

**OFFICE OF STATE HUMAN RESOURCES
BUSINESS OPERATIONS DIVISION**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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

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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 Department of Natural and 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. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. 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.

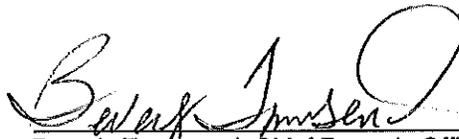
The Office of State Human Resources and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when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

The Office of State Human Resources and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires 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 Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

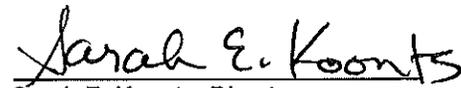
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

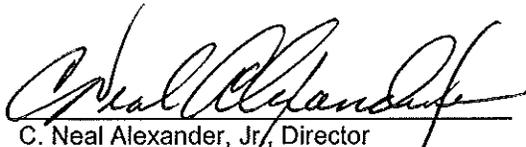
APPROVAL RECOMMENDED

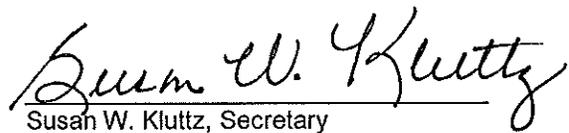

Beverly Townsend, Chief Records Officer
Office of State Human Resources


Charlene Shabazz, Director
Business Operations Division


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


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


Susan W. Klutz, Secretary
Department of Natural and Cultural
Resources

**OFFICE OF STATE HUMAN RESOURCES
BUSINESS OPERATIONS DIVISION
PERSONNEL**

ITEM 10867. PERSONNEL FILE

Individual personnel files in paper, microfilm, (beginning and ending dates 1975-1989) and electronic formats (beginning with 1990) for all state employees subject to the State Personnel Act. File includes Applications for Employment (PD-107), correspondence, Longevity Pay Request Forms, Personnel Action Forms (PD-105), Personnel Update Forms, and Total State Service Update Forms. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Note: Records dated prior to 1982 have been previously transferred to the State Records Center as Item Nos. 158, 159, 160, and 161.) (File maintenance and backup procedures conducted by Information Technology Systems (ITS)).

DISPOSITION INSTRUCTIONS: Function and records transferred to Director's and Deputy Director's Office.

ITEM 27056. SIGNATURE RECORDS FILE

Records concerning signatures of persons reviewing employee personnel records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS Item discontinued. All records destroyed.

**OFFICE OF STATE HUMAN RESOURCES
BUSINESS OPERATIONS DIVISION
TEMPORARY SOLUTIONS UNIT**

ITEM 15403. INACTIVE TEMPORARY SOLUTIONS WORKFORCE PERSONNEL FILE

Records in paper and electronic formats concerning the official personnel file for each employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records).

DISPOSITION INSTRUCTIONS: Function and records transferred to Talent Management Division.

ITEM 15412. ADVERTISEMENTS FILE

Records concerning temporary employment opportunities available in state government through Temporary Solutions Unit. File includes classified advertisements and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.