

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.

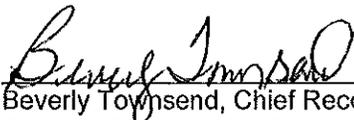
The Office of State Human Resources and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference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

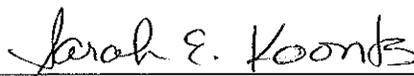
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated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

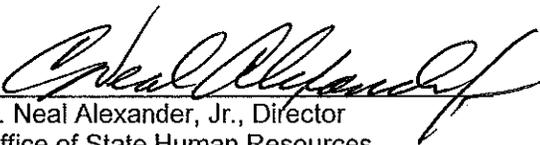


Beverly Townsend, Chief Records Officer
Office of State Human Resources



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 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

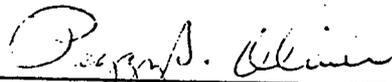
EMPLOYEE AND MANAGEMENT DEVELOPMENT DIVISION

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

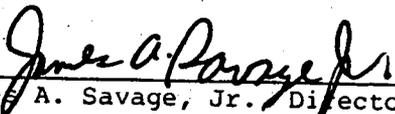
EMPLOYEE AND MANAGEMENT DEVELOPMENT DIVISION

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.

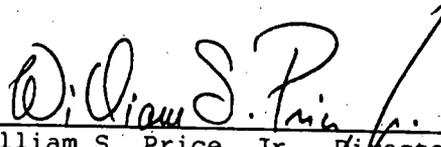
APPROVAL RECOMMENDED



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

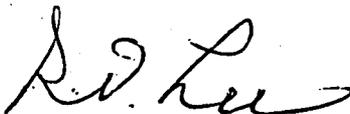


James A. Savage, Jr., Director
Employee and Management Development Division



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
WELLNESS, SAFETY AND HEALTH PROGRAM**

ITEM 27185. AGENCIES AND UNIVERSITIES FILE

Records in both paper and electronic form concerning evaluations written to and received from each state agency and state-supported university.

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

ITEM 27186. AWARDS FILE

Records in both paper and electronic form concerning criteria established for the Governor's Award of Excellence, Department of Labor awards, and Governor's Awards Program. File includes award applications, correspondence, notifications of receipts, lists of judges, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper records 5 years after information has been entered into computer. Erase in office electronic records after 1 year.

ITEM 27187. COMMENDATIONS FILE

Letters commending division and staff members from agencies and universities for jobs well done.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 27188. COMMITTEE MEETINGS FILE

Records concerning various committees that have division employees serving on their boards. File includes notices of meetings and information concerning the Occupational Safety and Health Advisory Committee, Hazardous Waste and Emergency Response Committee, Governor's Waste Management Board, and other related committees.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 27190. CORRESPONDENCE AND MEMORANDUMS FILE

Correspondence and memorandums written to and/or received from other agencies and universities. (File exists in both paper and electronic form.)

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 27192. REPORTING FORMS FILE

Forms used by the division to record safety and health related issues. (File exists in both paper and electronic form.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records and electronic records when superseded or obsolete.

ITEM 27193. GOALS FILE

Records in both paper and electronic form concerning goals and objectives for the safety and health program. File includes work plans and guidelines, notes from management team discussions concerning long-range planning solutions to temporary goals, and objectives for implementing affirmative action goals throughout state government.

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 27194. LEGISLATIVE FILE

Records concerning official legislative policies and rule-making schedules, bills, and other related records as they apply to safety and health.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**OFFICE OF STATE HUMAN RESOURCES
WELLNESS, SAFETY AND HEALTH PROGRAM**

ITEM 27195. STATE STEERING COMMITTEE MINUTES FILE

Official minutes of the State Steering 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 27198. RESOURCES FILE

Reference information concerning subjects related to safety and health issues. File includes catalogs, lists of commercial test laboratories, information concerning microcomputers, fire prevention information, emergency management contingency plans, and other related reference materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.