

DEPARTMENT OF THE SECRETARY OF STATE
OFFICE OF THE CHIEF DEPUTY
ADMINISTRATIVE SERVICES
PERSONNEL SECTION

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

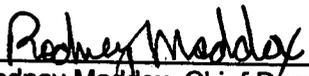
PERSONNEL SECTION

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 This schedule is to remain in effect until superseded.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

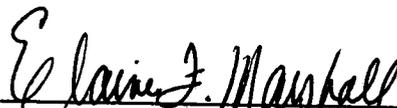

Mary E. Kelly, Chief Records Officer
Department of the Secretary of State

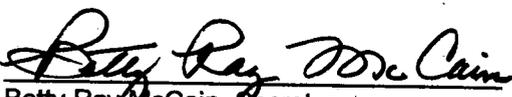

George Nixon, Director
Personnel Section


Rodney Maddox, Chief Deputy
Department of the Secretary of State


Jeffrey D. Crow, Director
Division of Archives and History

APPROVED


Elaine F. Marshall, Secretary
Department of the Secretary of State


Betty Ray McCain, Secretary
Department of Cultural Resources

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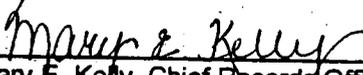
PERSONNEL SECTION

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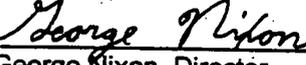
PERSONNEL SECTION

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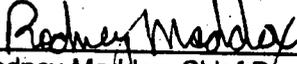
APPROVAL RECOMMENDED



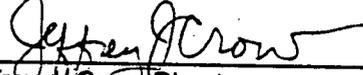
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George Nixon, Director
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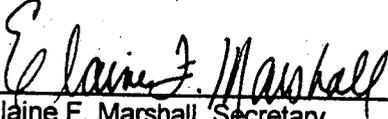


Rodney Maddox, Chief Deputy
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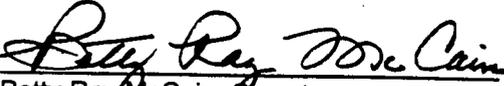


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

March 13, 2000

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**DEPARTMENT OF THE SECRETARY OF STATE
OFFICE OF THE CHIEF DEPUTY
ADMINISTRATIVE SERVICES
PERSONNEL SECTION**

ITEM 2894. INACTIVE PERSONNEL FILE.

Records concerning former employees of the Secretary of State. File includes applications, resumes, personnel action forms, documentation on disciplinary actions, transfers, leave, salary, suspensions, and other related records. (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 for agency 25 additional years and then destroyed.