FILE.

Machine readable records concerning correspondence to the Department of Labor and other state or federal agencies. Correspondence is entered into this electronic file. (File maintenance and backup procedures are conducted by Department of Labor, Research and Statistics Bureau.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when administrative value ends.

ITEM 35664. MINE AND QUARRY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning inspections of mines and quarries. Locations of mine sites, dates of operation and closure, mine types, and other related data are entered into this electronic file. (File maintenance and backup procedures are conducted by Department of Labor, Research and Statistics Bureau.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when administrative value ends.

ITEM 35665. MINE SITES PRINTOUTS FILE.

Computer generated printouts listing locations of mines, dates and types of operations, names of mining company representatives, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35666. PHYSICAL EXAMINATION REPORTS FILE.

Physical examination reports for field inspectors of the bureau. (Comply with applicable provisions of G.S. 8-53, 126-22, 126-23, and 126-24 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

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ITEM 44315. LEAVE FILE.

Records concerning leave by bureau personnel. File includes monthly time and leave reports. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

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

ITEM 44316. PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE.

Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

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