NORTH CAROLINA BOARD OF COSMETIC ART

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 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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The North Carolina Board of Cosmetic Art and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when *"administrative/reference value ends."* The North Carolina Board of Cosmetic Art hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the North Carolina Board of Cosmetic Art will be responsible for cost of microfilm production.

The North Carolina Board of Cosmetic Art and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The North Carolina Board of Cosmetic Art agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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.

Kyna Herzinger

October 6, 2014

The North Carolina Board of Cosmetic Art agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Lynda Elliott, Executive Director
North Carolina Board of Cosmetic Art

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Morris Boswell, Chairman
North Carolina Board of Cosmetic Art

Susan W. Klutz, Secretary
Department of Cultural Resources

October 6, 2014

Kyna Herzinger

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ITEM 3259. COSMETIC ART LICENSEE (ELECTRONIC) FILE

Electronic records concerning individuals who have requested an examination by the board. File includes examination scores, school enrollment records, renewals, correspondence, board actions for revoked or suspended licenses, and other related records. File also includes data fields consisting of name of licensee, address, permit number, and other related information (Comply with applicable provisions of 20 U.S.C. 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Purge files, data fields, and electronic records in office 50 years after individual ceases to renew their license. Purge data concerning individuals who failed to apply for an examination after 5 years.

ITEM 4011. BOARD OF COSMETIC ART MINUTES FILE

Minutes of the North Carolina Board of Cosmetic Art. File includes audio recordings, presentations, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed governing board minutes to the State Records Center after 5 years to be imaged. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Retain signed (original) governing board minutes in office permanently. Purge supporting documentation, including audio and presentation files, 1 year after minutes are approved.

ITEM 17460. BOARD OF COSMETIC ART CORRESPONDENCE FILE

Correspondence concerning the implementation of board's policies. File includes correspondence of the board, executive secretary, and director.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 17461. COSMETIC ART INQUIRIES CORRESPONDENCE FILE

Correspondence between the board and the public. File includes requests from the public for board action and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17463. BEAUTY SALON PERMITS FILE

Permits concerning beauty salons licensed to operate in North Carolina. File includes inspection reports, renewal applications, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office inspection reports and renewal applications after 4 years. Destroy remaining records 2 years after salon ceases to renew their permit.

ITEM 17464. BEAUTY SALON INACTIVE PERMITS FILE

Records concerning salons that have not renewed their permit with the board. File includes inspection reports, examination applications, and related correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to Beauty Salon Permits File (Item 17463).

ITEM 17465. COSMETOLOGY EXAMINATION ROLL FILE

Examination rolls for all cosmetology license examinations given in the state. File includes name of school and name, address, permit number, and score of each individual taking examination. (Comply with applicable provisions of 20 U.S.C. 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17466. NULL AND VOID CARD FILE

File cards concerning each individual who applied to take examination but failed to take or complete examination. File includes names, home and business addresses, and other related data. (Comply with applicable provisions of 20 U.S.C. 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Function transferred to Cosmetic Art Licensee (Electronic) File (Item 3259).

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ITEM 17470. DECEASED LICENSEE FILE

Records concerning licensed individuals who have died. File includes examination applications, school enrollment records, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Cosmetic Art Licensee File (Item 3259).

ITEM 17471. REVOKED LICENSE FILE

Records concerning previously licensed individuals whose licenses have been revoked. File includes correspondence, board actions, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Cosmetic Art Licensee File (Item 3259).

ITEM 17472. SUSPENDED LICENSE FILE

Records concerning previously licensed individuals whose licenses have been suspended. File includes correspondence, board actions, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Cosmetic Art Licensee File (Item 3259).

ITEM 17473. COMPLAINTS FILE

Records concerning complaints regarding licensed individuals or associated firms. File includes correspondence to board regarding complaints about unlicensed operators, salons, gross malpractice, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years if no litigation, claim, audit, 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 17474. INVESTIGATIONS FILE

Records concerning investigations of licensed individuals or associated firms suspected of violations of licensing laws or regulations.

DISPOSITION INSTRUCTIONS: Transfer to Complaints File (Item 17473) when case is closed.

ITEM 17476. REPORTS FILE

Reports concerning operations of the board.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy of reports permanently. Destroy in office remaining records after 3 years.

ITEM 17477. LEGISLATIVE FILE

Records concerning legislation affecting the Board of Cosmetic Art. File includes reference copies of legislative bills, rulings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 17481. COSMETOLOGY SCHOOLS FILE

Records concerning each school licensed to teach cosmetology in the state. File includes inspectors' reports and related correspondence, current and previous enrollment records, course descriptions, program requirements, and other related records. (Comply with applicable provisions of 20 U.S.C. 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office 50 years after school closes.

ITEM 17488. PERSONNEL FILE

Records concerning office personnel. File includes applications, resumes, job descriptions, personnel action forms, 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: Destroy in office 30 years after employee terminates service.

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--NEW ITEMS--

ITEM 50389. CIVIL PENALTIES FILE

Records concerning actions taken to recover debts, fines, and penalties for violations. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after completion of action and resolution of issues involved.

ITEM 50390. BOARD OF COSMETIC ART HEARINGS FILE

Records concerning board disciplinary actions. File includes complaints, investigations, board decisions, and other related records. (Comply with applicable provisions of G.S. 90-41 (g) regarding the confidentiality of investigative records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after completion of action and resolution of issues involved.

--DELETED ITEMS--

ITEM 17462. POLICIES AND PROCEDURES FILE

Reference copies of current policies and procedures. (Official copy in board minutes.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17475. ATTORNEY GENERAL'S OPINIONS FILE

Opinions of the Attorney General concerning interpretations of board regulations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17478. ASSOCIATIONS FILE

Records concerning local, state, and national cosmetic art associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17480. EDUCATIONAL FILE

Records concerning educational programs attended by board personnel. File includes invoices, receipts, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17483. EQUIPMENT FILE

Records concerning office equipment. File includes inventories, service contracts, surplus property records, office equipment, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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ITEM 17484. FINANCIAL RECORDS FILE

Records concerning board financial activity. File includes requisitions, vouchers, purchase orders, invoices, paid checks, expense reimbursement records, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17485. CONTRACTS FILE

Records concerning contractual agreements of the board.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17486. PAYROLL RECORDS FILE

Payroll records for board employees.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17487. EMPLOYEE APPLICATIONS FILE

Completed applications for employment with resumes and other supporting documentation. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17489. BOARD PUBLICATIONS FILE

Records concerning board publications. File includes newsletters, booklets, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17490. LEAVE FILE

Records concerning leave of employees. File includes leave reports, yearly leave recapitulations, and related correspondence. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 17491. OFFICE ADMINISTRATION FILE

Records concerning management of the office. File includes office space and building information, office operating instructions, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 22988. TIME SHEETS/CARDS FILE

Employee time sheets/cards.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 41956. PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE

Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.