

DEPARTMENT OF REVENUE
PERSONNEL DIVISION

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

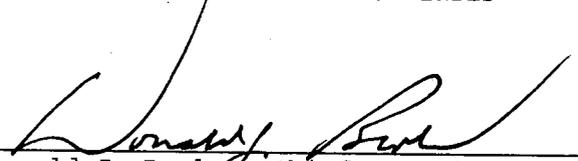
PERSONNEL DIVISION

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

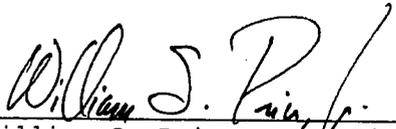
PERSONNEL DIVISION

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 This schedule is to remain in effect until superseded.

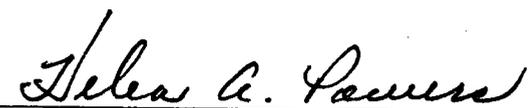
APPROVAL RECOMMENDED

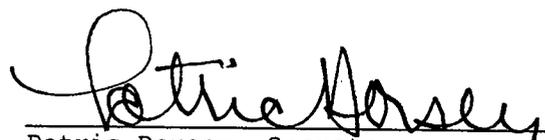

Donald J. Barlow, Chief Records Officer
Department of Revenue


Nicholas B. Gudzan, Personnel Officer
Personnel Division


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

APPROVED


Helen A. Powers, Secretary
Department of Revenue


Patric Dorsey, Secretary
Department of Cultural Resources

December 18, 1989

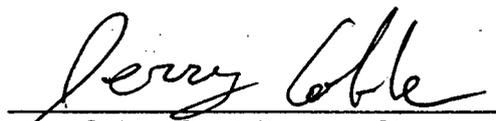
JH

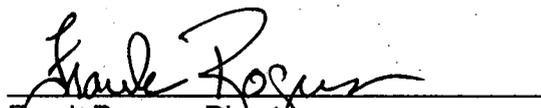
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

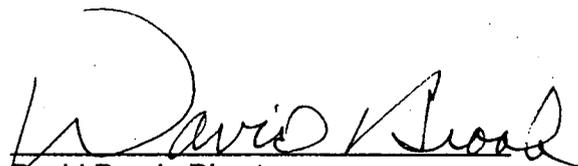
DEPARTMENT OF REVENUE
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Amend the records retention and disposition schedule approved December 18, 1989 by changing the disposition instructions for Item 2856 as shown on substitute pages dated May 20, 2004.

APPROVAL RECOMMENDED

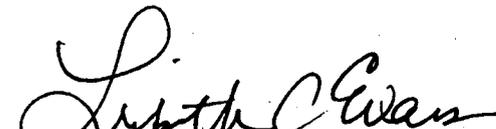

Jerry Coble, Chief Records Officer
Department of Revenue


Frank Rogers, Director
Personnel Division


David Brook, Director
Historical Resources Division

APPROVED


E. Norris Tolson, Secretary
Department of Revenue


Lisbeth C. Evans, Secretary
Department of Cultural Resources

DEPARTMENT OF REVENUE
PERSONNEL DIVISION

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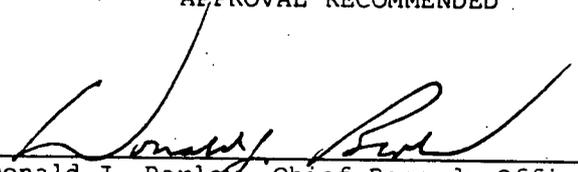
PERSONNEL DIVISION

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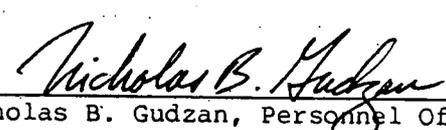
PERSONNEL DIVISION

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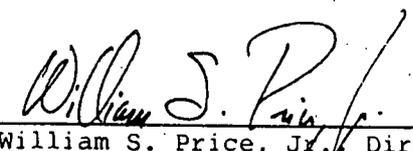
APPROVAL RECOMMENDED



Donald J. Barlow, Chief Records Officer
Department of Revenue

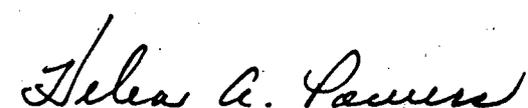


Nicholas B. Gudzan, Personnel Officer
Personnel Division

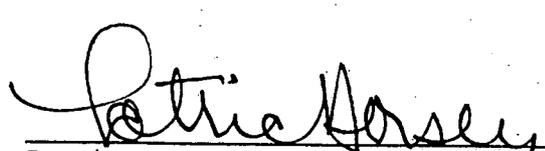


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Helen A. Powers, Secretary
Department of Revenue



Patric Dorsey, Secretary
Department of Cultural Resources

December 18, 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.

JH

**DEPARTMENT OF REVENUE
PERSONNEL DIVISION**

ITEM 2856. PERSONNEL FILE.

Records concerning former employees of the Department of Revenue. File includes applications, position descriptions and other personnel transactions regarding the service history of the employee. (Comply with applicable 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 in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date received. Amended 5-20-04.

ITEM 15390. TEMPORARY EMPLOYEES FILE.

Records concerning temporary employees of the department. File includes applications, position descriptions, and other personnel-related material.

DISPOSITION INSTRUCTIONS: Transfer to Personnel File (Item 2856) when employee terminates service.

ITEM 15396. STATEMENT OF ECONOMIC INTEREST FILE.

Records concerning employees in the department classified as exempt personnel. File includes memorandums and a list of those required to file.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.