

**OFFICE OF STATE HUMAN RESOURCES
TALENT MANAGEMENT DIVISION
LEARNING AND DEVELOPMENT**

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

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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.

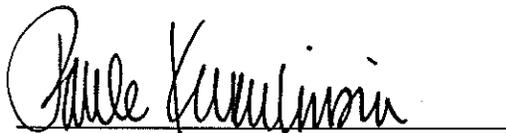
The Office of State Human Resources and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Office of State Human Resources agrees to comply with all policies,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

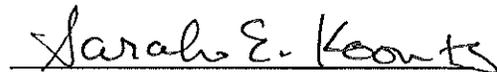
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

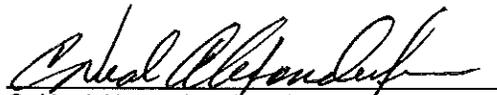
APPROVAL RECOMMENDED

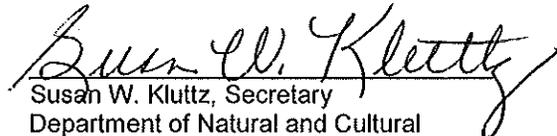

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APPROVED


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Resources

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ITEM 10870. NORTH CAROLINA CERTIFIED PUBLIC MANAGER PROGRAM OPERATIONS FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years 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 Certified 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 Certified Public Manager Program (NCPMP) curriculum. File includes course instructional materials, correspondence, and other historical documents concerning NCPMP's creation and development. (Comply with applicable provisions of 17 USC 106 regarding reproduction of copyrighted works.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 10877. COURSE FILE

Records concerning North Carolina Certified Public Manager Program course listings. File includes participant rosters, course schedules, outlines, notices, evaluations, instructor agreements, 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: Retain in office permanently.

ITEM 10878. PARTICIPANT FILE

Records concerning all participants in the North Carolina Certified Public Manager Program (CPMP). 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. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

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.

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

ITEM 10891. MINUTES FILE

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

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 33001. PARTICIPANT ASSESSMENT FILE

Records concerning the assessment of participants in the North Carolina Certified 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.)

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

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**The following items are either
Discontinued or Transferred.**

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ITEM 12449. AUDIO TAPES FILE

Sound recordings produced or purchased by agency.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12450. FILMS FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12452. PHOTOGRAPHS FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12453. PRINTING (ELECTRONIC) FILE

Electronic records used to generate graphic designs for printing projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12455. SLIDES FILE

Slides produced for other state agencies and for use in Employee and Management Development Division presentations.

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

ITEM 12456. VIDEO TAPES FILE

Video tapes produced for other state agencies and for use in Learning and Development Division presentations.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12457. VISUAL AIDS FILE

Charts, transparencies, and other visual aids produced for other state agencies and for use in Learning and Development Division presentations.

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

ITEM 27127. BUDGET FILE

Various personnel-related budget materials.

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

ITEM 27133. COURSES OFFERED FILE

Records concerning courses offered by or attended by staff.

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