

DEPARTMENT OF LABOR  
NORTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH REVIEW  
COMMISSION

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

**NORTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH REVIEW  
COMMISSION**

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**

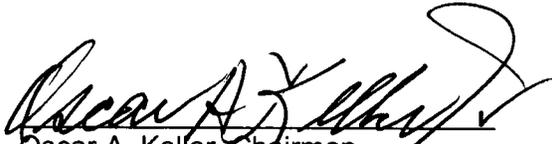
**NORTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH REVIEW  
COMMISSION**

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 This schedule is to remain in effect until superseded.

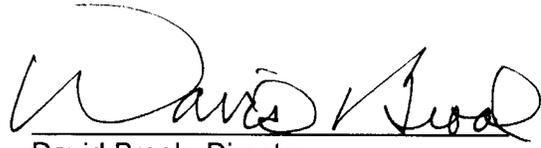
**APPROVAL RECOMMENDED**



Erin Gould, Chief Records Officer  
Department of Labor

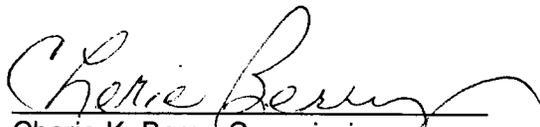


Oscar A. Keller, Chairman  
North Carolina Occupational Safety  
and Health Review Commission

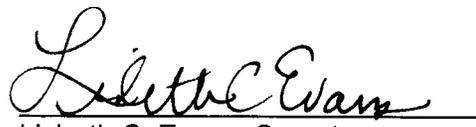


David Brook, Director  
Division of Historical Resources

**APPROVED**



Cherie K. Berry, Commissioner  
Department of Labor



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

April 6, 2007

JGP

**DEPARTMENT OF LABOR  
NORTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION**

**Item 6001. COMMISSION MINUTES FILE.** Minutes in paper and electronic formats of meetings of the North Carolina Occupational Safety and Health Review Commission. File includes agenda, minutes, and attachments. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy electronic records in office once printed and interfiled and when reference value ends. Transfer to the State Records Center after 1 year in yearly increments, a signed, duplicate (paper) set of minutes including agendas and attachments. 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 6003. PERSONNEL FILE.** Records concerning office personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

**Item 6006. OPEN CONTESTED CASE FILE.** Official copies of contested cases to be heard by the North Carolina Occupational Safety and Health Review Commission. File includes decisions regarding each case, pleadings filed by the parties involved, citations issued by the Occupational Safety and Health Division of the Department of Labor, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the Closed Contested Case File (Item 6007) when all litigation, claims, or other official actions involving the records have been completed.

**Item 6007. CLOSED CONTESTED CASE FILE.** Official copies of closed contested cases heard by the North Carolina Occupational Safety and Health Review Commission. File includes decisions regarding each case, pleadings filed by the parties involved, citations issued by the Occupational Safety and Health Division of the Department of Labor, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.