

## OFFICE OF STATE HUMAN RESOURCES

### PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

#### **ORGANIZATIONAL NAME CHANGE**

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects the following organizational changes:

1. Director's Office and ~~Assistant Director's Office~~ <sup>Asst</sup> to Director's and ~~Associate~~ <sup>Deputy</sup> Director's Office
2. Employee and Management Development Division to Learning and Development Division
3. Employee Risk Control Services Division, Workers' Compensation Section to Safety and Wellness Division
4. Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section to Wellness, Safety and Health Program
5. Employee Services Division to Employee Relations and Local Government Division
6. Employment Practices and Priorities Division to Talent Management Division
7. Equal Opportunity Services Division to Equal Employment Opportunity, Diversity and Inclusion Division
8. Operations and Total Compensation to Operations and Benefits Division
9. Position Management Division to Classification and Compensation Division

No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent versions of the listed schedules. 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

#### OFFICE OF STATE HUMAN RESOURCES

does 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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. 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.

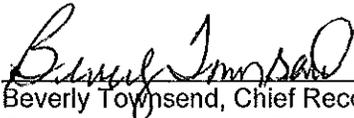
The Office of State Human Resources and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Office of State Human Resources 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 Office of State Human Resources will be responsible for cost of microfilm production.

The Office of State Human Resources 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 Office of State Human Resources 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.

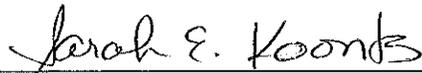
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

The Office of State Human Resources 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

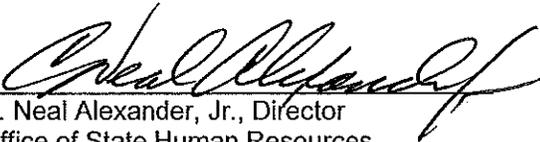


Beverly Townsend, Chief Records Officer  
Office of State Human Resources



Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED



C. Neal Alexander, Jr., Director  
Office of State Human Resources



Susan W. Kluttz, Secretary  
Department of Cultural Resources

OFFICE OF STATE PERSONNEL  
POSITION MANAGEMENT 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

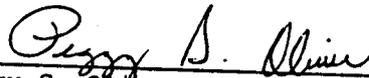
POSITION MANAGEMENT DIVISION

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

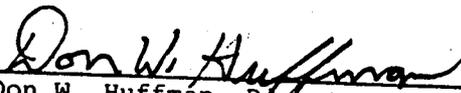
POSITION MANAGEMENT DIVISION

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.

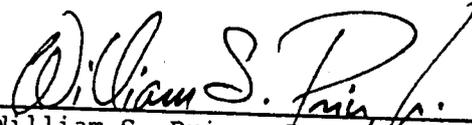
APPROVAL RECOMMENDED



Peggy S. Oliver, Chief Records Officer  
Office of State Personnel

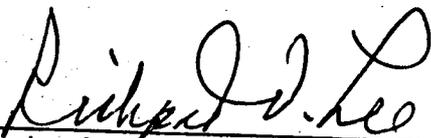


Don W. Huffman, Director  
Position Management Division



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

APPROVED



Richard V. Lee, Director  
Office of State Personnel



Patric Dorsey, Secretary  
Department of Cultural Resources

June 26, 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.

HFH

**OFFICE OF STATE HUMAN RESOURCES  
CLASSIFICATION AND COMPENSATION DIVISION  
ADMINISTRATIVE SECTION**

**ITEM 178. OFFICE OF STATE HUMAN RESOURCES/STATE AGENCIES CORRESPONDENCE  
FILE**

Correspondence concerning position actions, policy, salary changes, orders, employee changes, and other related matters. File includes requests for information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 3917. ACTIVE/INACTIVE CLASS HISTORY CARD FILE**

History cards denoting all activity of each class used in state government. File includes records concerning actions taken by the State Personnel Commission and the state legislature.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Transfer silver (camera) original copy of microfilm to the State Records Center for storage in the security vault. Microfilm will be held for agency in the State Records Center until superseded and then destroyed. Agency will notify State Records Center when microfilm has been superseded and will authorize the destruction of superseded microfilm by the State Records Center. Retain paper records in office permanently.

