

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~~ ^{Asst} 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.

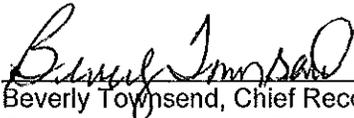
The Office of State Human Resources and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference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

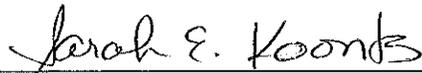
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

APPROVAL RECOMMENDED

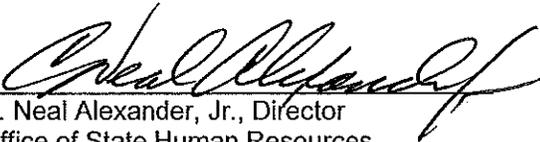


Beverly Townsend, Chief Records Officer
Office of State Human Resources



Sarah E. Koontz, 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
EMPLOYEE AND MANAGEMENT DEVELOPMENT 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

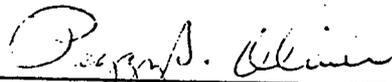
EMPLOYEE AND MANAGEMENT DEVELOPMENT DIVISION

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

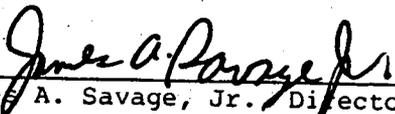
EMPLOYEE AND MANAGEMENT DEVELOPMENT DIVISION

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.

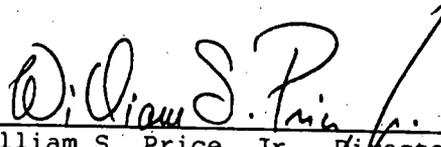
APPROVAL RECOMMENDED



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

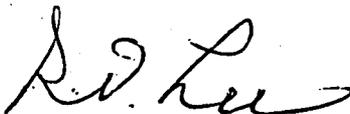


James A. Savage, Jr., Director
Employee and Management Development Division



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.**

November 3, 1989

HFH

**OFFICE OF STATE HUMAN RESOURCES
LEARNING AND DEVELOPMENT DIVISION
MEDIA SECTION**

ITEM 12449. AUDIO TAPES FILE

Sound recordings produced or purchased by agency.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 12450. FILMS FILE

Films produced or purchased by agency for public or departmental use.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 12452. PHOTOGRAPHS FILE

Photographs and negatives used in publicizing programs, services, and other related matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 12453. PRINTING (ELECTRONIC) FILE

Machine readable records used to generate graphic designs for printing projects. File includes floppy disks. Amended 5-13-92

DISPOSITION INSTRUCTIONS: Erase in office floppy disks when reference value ends.

ITEM 12455. SLIDES FILE

Slides produced for other state agencies and for use in Employee and Management Development Division presentations. Amended 5-13-92

DISPOSITION INSTRUCTIONS: Transfer slides produced for other state agencies to requesting agency when produced. Destroy in office remaining slides when reference value ends.

ITEM 12456. VIDEO TAPES FILE

Video tapes produced for other state agencies and for use in Employee and Management Development Division presentations. Amended 5-13-92

DISPOSITION INSTRUCTIONS: Transfer video tapes produced for other state agencies to requesting agency when produced. Destroy in office remaining video tapes when reference value ends.

ITEM 12457. VISUAL AIDS FILE

Charts, transparencies, and other visual aids produced for other state agencies and for use in Employee and Management Development Division presentations. Amended 5-13-92

DISPOSITION INSTRUCTIONS: Transfer visual aids produced for other state agencies to requesting agency when produced. Destroy in office remaining visual aids when reference value ends.

**OFFICE OF STATE HUMAN RESOURCES
LEARNING AND DEVELOPMENT DIVISION
NORTH CAROLINA PUBLIC MANAGER PROGRAM SECTION**

ITEM 10870. ADMINISTRATIVE FILE

Records concerning the daily administration of the North Carolina Public Manager Program. File includes correspondence, budget records, administrative and management records, law and legal records, legislative records, and operating and program records. Amended 9-25-91

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 10873. PLANNING AND DESIGN FILE

Records concerning the formulation and organization of the North Carolina Public Manager Program. File includes correspondence, reports, proposals, work plans, curriculum guidelines and descriptions, assessments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 10874. CURRICULUM MODULES MASTER FILE

Records concerning the North Carolina Public Manager Program (NCPMP) curriculum. File includes course instructional materials, correspondence, and other historical documents concerning NCPMP's creation and development.

DISPOSITION INSTRUCTIONS: Transfer masters of curriculum modules to the State Records Center when discontinued. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 5 years.

ITEM 10877. COURSE FILE

Records concerning North Carolina Public Manager Program course listings. File includes participant rosters, course schedules, outlines, notices, evaluations, instructor agreements, 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 5 additional years and then transferred to the custody of the Archives.

ITEM 10878. PARTICIPANT FILE

Records concerning all participants in the North Carolina Public Manager Program (PMP). File includes applications, program plans, course products, correspondence, and other related data for individual participants. File also includes comprehensive listings of participants in each participant group. Amended 5-13-92

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after individual completes PMP. Records will be held for agency in the State Records Center 15 additional years and then destroyed.

ITEM 10879. EXTERNAL RELATIONS FILE

Records concerning public relations for the North Carolina Public Manager Program. File includes correspondence, reports, and other records regarding the Certified Public Manager Consortium, universities, and state government. Amended 5-13-92

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

**OFFICE OF STATE HUMAN RESOURCES
LEARNING AND DEVELOPMENT DIVISION
NORTH CAROLINA PUBLIC MANAGER PROGRAM SECTION**

ITEM 10891. MINUTES FILE

Minutes of committees and panels that helped develop the North Carolina Public Manager's Program for the Governor's Advisory Committee.

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 33001. PARTICIPANT ASSESSMENT FILE

Records concerning the assessment of participants in the North Carolina Public Manager Program. File includes test scores, examinations, exercises completed by the participants, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 5-13-92

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 15 additional years and then destroyed by shredding.

**OFFICE OF STATE HUMAN RESOURCES
LEARNING AND DEVELOPMENT DIVISION
OPERATIONS SECTION**

ITEM 27127. BUDGET FILE

Various personnel-related budget materials.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year (June 30) budget reports when released from all audits and when reference value ends, whichever occurs later. Destroy in office remaining records when released from all audits.

ITEM 27133. COURSES OFFERED FILE

Records concerning courses offered by or attended by staff.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.