DEPARTMENT OF STATE TREASURER
RETIREMENT SYSTEMS DIVISION
BENEFITS SECTION

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

BENEFITS SECTION

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 This schedule is to remain in effect until superseded.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

Sandra Johnson, Chief Records Officer
Department of State Treasurer

Thomasina Lockley, Section Chief
Benefits Section

Michael Williamson, Deputy Treasurer
Retirement Systems Division

David Brook, Director
Division of Historical Resources

APPROVED

Janet Cowell, State Treasurer
Department of State Treasurer

Linda A. Carlisle, Secretary
Department of Cultural Resources

October 30, 2009

WHB

DEPARTMENT OF STATE TREASURER
RETIREMENT SYSTEMS DIVISION
BENEFITS SECTION

ITEM 3208. DISABILITY PAID CHECK FILE.

Paid disability checks issued by the Benefits Section. Disability Salary Continuation Plan was discontinued effective January 1, 1989.

DISPOSITION INSTRUCTIONS: Microfilm records currently stored in the State Records Center immediately for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency. Destroy all microfilm after 15 years. Last microfilm to be destroyed in 2004.

ITEM 16305. CLOSED DISABILITY CASES FILE.

Records in paper and electronic formats concerning persons who had received, but is no longer receiving payments under the Disability Salary Continuation Plan and whose case was closed prior to January 1, 1989. File includes correspondence, including e-mail, enrollment and termination data, and worksheets. Disability Salary Continuation Plan was discontinued effective January 1, 1989.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records and interfile with related paper records. Destroy in office electronic records once they have been printed and interfiled. Transfer to the State Records Center after 1 year to be microfilmed for storage in the security vault. A copy of the microfilm will be sent to the agency. Paper records will be destroyed in the State Records Center after microfilming. Destroy microfilm in office and State Records Center after 50 years.

ITEM 48608. MEDICAL RECORDS FILE.

Records in paper and electronic formats received from medical service providers concerning disability determination. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentially of social security numbers and G.S. 130A-12, 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentially of medical records.)

DISPOSITION INSTRUCTIONS: Scan in office paper records when determination is confirmed. Transfer security copy of disk to an off-site location for backup storage. Retain electronic records in office permanently. Destroy paper in office when reference value ends and when all quality control procedures have been completed.

ITEM 48609. BERWYN DEATH MATCH FILE.

Records in paper and electronic formats from providers of service concerning confirmation of death. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.