

NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS

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

NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS

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

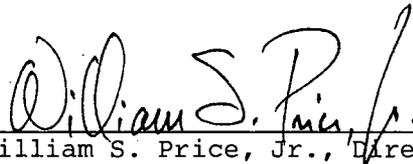
NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

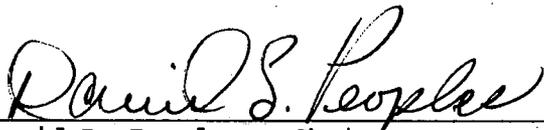


Teresa Curtis, Executive Secretary  
North Carolina State Board of Barber  
Examiners

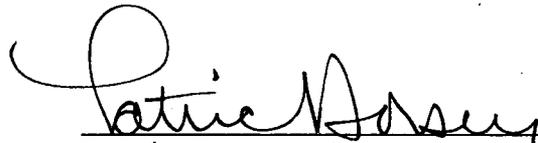


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



David L. Peoples, Chairman  
North Carolina State Board of Barber  
Examiners



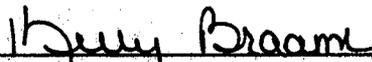
Patric Dorsey, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS

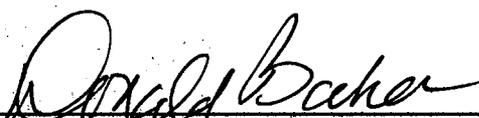
Amend the program records retention and disposition schedule approved May 24, 2002 by changing the disposition instructions for Item 20993 as shown on substitute page dated October 11, 2002.

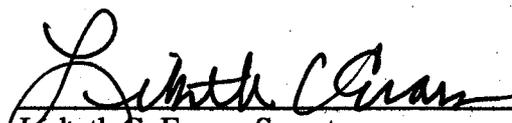
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Kelly Braam, Executive Director  
North Carolina State Board of  
Barber Examiners

  
\_\_\_\_\_  
David J. Olson, Director  
Division of Historical Resources

APPROVED

  
\_\_\_\_\_  
Donald Baker, Chair  
North Carolina State Board of  
Barber Examiners

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

October 11, 2002

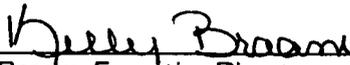
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

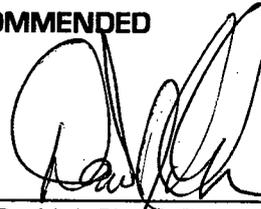
**NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS**

Amend the program records retention and disposition schedule approved March 20, 1989 by changing the disposition instructions in Item 20993 as shown on substitute page dated May 24, 2002.

**APPROVAL RECOMMENDED**

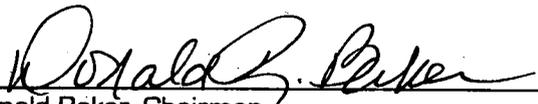


Kelly Braam, Executive Director  
North Carolina State Board of  
Barber Examiners

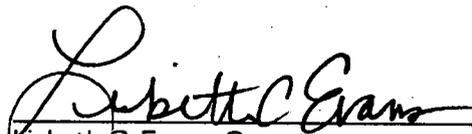


David J. Olson, Director  
Division of Historical Resources

**APPROVED**



Donald Baker, Chairman  
North Carolina State Board of  
Barber Examiners



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

May 24, 2002

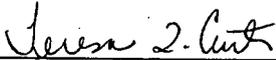
AWH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

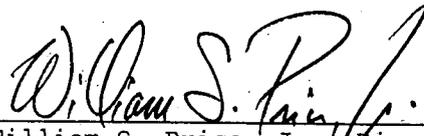
NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS

Amend the records retention and disposition schedule approved March 20, 1989 by adding Item 21004 as shown dated April 17, 1990.

APPROVAL RECOMMENDED

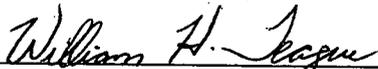


Teresa L. Curtis, Administrative Assistant  
N.C. State Board of Barber Examiners

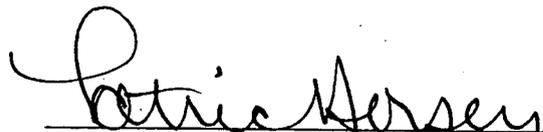


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



William H. Teague, Chairman  
N.C. State Board of Barber Examiners



Patric Dorsey, Secretary  
Department of Cultural Resources

April 17, 1990

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

NORTH CAROLINA STATE BOARD OF  
BARBER EXAMINERS

Amend the records retention and disposition schedule approved March 20, 1989,  
by adding Item 31338 as shown dated February 22, 1991.

