

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.

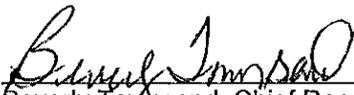
The Office of State Human Resources and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference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

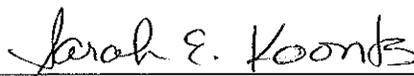
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

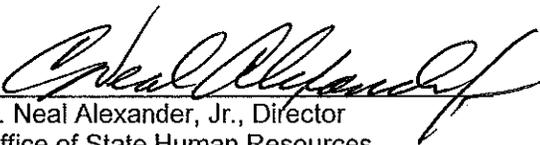


Beverly Townsend, Chief Records Officer
Office of State Human Resources



Sarah E. 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

OFFICE OF STATE PERSONNEL
EMPLOYEE RISK CONTROL SERVICES DIVISION

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a divisional name change from Employee Safety and Health Division to Employee Risk Control Services 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 schedule dated November 9, 1989. 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 RISK CONTROL SERVICES 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

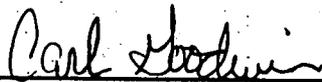
EMPLOYEE RISK CONTROL SERVICES DIVISION

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.

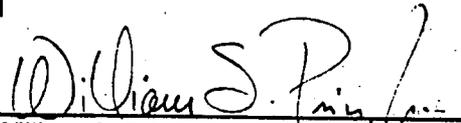
APPROVAL RECOMMENDED



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



Carl Goodwin, Director
Employee Risk Control Services Division



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

APPROVED



Ronald G. Penny, Director
Office of State Personnel



Betty Ray McCain, Secretary
Department of Cultural Resources

October 29, 1993

DWM

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.

**OFFICE OF STATE HUMAN RESOURCES
SAFETY AND WELLNESS DIVISION**

ITEM 27168. AGENCIES AND UNIVERSITIES FILE

Records in both paper and electronic form concerning evaluations and survey reports of state agencies, agency responses, and correspondence to and from each agency.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after information has been entered into computer and when administrative value ends. Erase in office electronic files when administrative value ends.

ITEM 27169. CENTRALIZED PROPOSALS FILE

Records in both paper and electronic form concerning information related to centralizing the processing of workers' compensation claims for all agencies and universities.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after information has been entered into computer and when administrative value ends. Erase in office electronic records when administrative value ends.

ITEM 27173. CORRESPONDENCE FILE

Correspondence written and/or received from agencies and universities concerning the workers' compensation program.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 27174. FATALITIES FILE

Records in both paper and electronic form concerning compensation for workers' deaths. File includes Governor's correspondence to relatives and statistical information.

DISPOSITION INSTRUCTIONS: Destroy in office paper records 5 years after information has been entered into computer. Erase in office electronic records when administrative value ends.

ITEM 27176. HISTORICAL INFORMATION FILE

Records in both paper and electronic form concerning the background of the safety and health program and other related records.

DISPOSITION INSTRUCTIONS: Transfer input records to the State Records Center after information is entered in computer and when administrative 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. Erase in office electronic records when administrative value ends.

ITEM 27178. LEGISLATIVE FILE

Legislative bills and other legislative information concerning workers' compensation issues and other related topics.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 27179. MEDICAL-ONLY CLAIMS FILE

Records in both paper and electronic form concerning medical claims. File includes statistics compiled from these claims.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after information has been entered into computer and when administrative value ends. Erase in office electronic records when administrative value ends.

ITEM 27180. PHYSICIANS' FILE

Records concerning physicians recommended to treat workers' compensation cases.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.