DEPARTMENT OF LABOR
STANDARDS AND INSPECTIONS
ELEVATOR AND AMUSEMENT DEVICE 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

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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.

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**

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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

Thomas M. Chambers, Bureau Chief
Elevator and Amusement Device Bureau
N.C. Department of Labor

Erin T. Gould
Chief Records Officer,
N.C. Department of Labor

Andy Frazier, Deputy Commissioner
Division of Standards and Inspections
N.C. Department of Labor

David Brook, Director
Division of Historical Resources

APPROVED

Cherie K. Berry, Commissioner
N.C. Department of Labor

Linda A. Carlisle, Secretary
Department of Cultural Resources

July 11, 2011

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DEPARTMENT OF LABOR
STANDARDS AND INSPECTIONS
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ITEM 22292. AERIAL PASSENGER TRAMWAYS FILE. Records in paper and electronic formats, including e-mail, concerning the inspection and certification of each tramway registered in North Carolina. File includes applications, blueprints, certificates of registration, correspondence, inspection reports, and other related records. (Comply with applicable provisions of G.S. 95-110.14 and G.S. 132-1.2 regarding confidentiality of trade secrets.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Data from records is entered into Elevator Management Electronic System Database (Electronic) File (Item 46165). Destroy in office paper records after data is entered and all quality control measures have been completed. Destroy remaining paper records in office after 15 years.

ITEM 22293. AMUSEMENT DEVICES FILE. Records in paper and electronic formats, including e-mail, concerning each amusement device registered in North Carolina. File includes correspondence, inspection reports, inspection requests, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Data from records is entered into Elevator Management Electronic System Database (Electronic) File (Item 46165). Destroy in office paper records after data is entered and all quality control measures have been completed. Destroy any remaining paper records in office after 15 years.

ITEM 22296. CODES AND STANDARDS FILE. Records in paper and electronic formats concerning ratified codes and standards issued by the Elevator and Amusement Device Bureau. File includes superseded codes and standards necessary for reference and administrative purposes.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 22298. ELEVATORS AND RELATED EQUIPMENT INSPECTIONS FILE. Records in paper and electronic formats, including e-mail, concerning elevators, dumbwaiters, escalators, and construction hoists, including non-registered elevators and handicap lifts, that have been inspected, altered, or repaired. File includes blueprints, inspection report, correspondence, and other related records. State elevator identification number, building name, building location, type of equipment, and other related data are entered into the Elevator Management System (Electronic) File (Item 46165).

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Data from records is entered into Elevator Management Electronic System Database (Electronic) File (Item 46165). Destroy in office paper records after data is entered and all quality control measures have been completed. Transfer paper records dated prior to 2005 to the State Records Center to be held for a period of 5 years and then transferred to the custody of the Archives.

ITEM 22299. CONDEMNED AND LANDED ELEVATORS FILE. Inspection reports, correspondence, and other related records concerning each elevator condemned by inspectors and removed from service. (Inspections are conducted on condemned and landed elevators every 2 years.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Elevators and Related Equipment Inspections File (Item 22298).

ITEM 22302. ELEVATORS APPLICATIONS/ALTERATIONS (OPEN) FILE. Records in paper and electronic formats, including e-mail, of blueprints, applications, correspondence, and certificate cards of new elevators that have not been certified by the division. (Comply with applicable provisions of G.S. 95-110.14 and G.S. 132-1.2 regarding confidentiality of trade secrets.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to Elevators Applications/Alterations (Closed) File (Item 2455) when elevator is certified.

ITEM 22306. NON-REGISTERED ELEVATORS CARDS FILE. Records concerning elevators that are certified but for which there are no other records. File includes firm name, address, type of elevator, equipment information, and other related data. (File concerns elevators that were already in service when the bureau began certifying elevators in North Carolina.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Elevators and Related Equipment Inspections File (Item 22298).

ITEM 2455. ELEVATORS APPLICATIONS/ALTERATIONS (CLOSED) FILE. Records in paper and electronic formats, including e-mail, concerning each elevator certified for operation by the Bureau. File includes applications, blueprints, correspondence, state elevator identification number, inspection reports, and other related records. File also includes building name, building location, type of equipment, and other records. (Comply with applicable provisions of G.S. 95-110.14 and G.S. 132-1.2 regarding confidentiality of trade secrets.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy paper records currently held in the State Records Center 15 years from date of record.

ITEM 2456. ACCIDENT REPORTS FILE. Records in paper and electronic formats, including e-mail, concerning accidents on all devices regulated by the Bureau throughout North Carolina. File includes correspondence, inspection reports, photographs, and other related records. Accident date, location, name, and other related data. (Comply with applicable provisions of G.S. 132-1.2 regarding confidentiality.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Data from records is entered into Elevator Management Electronic System Database (Electronic) File (Item 46165). Destroy in office paper records after data is entered and ensuring that all quality control measures have been completed. Destroy remaining paper records in office after 10 years.

ITEM 2457. BUREAU CHIEF'S CORRESPONDENCE FILE. Records in paper and electronic formats, including e-mail, pertaining to correspondence, directives, and memorandums received and sent by the bureau chief. File includes commissioner's and bureau chief's correspondence, memorandums to inspectors, program plans, and other related records such as variance requests, penalties issued and public requests.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 4 years, but no later than the end of the current Commissioner of Labor's administration. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records, including e-mail, after 4 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 46164. HANDICAP LIFT (CLOSED) FILE. Records concerning each handicap lift certified for operation by the Bureau. File includes applications, blueprints, correspondence, state handicap lift identification number, inspection reports, and other related records. File also includes building name, building location, type of equipment, and other records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Elevators and Related Equipment Inspections File (Item 22298).

ITEM 46165. ELEVATOR MANAGEMENT SYSTEM DATABASE (ELECTRONIC) FILE. Electronic records concerning the inspection, alteration, repair, and certification of elevators and handicap lifts operated in North Carolina. Electronic file includes elevator number, building location, equipment type, and other related records. Electronic file also includes accident data, location, name, and other related information.

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