

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 an organizational change from **Office of State Personnel** to **Office of State Human Resources**. 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 any previously signed and approved **Office of State Personnel** records retention and disposition 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

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. 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.

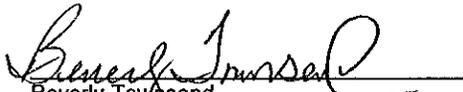
The Office of State Human Resources and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference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

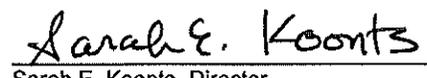
The Office of State Human Resources and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Office of State Human Resources agrees to comply with all policies, standards, 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.

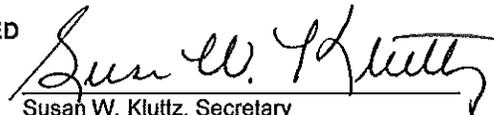
APPROVAL RECOMMENDED


Beverly Townsend
Chief Records Officer


Sarah E. Koonts, Director
Division of Archives and Records


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

APPROVED


Susan W. Kluttz, Secretary
Department of Cultural Resources

OFFICE OF STATE PERSONNEL
EMPLOYMENT PRACTICES AND PRIORITIES 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

EMPLOYMENT PRACTICES AND PRIORITIES 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

EMPLOYMENT PRACTICES AND PRIORITIES 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.

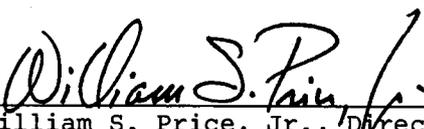
APPROVAL RECOMMENDED



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



Thomas M. Gaddis, Director
Employment Practices and Priorities Division

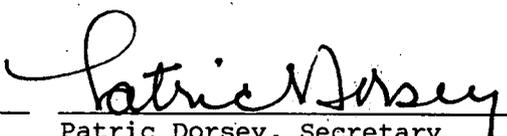


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Richard V. Lee, Director
Office of State Personnel



Patric Dorsey, Secretary
Department of Cultural Resources

September 6, 1991

DWMM

OFFICE OF STATE PERSONNEL
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION

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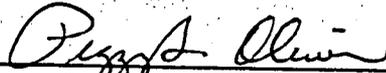
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION

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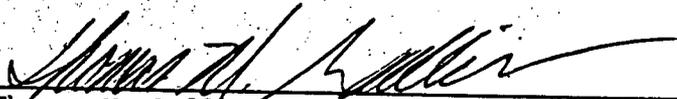
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION

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APPROVAL RECOMMENDED



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



Thomas M. Gaddis, Director
Employment Practices and Priorities Division

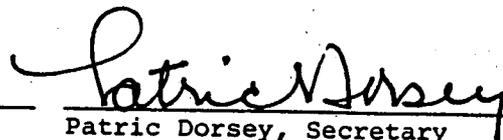


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Richard V. Lee, Director
Office of State Personnel



Patric Dorsey, Secretary
Department of Cultural Resources

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.

September 6, 1991

DWM

**OFFICE OF STATE HUMAN RESOURCES
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION
ASSISTANT DIRECTOR'S OFFICE**

ITEM 10682. CONFIDENTIAL PERSONNEL MATTERS FILE

Records concerning personnel matters involving employees of Workforce Resources Division. File includes disciplinary action forms, salary profiles, 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 when reference value ends.

ITEM 10683. CORRESPONDENCE (GENERAL) FILE

Correspondence and memorandums written and/or received by the Assistant Director concerning program interpretations and office policies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 10684. MANAGEMENT REPORTS FILE

Reports concerning feasibility studies and program analyses for the Workforce Resources Division. File includes recommendations and reports concerning current or potential operations in the Office of State Human Resources.

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.

**OFFICE OF STATE HUMAN RESOURCES
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION
DIRECTOR'S OFFICE**

ITEM 11577. CONFIDENTIAL PERSONNEL MATTERS FILE

Records concerning personnel matters involving employees of Workforce Resources Division. File includes profiles of salaries 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 when reference value ends.

ITEM 11579. CORRESPONDENCE (GENERAL) FILE

Correspondence and memorandums written and/or received by the Director concerning program interpretations and office policies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 11580. DIRECTIVES FILE

Records concerning division policies and procedures, Veterans Employment Act, and Veterans Preference Policy. File includes correspondence to and from counties that have become substantially equivalent to legislative requirements. File also includes copyright materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11581. LEGISLATIVE FILE

Legislative bills and other legislative information concerning the Office of State Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11582. MANAGEMENT REPORTS FILE

Reports concerning feasibility studies and program analyses for the unit. File includes reports and recommendations concerning current or potential operations in the Office of State Human Resources.

