

OFFICE OF STATE PERSONNEL
EMPLOYEE SERVICES DIVISION
WELLNESS IMPROVEMENT FOR STATE EMPLOYEES PROGRAM

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

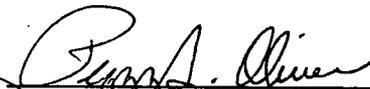
WELLNESS IMPROVEMENT FOR STATE EMPLOYEES PROGRAM

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

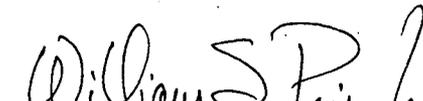
WELLNESS IMPROVEMENT FOR STATE EMPLOYEES PROGRAM

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 This schedule is to remain in effect until superseded.

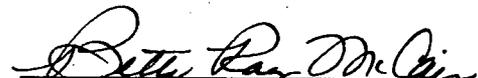
APPROVAL RECOMMENDED



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


Barbara Coward, Director
Employee 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

November 24, 1993

DWM

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EMPLOYEE SERVICES DIVISION
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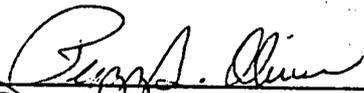
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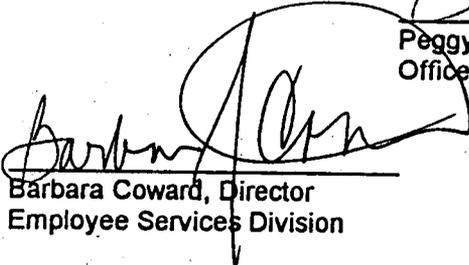
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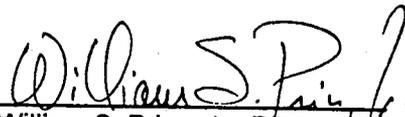
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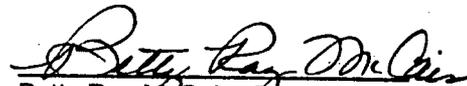

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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ITEM 28276. ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) FILE.

Records concerning AIDS. File includes studies prepared by the Office of State Personnel Task Force. File also includes policies, correspondence, and articles regarding AIDS.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28282. CENTURY WALKING CLUB FILE.

Records concerning participants in the Century Walking Club. File includes individual waivers and log sheets of participants. File also includes folders indicating who has walked 100 miles or more and correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28284. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE.

Administrative and management correspondence and memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28289. FACILITIES FILE.

Records concerning suitable facilities available for use by the program.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28292. GRANTS FILE.

Proposals submitted to foundations asking for funding. File includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28294. HEALTH CARE AND PLANNING FILE.

Records concerning cost savings recommendations and planning materials used to implement the Wellness Improvement for State Employees (WISE) Program in state agencies.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28295. HEALTH FAIRS FILE.

Records concerning annual health fairs for Wellness Improvement for State Employees (WISE) Program's Central, East, and West Regions. File includes correspondence, permits, rosters of committee members, job responsibilities for committee members, evaluations, guidelines booklet for coordinators, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28296. MAILING LISTS FILE.

Mailing lists for state government personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

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ITEM 28297. MAPS FILE.

Maps provided by state agencies showing their departmental regions. File includes maps showing Wellness Improvement for State Employees (WISE) Program's regions. (Maps are used by the program to assist in administering special events in selected regions.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28298. MINUTES FILE.

Official minutes of the Wellness Improvement for State Employees Advisory Board.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Microfilm all records and transfer microfilm to the custody of the Archives. Transfer original minutes to the custody of the Archives after microfilming. Destroy security copies of minutes stored in the State Records Center after original minutes are microfilmed.

ITEM 28304. PERSONNEL FILE.

Records concerning office personnel. File includes applications, resumes, job descriptions, personnel action forms, 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: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28305. PLANNING AND DEVELOPMENT FILE.

Records concerning the planning and development of the Wellness Improvement for State Employees (WISE) Program.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28307. PROGRAMS (ASSESSMENTS) FILE.

Programs approved by the Program Committee of the Wellness Improvement for State Employees (WISE) Program for use by state employees. File includes documentation approval forms, copies of programs with fee schedules (when available), and correspondence. File also includes programs pending approval by Program Committee as well as activities approved by the director of WISE.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28308. PROGRAM (MEASURES) FILE.

Statistics indicating the number of state employees who utilized the services of the Wellness Improvement for State Employees (WISE) Program during a specified time period. File includes projected estimates of the number of anticipated participants in the future who will use WISE.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28309. PROGRAM (OVERVIEW) FILE.

Presentation given to the State Personnel Commission in 1986 documenting the evolution of the Wellness Improvement for State Employees (WISE) Program.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

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ITEM 28312. RECORDS MANAGEMENT FILE.

Records concerning records management related topics (records disposition, forms management, Record Center transfers, color-coding of files, and other related records.) File includes records disposition schedule.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28314. SPECIAL EVENTS FILE.

Records concerning walks, festivals, and similar events presented by the Wellness Improvement for State Employees (WISE) Program. File includes correspondence, permits, rosters of committees and participants, evaluations, flyers, waivers, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.

ITEM 28318. TRAINERS FILE.

Rosters of individuals qualified to teach specific Wellness Improvement for State Employees (WISE) Programs. File includes rosters of individuals qualified to teach other individuals how to become teachers of specific WISE programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Employee Risk Control Services Division, Workplace Requirements for Safety and Health Section immediately.