

DEPARTMENT OF REVENUE  
BUSINESS SYSTEMS  
DOCUMENTS AND PAYMENTS PROCESSING DIVISION  
DATA EDIT UNIT

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

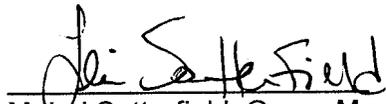
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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. **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**

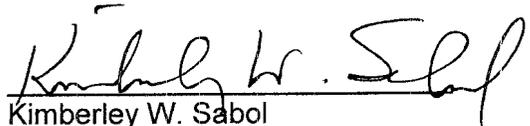
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**



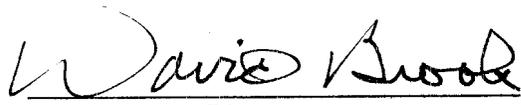
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Data Edit Unit



Kimberley W. Sabol  
Chief Records Officer & Director  
Documents and Payments Processing Division

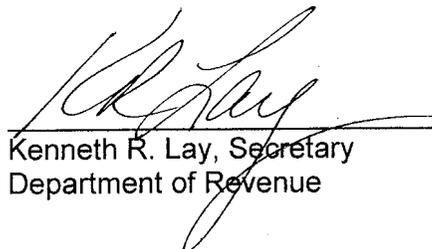


Alan P. Felton, Assistant Secretary  
Business Systems



David Brook, Director  
Division of Historical Resources

**APPROVED**



Kenneth R. Lay, Secretary  
Department of Revenue



Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 48562. EMPLOYEE APPRAISAL PACKET FILE.** Records used to evaluate employees work performance. File includes the Final Performance Appraisal and comprehensive tracking reports indicating numbers and types of items keyed, edited, verified, and other related information. Comprehensive tracking reports are generated from the Employee Statistics Tracking Database (Electronic) File (Item 48559) and the Intelligent Forms Processing System Database (Electronic) File (Item 48561). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years if no litigation, claims, audits, or other official action involving the records has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 48559. EMPLOYEE STATISTICS TRACKING DATABASE (ELECTRONIC) FILE.** Electronic records used to track amount of work completed by each unit employee. Database includes numbers and types of items keyed, edited, verified, and other related data. (Data is entered into this database from the Employee Statistics Worksheets File (Item 48560).) (Comply with applicable provisions of G.S 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (File maintenance and backup procedures performed by Department of Revenue Information Technology).

**DISPOSITION INSTRUCTIONS:** Update in office routinely and erase fields of data 6 months after employee signs Final Performance Appraisal file, if no litigation, claims, audits, 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.

**ITEM 48560. EMPLOYEE STATISTICS WORKSHEETS FILE.** Worksheets used to track daily productivity of employees. Worksheets include numbers and types of items keyed, edited, verified, and other related information. (Name of employee, numbers and types of items keyed, edited, verified, and other related data are entered into the Employee Statistics Tracking Database (Electronic) File (Item 48559).

**DISPOSITION INSTRUCTIONS:** Destroy in office 6 months after date employee signs Final Performance Appraisal if no litigation, claims, audits, or other official action involving the records has been initiated. If WorkPlan or official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

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**ITEM 48561. INTELLIGENT FORMS PROCESSING (IFP) DATABASE**

**(ELECTRONIC) FILE.** Database created from the imaging/scanning of full-page tax returns, checks/remittances, downsized tax returns/coupons, and other related documents. Data fields include taxpayer identification numbers; taxpayer names and addresses; amounts of check coupons and refunds; function codes indicating tax type, tax period dates; and other related tax information. (Data is populated into database from the E-Scan Unit, Imaging Database (Electronic) File (Item 48558) and the S-Series Scan Room, Scanned Tax Documents File (Item 48180) daily.) (Tracking reports generated weekly are maintained in Employee Appraisal Packet File (Item 48562).) (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.) (File maintenance and backup procedures performed by Department of Revenue Information Technology).

**DISPOSITION INSTRUCTIONS:** Update in office routinely and retain in office permanently.