

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.

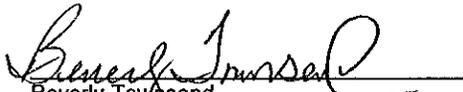
The Office of State Human Resources and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference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

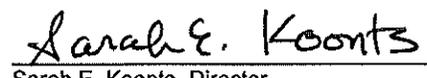
The Office of State Human Resources and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Office of State Human Resources agrees to comply with all policies, standards,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

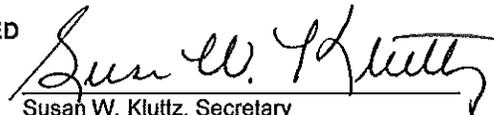
**APPROVAL RECOMMENDED**

  
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  
OPERATIONS AND TOTAL COMPENSATION  
PERSONNEL

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

PERSONNEL

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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

PERSONNEL

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



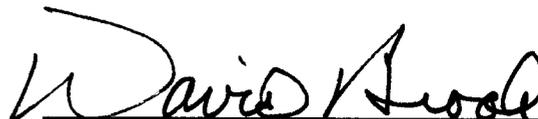
Ellen Machacek, Chief Records Officer  
Office of State Personnel



Brenda Warburton, HR Partner/Personnel Officer  
Personnel

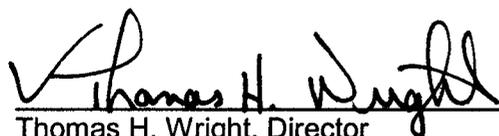


Carl Goodwin, HR Managing Partner  
Operations and Total Compensation



David Brook, Director  
Division of Historical Resources

APPROVED



Thomas H. Wright, Director  
Office of State Personnel



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**OFFICE OF STATE HUMAN RESOURCES  
OPERATIONS AND TOTAL COMPENSATION  
PERSONNEL**

**ITEM 158. PERSONNEL FILE**

Record copies in paper and microfilm formats of all personnel action forms, applications, and correspondence for government employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy paper records currently held in the State Records Center 30 years from date of record. Destroy microfilm currently held in the Archives vault [dated from 1952 (and prior) to 1956] 30 years from date of record.

**ITEM 159. PERSONNEL (B. INACTIVE LOCAL FILES) FILE**

Record copies of all personnel action forms, applications, and correspondence for government employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 161. PERSONNEL (D. UNC PERSONNEL RECORDS) FILE**

Record copies of all personnel action forms, applications, and correspondence for government employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 30 years from date of record.

**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: Scan in office paper records when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Erase/destroy electronic records 30 years after employee terminates service. Destroy microfilm dated 1978 - 1990 in office 30 years from date of record.

**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: Function and records transferred to Office of State Human Resources, Public Information Office (PIO).

**OFFICE OF STATE HUMAN RESOURCES  
OPERATIONS AND TOTAL COMPENSATION  
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: Transfer paper records to the State Records Center 5 years after employee terminates service. Paper records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy paper records currently held in the State Records Center 30 years from date of record. Update electronic records in office routinely. Retain in office electronic records for 30 years and then destroy.

**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: Destroy in office when superseded or obsolete.