**ITEM 10886. CLASS SPECIFICATIONS FILE**

Class specifications maintained for most established state classifications.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 10887. INACTIVE/ABOLISHED SPECIFICATIONS FILE**

Notebooks concerning most abolished classes and/or any previous specifications.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 10889. STATE PERSONNEL COMMISSION AGENDAS FILE**

Agendas used for all State Personnel Commission meetings.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 10892. SALARY RANGE BOOK FILE**

Salary range books published annually by Office of State Human Resources concerning state government positions.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**OFFICE OF STATE HUMAN RESOURCES  
CLASSIFICATION AND COMPENSATION DIVISION  
POSITION HISTORY FILE SECTION**

**ITEM 10882. PENDING RELATED MATERIAL FILE**

Pending materials maintained while position description form is processed. File includes analysts' notes, job descriptions, position history information, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Position History File when matching form is returned from the Budget Division.

**ITEM 10885. POSITION RESTUDY FILE**

Records concerning positions which are to be restudied.

DISPOSITION INSTRUCTIONS: Transfer to Position History File when position is restudied.

**ITEM 10888. POSITION MANAGEMENT SCHEMATIC FILE**

Study/series occupational notes completed by analysts. (File is used for reference after studies are completed.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**OFFICE OF STATE HUMAN RESOURCES  
CLASSIFICATION AND COMPENSATION DIVISION  
PROGRAM REVIEW SECTION**

**ITEM 10894. PROGRAMS REVIEW FILE**

Reviews of position classification activity during a designated period of time. File includes reports compiled by internal audit team.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**OFFICE OF STATE HUMAN RESOURCES  
CLASSIFICATION AND COMPENSATION DIVISION  
SALARY AND PAY PLAN ANALYSIS SECTION**

**ITEM 10893. STATES SPECIFICATIONS FILE**

Job specifications maintained for selected states and used as a comparison to North Carolina. File includes salary schedules for other states.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 10895. LOCAL REPORTING PACKAGES FILE**

Information forwarded to local competitive service jurisdictions for the preparation of local salary plans.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 10896. COMPETITIVE SERVICE POLICIES FILE**

Official policies for competitive service agencies filed by county jurisdictions that are exempt from personnel policies outlined in the Local Competitive Service Manual. (Statutory provisions give county jurisdictions the authority to establish competitive service policies in 5 discretionary areas.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 10897. ANNUAL SALARY SURVEY DATA FILE**

Records concerning the preparation of a survey instrument used in evaluating salaries within state government. File includes survey instruments and addresses of employers who have responded to this survey.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 10900. COMPENSATION PUBLICATIONS FILE**

Books, periodicals, directories, journals, and newsletters purchased by the section concerning compensations and benefits available to state employees. Amended 8-14-92

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 10901. COMPENSATION SURVEYS FILE**

Records concerning results tabulated from compensation surveys that are maintained for selected organizations and are used as a comparison to the state's compensation and benefits package.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or after 3 years, whichever occurs later.

**ITEM 10902. LOCAL MANUAL FILE**

Records concerning personnel policies for local government employees subject to the State Personnel Act. File includes manual.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 10903. LOCAL PAY PLANS FILE**

Records concerning pay plans received from city and county governments, public health departments, mental health facilities, and emergency management organizations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 10904. SEPARATION REPORTS FILE**

Printout copies of data concerning statistics showing voluntary and total separations of personnel from state government.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**OFFICE OF STATE HUMAN RESOURCES  
CLASSIFICATION AND COMPENSATION DIVISION  
SALARY AND PAY PLAN ANALYSIS SECTION**

**ITEM 10905. SOUTHEASTERN SALARY CONFERENCES FILE**

Records concerning results tabulated from salary and benefit surveys. File includes information obtained from annual conferences.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 10907. SPECIAL ENTRY RATES FILE**

Records concerning special entry rates used when hiring new employees in state government.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 10908. SPECIAL PROJECTS FILE**

Correspondence concerning special projects relating to specific programs within the section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.