

OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES 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

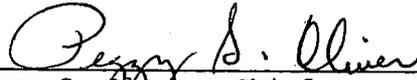
EQUAL OPPORTUNITY SERVICES DIVISION

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

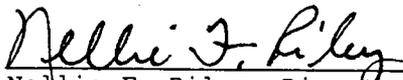
EQUAL OPPORTUNITY SERVICES DIVISION

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 This schedule is to remain in effect until superseded.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

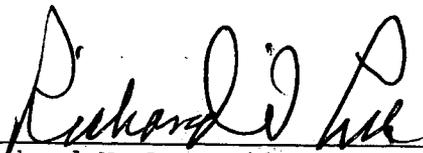


Nellie F. Riley, Director
Equal Opportunity Services Division

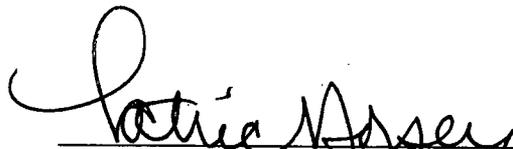


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Richard V. Lee, Director
Office of State Personnel



Patric Dorsey, Secretary
Department of Cultural Resources

July 5, 1989

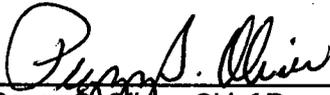
HFH

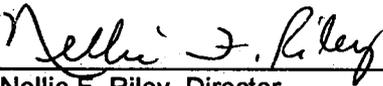
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

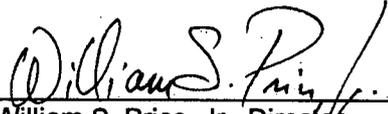
OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES DIVISION
SUPPORT PROGRAMS AND SPECIAL PROJECTS SECTION

Amend the records retention and disposition schedule approved July 5, 1989, by changing the description of Item 2094 and the descriptions and disposition instructions of Items 11170 and 11171 as shown on substitute pages dated July 1, 1993.

APPROVAL RECOMMENDED

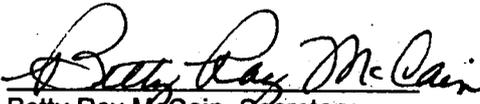

Peggy S. Oliver, Chief Records Officer
Office of State Personnel


Nellie F. Riley, Director
Equal Opportunity 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

July 1, 1993

DWM

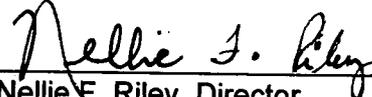
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES DIVISION
ADMINISTRATIVE SECTION

Amend the records retention and disposition schedule approved July 5, 1989 by changing the description and disposition instructions for Item 11247 as shown on substitute page dated April 3, 2000.

APPROVAL RECOMMENDED


Ellen Machacek, Chief Records Officer
Office of State Personnel


Nellie F. Riley, Director
Equal Opportunity Services Division


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Ronald G. Penny, Director
Office of State Personnel


Betty Ray (McCain), Secretary
Department of Cultural Resources

April 3, 2000

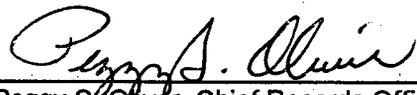
KLS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

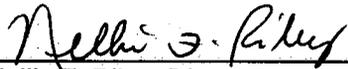
OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES DIVISION
ADMINISTRATIVE SECTION

Amend the records retention and disposition schedule approved July 5, 1989, by changing the description of Item 10821 as shown on substitute page dated July 1, 1993.

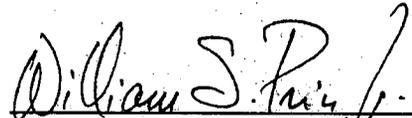
APPROVAL RECOMMENDED



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



Nellie F. Riley, Director
Equal Opportunity Services Division

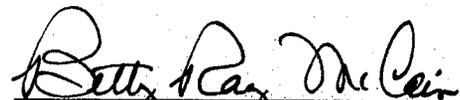


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Ronald G. Penny, Director
Office of State Personnel



Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1993

DWM

OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES DIVISION

Records Retention and Disposition Schedule

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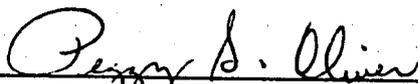
EQUAL OPPORTUNITY SERVICES DIVISION

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

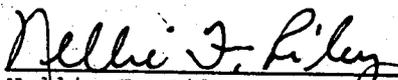
EQUAL OPPORTUNITY SERVICES DIVISION

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.

