

DEPARTMENT OF LABOR
STANDARDS AND INSPECTIONS
APPRENTICESHIP AND TRAINING BUREAU

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

APPRENTICESHIP AND TRAINING 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.

The Department of Labor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Labor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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**

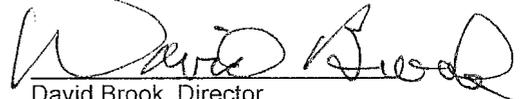
APPRENTICESHIP AND TRAINING BUREAU

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

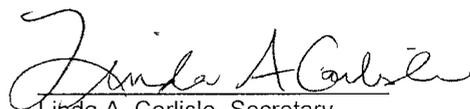

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APPROVED


Cherie Berry, Commissioner
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DEPARTMENT OF LABOR
STANDARDS AND INSPECTIONS
APPRENTICESHIP AND TRAINING BUREAU

ITEM 21223. ACTIVE APPRENTICESHIP/ON-THE-JOB TRAINING MASTER

CRAFTSMAN PROGRAM FILE. Records concerning active apprenticeship/on-the-job training/Master Craftsman programs. File includes standards, registration forms, listings of work processes, apprenticeship agreements, and other related records. Sponsors' names, numbers of employees at companies, names of supervisors of apprentices, programs' statuses, Dictionary of Occupational Titles (DOT) codes, descriptions of work processes, and other related data are entered into Apprenticeship and Training Database (Electronic) File (Item 36515) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer apprenticeship agreements to Cancelled Apprenticeship Agreements File (Item 21224) or Completed Apprenticeship Agreements File (Item 21225) when apprentice's training is cancelled or completed. Transfer remaining records to Cancelled Programs File (Item 2450) when program is cancelled.

ITEM 21224. CANCELLED APPRENTICESHIP AGREEMENTS FILE. Records of agreements between apprentices and sponsors which have been cancelled. File includes agreement cancellation requests, amendments, and other related records. Sponsors' and apprentices' names, trade titles, cancellation dates, and other related data are entered into Apprenticeship and Training Database (Electronic) File (Item 36515).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed if no litigation, claim, audit, or any 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.

ITEM 21225. COMPLETED APPRENTICESHIP AGREEMENTS FILE. Records of agreements between apprentices and sponsors which have been completed. File includes agreement cancellation requests, amendments, and other related records. Sponsors' and apprentices' names, trade titles, completion dates, and other related data are entered into Apprenticeship and Training Database (Electronic) File (Item 36515).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed if no litigation, claim, audit, or any 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.

DEPARTMENT OF LABOR
STANDARDS AND INSPECTIONS
APPRENTICESHIP AND TRAINING BUREAU

ITEM 21226. APPRENTICESHIP PRINTOUTS FILE. Computer printouts listing program names, descriptions of programs, numbers of active apprentices in programs, numbers of apprentices completing programs, and other related information obtained prior to the implementation of Apprenticeships and Training Electronic Database (Electronic) File (Item 36515).

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21227. LEGAL REFERENCE FILE. Reference copies of rulings from the Office of the Attorney General and bills concerning apprenticeship and training.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 2449. MINUTES FILE. Official minutes in paper and electronic formats of meetings of the Apprenticeship Council. 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 a signed duplicate set of the official minutes including agendas and attachments to the State Records Center after each meeting. 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 2450. CANCELLED PROGRAMS FILE. Records concerning apprenticeship programs that have been cancelled. File includes standards, registration forms, listings of work processes, and other related records. Pertinent information is entered into the Apprenticeship and Training Database (Electronic) File (Item 36515).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 2451. BUREAU CHIEF'S CORRESPONDENCE FILE. Correspondence, including email, from the Bureau Chief concerning the administration and operation of the division.

DISPOSITION INSTRUCTIONS: Transfer electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records. Transfer paper records 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.

DEPARTMENT OF LABOR
STANDARDS AND INSPECTIONS
APPRENTICESHIP AND TRAINING BUREAU

ITEM 36515. APPRENTICESHIP AND TRAINING DATABASE (ELECTRONIC) FILE.

Electronic records concerning apprenticeship and training programs. Sponsors' and apprentices' names, names of supervisors of apprentices, Dictionary of Occupational Titles (DOT) codes, apprentices' cancellation or completion dates, descriptions of work processes, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 49072. VETERAN'S AFFAIRS PROGRAM FILE. Records concerning U.S. Department of Veteran's Affairs (VA) programs, File includes apprenticeship agreements, veterans' applications, 1999b cancellations, employer applications, certifying official documents, program revisions, changes in apprentice status. Reference copies of Bureau Chief's correspondence, including e-mail, VA correspondence, including e-mail, dealing program approvals and revisions and other related records. The file also contains all correspondence to and from the Veterans Administration relating to this program. All paperwork remains in the program file. When program is cancelled, the cancellation Third Party Relay (TPR) is placed at the front of the file.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer remaining records to the State Records Center after 2 year(s) (by contract year). Records will be held for agency in the State Records Center 5 additional years and then destroyed if no litigation, claim, audit, or any 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.

ITEM 49073. VETERAN'S AFFAIRS REPORTING FILE. Records concerning U.S. Department of Veterans' Affairs (VA) and operations and data. File includes quarterly reports, State Approving Agencies (SAA) Self Evaluations, reports of visits, compliance visits, facility counts, VA contracts, vouchers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s) (by contract year). Records will be held for agency in the State Records Center 5 additional years and then destroyed if no litigation, claim, audit, or any 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.