APPROVAL RECOMMENDED

E. Teddi Coyne  
E. Teddi Coyne, Administrative Assistant  
N.C. State Board of Barber Examiners

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

APPROVED

William H. Teague, Sr.  
William H. Teague, Sr., Chairman  
N.C. State Board of Barber Examiners

Patric Dorsey  
Patric Dorsey, Secretary  
Department of Cultural Resources

February 22, 1991

HFH

## **NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS**

### **ITEM 3251. INACTIVE APPLICATIONS FOR REGISTERED BARBER FILE.**

Records concerning application for each registered barber's certificate that has been inactive for 10 years.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

### **ITEM 3252. APPLICATIONS FOR APPRENTICE BARBERS FILE.**

Applications for each apprentice barber's certificate in the state. File includes applications, copies of apprenticeship examinations, school records, student permits, and correspondence.

DISPOSITION INSTRUCTIONS: Transfer records concerning individuals who become registered to the Applications for Registered Barbers File when registered. Transfer applications from apprentices who do not become registered barbers to the State Records Center 5 years after date of last action. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

### **ITEM 3254. FAILED APPLICANTS FILE.**

Applications for registered and apprenticed barbers who failed board practical or written examination. File includes applications, student records, grade sheets, physician's certificates, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records concerning students passing examinations within 5 years to either Applications for Registered Barbers File or Applications for Apprentice Barbers File as appropriate when notified of test results. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

### **ITEM 3255. DECEASED BARBERS' APPLICATIONS FILE.**

Applications to become a licensed or apprenticed barber received from individuals who subsequently died. File includes applications, school records, notices of examinations, examination results, and related correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

### **ITEM 20971. MINUTES OF THE NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS FILE.**

Minutes of the board. File includes decisions, rules, and regulations of the board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

### **ITEM 20972. BOARD CORRESPONDENCE FILE.**

Correspondence of the board. File includes reports and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

## **NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS**

**ITEM 20973. SHOP PERMIT CARD FILE.**

Information concerning each barber shop that is or has been licensed in the state. File includes locations and addresses of shops, names of managers, shop permit file numbers, permit numbers, dates permits issued, and other related records. (File is separated into current and inactive categories of shops).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 20974. SHOP RENEWAL CARD FILE.**

Applications for renewal of permits for operation of barber shops. File includes permit numbers, dates of application, and names and addresses of shops.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 20975. ALPHABETICAL DIRECTORY OF ALL SHOPS CARD FILE.**

Alphabetical listing of all (current and prior) barber shops in the state. File includes names, locations, addresses of shops, original permit numbers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately and every 10 years thereafter to be microfilmed for security and returned. Destroy in office paper records when administrative value ends. Microfilm will be held for agency in the State Records Center 50 additional years and then destroyed.

**ITEM 20976. SHOP PERMIT APPLICATIONS FILE.**

Applications to open new barber shops or to change managers in existing shops. File includes names and addresses of shops, names of managers, permit numbers, sizes of shops, number of chairs in shops, dates of inspection of shops, and other related information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 20977. BARBER SHOP INSPECTION REPORTS FILE.**

Reports of barber shop inspections conducted by inspectors of the board. Report includes data identifying shops and rating of good, fair, or unsatisfactory as to physical aspects of shops.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 20978. ALPHABETICAL DIRECTORY OF ALL BARBERS CARD FILE.**

Information concerning every barber licensed in the state since establishment of the board. File includes names, addresses, certificate numbers, dates of certification, and race of barbers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately and every 10 years thereafter to be microfilmed for security and returned. Destroy in office paper records when administrative and reference values end. Microfilm will be held for agency in the State Records Center 50 additional years and then destroyed.

**ITEM 20979. CURRENT BARBERS' CERTIFICATES FILE.**

Information concerning each currently licensed barber in the state. File includes names and addresses of barbers, addresses of shops, license numbers, dates of certification, status of certification (apprentice or registered), race of barbers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Registered Barbers File when license expires.

