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**~~ *to* **Director's and** ~~**Associate**~~ Deputy **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.

June 9, 2015 Rashida Felder

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

June 9, 2015

Rashida Felder

OFFICE OF STATE PERSONNEL
DIRECTOR'S OFFICE

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

DIRECTOR'S OFFICE

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

DIRECTOR'S OFFICE

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

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

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.

June 30, 1989

HFH

OFFICE OF STATE PERSONNEL
ASSISTANT DIRECTOR'S OFFICE

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

ASSISTANT DIRECTOR'S OFFICE

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

ASSISTANT DIRECTOR'S OFFICE

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

G. C. Davis, Jr., Assistant Director
Office of State Personnel

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

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.

June 30, 1989

HFH

OFFICE OF STATE HUMAN RESOURCES
DIRECTOR AND DEPUTY DIRECTOR'S OFFICE

ITEM 165. CORRESPONDENCE (ADMINISTRATIVE) FILE

Administrative and management correspondence and memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 1156. CORRESPONDENCE (ADMINISTRATIVE) FILE

Administrative and management correspondence and memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 11590. DIRECTIVES FILE

Official policy statements, executive orders, and directives concerning the agency. File includes information regarding hiring controls.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11591. DIVISIONS AND SECTIONS FILE

Records concerning divisions and sections within the agency. File includes organizational charts, summaries of goals and objectives for each division and section, policies and procedures, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence after 3 years. Destroy in office remaining records when superseded or obsolete.

ITEM 11592. DONATIONS AND SOLICITATIONS FILE

Records concerning donations or solicitations made by office personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 11593. EXEMPT FILE

Records concerning all employees in state government designated as exempt from the State Personnel Act (SPA). File includes correspondence and lists of SPA employees.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 8 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 11594. LEGISLATIVE REFERENCE FILE

Legislative bills and other legislative information concerning the Office of State Human Resources. File includes resolutions, records concerning the Personnel Commission, and correspondence to and from the General Assembly.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11595. NEWS AND PRESS RELEASES FILE

News and press releases issued concerning programs, activities, and services of agency.

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 transferred to the custody of the Archives.

ITEM 11597. STATE PAY PROGRAM FILE

Records concerning North Carolina Pay Program. File includes specific pay plan analyses, salary surveys, salary schedules, and records concerning salary adjustments funds.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

OFFICE OF STATE HUMAN RESOURCES
DIRECTOR AND DEPUTY DIRECTOR'S OFFICE

ITEM 11598. UNIVERSITIES, COLLEGES, AND HOSPITALS FILE

Records concerning personnel activities at state-supported universities, colleges, and hospitals. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence and memorandums after 3 years. Destroy in office remaining records when administrative value ends.

ITEM 13199. DIRECTIVES FILE

Official policy statements and directives concerning or affecting the office.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 13200. DONATIONS AND SOLICITATIONS FILE

Records concerning donations and solicitations made by office personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 13202. EXEMPT EMPLOYEES FILE

Records concerning employees who are exempt from the State Personnel Act.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 13203. LEGISLATIVE REFERENCE FILE

Legislative bills and other legislative information concerning the Office of State Human Resources. File includes bills, appropriations, proposed legislation, resolutions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 13204. OFFICE OF STATE HUMAN RESOURCES DIVISIONS AND SECTIONS FILE

Records concerning the organization of the agency. File includes charts, records concerning goals and objectives, internal policies and procedures, and safety regulations. File also includes correspondence, office space specifications, inventories of office equipment, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence when administrative value ends. Destroy in office remaining records when superseded or obsolete.