

DEPARTMENT OF PUBLIC EDUCATION
CONTROLLER'S OFFICE
DIVISION OF PERSONNEL

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

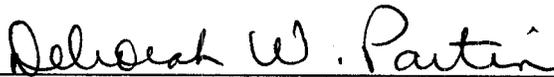
DIVISION OF PERSONNEL

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

DIVISION OF PERSONNEL

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

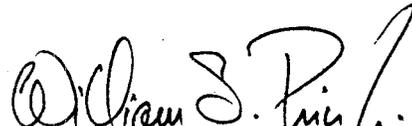
APPROVAL RECOMMENDED



Deborah W. Partin, Chief Records Officer
Controller's Office
Department of Public Education

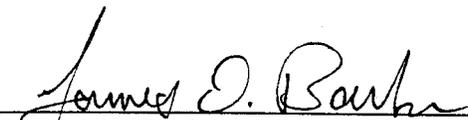


Sharon M. Morris, Director
Division of Personnel

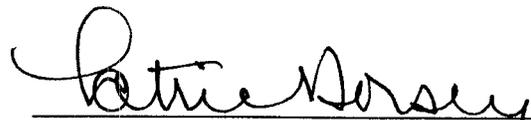


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James O. Barber, Controller
Controller's Office
Department of Public Education



Patrice Dorsey, Secretary
Department of Cultural Resources

February 15, 1989

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

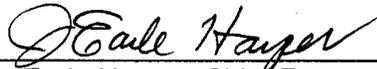
WCW

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF PUBLIC EDUCATION
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Amend the records retention and disposition schedule approved February 15, 1989 by changing the description for Item 972 as shown on substitute pages dated March 24, 2003.

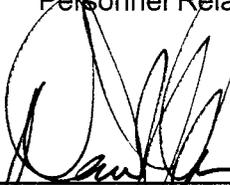
APPROVAL RECOMMENDED



Dr. Earle Harper, Chief Records Officer
Department of Public Instruction



Michael Thornton, Director
Personnel Relations



David J. Olson, Director
Division of Historical Resources

APPROVED



Dr. Michael Ward, State Superintendent
Department of Public Instruction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

March 24, 2003

LRM

**DEPARTMENT OF PUBLIC EDUCATION
CONTROLLER'S OFFICE
DIVISION OF PERSONNEL**

ITEM 972. INACTIVE PERSONNEL FILE.

Official individual personnel files for former agency employees. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 3-24-03.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.