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 11583. RECORDS MANAGEMENT FILE

Records concerning records management topics (records disposition, State Records Center transfers, and other related records). File includes records retention and disposition schedule.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11584. SUBSTANTIALLY EQUIVALENT PERSONNEL SYSTEM FILE

Records concerning local governments that have been approved as substantially equivalent to the State Personnel System as set forth in the State Personnel Act. File includes annual reviews, classification and pay information, and recruitment and selection procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**OFFICE OF STATE HUMAN RESOURCES
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION
EMPLOYMENT PRIORITIES UNIT**

ITEM 12438. COUNSEL AND CAREER SUPPORT (DATABASE) FILE

Database records concerning career support for state employees. File includes information regarding employees' addresses, selected state government job histories, salary grades and classifications, and other related records. File also includes counselors' comments, employees' referral information, and information concerning employees' movements within state government.

DISPOSITION INSTRUCTIONS: Destroy in office input records 3 years after information is electronically transferred to the Personnel Management Information System (PMIS) Master File, Item 10862, located in the Personnel Management Information System Section of the Administrative Services Division. Retain in office electronic records permanently.

**OFFICE OF STATE HUMAN RESOURCES
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION
PRIORITY REEMPLOYMENT AND SPECIAL PLACEMENT SERVICES UNIT**

ITEM 3579. POLICY-MAKING EXEMPT AND REDUCTION-IN-FORCE CERTIFICATES FILE

Printout copies of data concerning employees separated from policy-making exempt positions or through reduction-in-force with re-employment priority. Information concerning each individual includes requesting agency, date requested, class requested, Personnel Management Information Systems number, schematic code, interested eligible's name and address, and date separated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3850. POLICY MAKING EXEMPT FILE

Applications for employment and machine readable records concerning former employees who have been separated from policy-making exempt positions with re-employment priority. (Electronic records are automatically purged after 3 years from the Personnel Management Information System (PMIS) Master File, Item 10862, located in the Personnel Management Information System Section of the Administrative Services Division.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 3851. REDUCTION-IN-FORCE FILE

Applications for employment and machine readable records concerning former employees who have been reduced-in-force with re-employment priority. (Electronic records are automatically purged after 3 years from the Personnel Management Information System (PMIS) Master File, Item 10862, located in the Personnel Management Information System Section of the Administrative Services Division.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 10836. FORM LETTERS FILE

Correspondence informing interested eligibles of state government employment and letters to applicants requesting additional information so that evaluations of their credentials can be processed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10837. CORRESPONDENCE FILE

Inquiries from interested eligibles regarding services offered by the Office of State Human Resources. File includes responses to inquiries and problem situations and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10838. CAREER OPPORTUNITY OUTREACH PROGRAM FILE

Records concerning state employees who are referred by the Workforce Resources Division to specific vacancies in state government.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10839. PRIORITY RE-EMPLOYMENT INVENTORY FILE

Records concerning reduction-in-force classes and number of applicants for each position. File includes monthly listings.

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.

**OFFICE OF STATE HUMAN RESOURCES
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION
PRIORITY REEMPLOYMENT AND SPECIAL PLACEMENT SERVICES UNIT**

ITEM 10840. REQUESTS FOR LISTS OF INTERESTED PERSONS FILE

Information received from non-competitive agencies concerning their requests for registers of interested eligibles needed in recruiting.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 10843. REDUCTION-IN-FORCE REPORTS FILE

Reports concerning position classifications that have been reduced from state government due to reduction-in-force requirements. File includes monthly reports.

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 10844. SUMMARY OF REGISTERS FILE

Official daily lists of reduction-in-force registers and interest card registers sent to state agencies.

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 10845. TOTAL NUMBER OF APPLICANTS PER SCHEMATIC TITLE FILE

Records concerning interest cards and reduction-in-force classes. File includes monthly listings of individuals registered for these classes. Amended 8-20-93

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**OFFICE OF STATE HUMAN RESOURCES
EMPLOYMENT PRACTICES AND PRIORITIES DIVISION
RECRUITMENT SOURCES**

ITEM 10657. RECRUITMENT ASSISTANCE STUDIES FILE

Research studies concerning factors contributing to recruitment difficulties. Studies list numbers of vacancies in state government, personnel shortages in other states, numbers of individuals hired, and other related information. Amended 11-27-91

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 10660. WORK OPTIONS FILE

Records concerning the work options program. File includes biennial reports to the legislature and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.