**ITEM 20980. INACTIVE REGISTERED BARBERS FILE.**

Information concerning each previously licensed barber whose license has expired.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

## NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS

**ITEM 20981. REGISTERED RENEWALS CARD FILE.**

Information concerning each application for renewal of barber's license. File includes name and address of barbers, certificate numbers, and dates of application.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 20982. APPRENTICE RENEWALS CARD FILE.**

Applications for renewal of apprentice barber status. File includes names and addresses of barbers, certificate numbers, and dates of application.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 20983. APPLICATIONS FOR REGISTERED BARBERS FILE.**

Records concerning each application for a registered barber's certificate in the state. File includes applications, school records, notices of examination, examination results, and

DISPOSITION INSTRUCTIONS: Transfer to Inactive Applications for Registered Barbers File 10 years after applicant becomes inactive.

**ITEM 20987. DECEASED BARBERS CARD FILE.**

Information concerning deceased barbers. File includes names and address of barbers, dates of death, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 20989. ROSTER OF INDIVIDUALS NOTIFIED TO TAKE EXAMINATION FILE.**

Rosters of notifications by board to individuals to take examination to be a licensed or apprenticed barber. File includes names and locations of testing centers, rosters of individuals to take examination, dates of examinations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 20990. COMPLAINTS AND VIOLATIONS CORRESPONDENCE FILE.**

Correspondence from board notifying individuals who have violated state law by cutting hair without a valid license.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 20991. LICENSE CORRESPONDENCE FILE.**

Correspondence between board and individuals inquiring about barbers' licenses. (Correspondence is separated into in-state and out-of-state categories.)

DISPOSITION INSTRUCTIONS: Destroy in office in-state correspondence after 1 year. Destroy in office out-of-state correspondence after 5 years.

**ITEM 20992. BARBER COLLEGES FILE.**

Records concerning students attending barber colleges throughout the state. File includes correspondence with colleges, student records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 15 additional years and then destroyed.

## **NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS**

**ITEM 20993. PERSONNEL FILE.**

Records concerning board personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 20994. BOARD HEARINGS FILE.**

Records concerning hearings by the board concerning violations of rules and regulations. File includes transcripts, evidence collected, reports, correspondence, findings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**ITEM 20995. ATTORNEY GENERAL RULINGS FILE.**

Rulings of the Attorney General that affect the State Board of Barber Examiners.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 20996. BOARD INSPECTORS' MONTHLY REPORTS FILE.**

Monthly inspection reports by board inspectors. Reports include inspector's name, area covered, mileage driven, number of inspections conducted, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 20997. REFUNDS FILE.**

Correspondence concerning refunds paid by board for student registration refunds, examinations not taken, and excess license renewal fees.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 20998. MONTHLY BUDGET REPORTS FILE.**

Records concerning monthly budget reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

**ITEM 20999. CASH RECEIPT JOURNAL FILE.**

Journal entries listing cash receipts by board.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 21000. RECEIPTS LEDGER FILE.**

Ledger listing board receipts. File includes dates and amounts of receipts, reasons for receipts, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

## **NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS**

**ITEM 21001. DISBURSEMENTS LEDGER FILE.**

Ledger listing board disbursements. File includes names of recipients, voucher numbers and dates, reasons for payment, amounts of payment, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 21002. AUDIT REPORTS FILE.**

Audit reports reflecting the financial condition of the North Carolina State Board of Barber Examiners.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 21003. ANNUAL REPORTS ON RECEIPTS AND DISBURSEMENTS ON OPERATIONS OF THE BOARD FILE.**

Annual reports of board receipts and disbursements sent to the Governor and Secretary of State.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 21004. VOUCHER AND DEPOSIT SLIPS FILE.**

Board vouchers and deposit slips.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 21014. MONTHLY PAYROLL TRANSMITTALS FILE.**

Printouts provided by the Office of the State Controller, Agency Accounting Services, Central Payroll Section, concerning payroll disbursements for board employees. Amended 4-17-90

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 31338. NEW BARBER SHOP APPLICATIONS FILE.**

Completed applications received by the board from individuals requesting permits to open or manage a new barber shop. Amended 2-22-91

DISPOSITION INSTRUCTIONS: Destroy in office after 8 years.