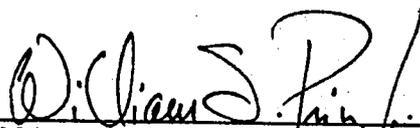
APPROVAL RECOMMENDED



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

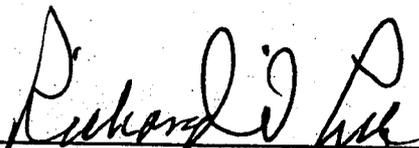


Nellie F. Riley, Director
Equal Opportunity Services Division

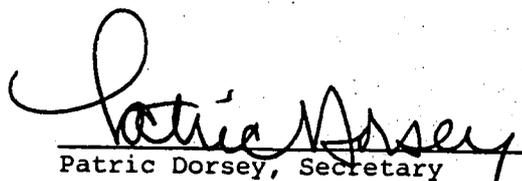


William S. Price, Jr., Director
Division of Archives and History

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.

July 5, 1989

HFH

**OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES DIVISION
ADMINISTRATIVE SECTION**

ITEM 3570. AFFIRMATIVE ACTION CORRESPONDENCE FILE.

Correspondence and memorandums created and received in office concerning the affirmative action program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3571. AFFIRMATIVE ACTIONS PLANS FILE.

Plans, outlines, timetables, goals, objectives, and report forms that are used to document departmental, agency, and university compliance with federal and state affirmative action guidelines and regulations.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3572. AFFIRMATIVE ACTION PROGRESS REPORTS AND STUDIES FILE.

Annual reports and studies concerning the state's affirmative action program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10821. WORKFORCE STATISTICS FILE.

Statistical reports concerning demographic aspects of the state's workforce that determine the effectiveness and equity of personnel administration in state government. File also includes completed forms and computer printouts listing workforce statistics, affirmative action progress and status reports, and other related records. Amended 7-1-93

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 11247. EQUAL EMPLOYMENT OPPORTUNITY (EEO-4) FILE.

Records concerning the state's goal to provide equal employment opportunity to the citizens of North Carolina as required by the federal government. File includes EEO-4 reports and related correspondence. Amended 4-3-00

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 3 additional years and then transferred to the custody of the Archives.

ITEM 11248. GOALS AND OBJECTIVES FILE.

Office goals and objectives.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11249. GRANTS (PROPOSALS) FILE.

Proposals submitted for grants. File includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES DIVISION
ADMINISTRATIVE SECTION**

ITEM 11251. GUIDELINES FILE.

Official office guidelines.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11252. HISTORIES FILE.

Records concerning the history of the Equal Opportunity Services Division.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11258. ORGANIZATION CHARTS FILE.

Charts indicating administrative lines of responsibility.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11264. RESEARCH AND STUDIES FILE.

Research and study records concerning or affecting office. File includes publications, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 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.

**OFFICE OF STATE PERSONNEL
EQUAL OPPORTUNITY SERVICES DIVISION
SUPPORT PROGRAMS AND SPECIAL PROJECTS SECTION**

ITEM 2094. SPECIAL PROJECTS FILE.

Records concerning special projects which are funded by federal or state appropriations and which concern affirmative action programs. File includes reports listing activities of the Equal Employment Opportunity, Model Cooperative Education, New Horizons, Positive Emphasis, and Skills Bank programs; correspondence; and other related records. Amended 7-1-93

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 11168. EQUAL EMPLOYMENT OPPORTUNITY INSTITUTE FILE.

Records concerning training of managers and supervisors on issues relating to their roles and responsibilities to assure equal opportunities in employment for state government employees. File includes manuals, brochures, correspondence, evaluations, and other related records concerning efforts to support the state's affirmative action program.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11169. MODEL COOPERATIVE EDUCATION FILE.

Records concerning recruitment, referrals, and career placement of college students in work experience activities. File includes correspondence, manuals, brochures, evaluations, and other related records concerning efforts to support the state's affirmative action program.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11170. NEW HORIZONS FILE.

Records concerning upward mobility for women and minorities throughout state government. File includes correspondence, manuals, brochures, evaluations, and other related records. (Activities of this program are documented in reports found in Special Projects File (Item 2094).) Amended 7-1-93

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11171. POSITIVE EMPHASIS FILE.

Records concerning the state's effort to employ individuals with disabilities. File includes manuals, brochures, correspondence, evaluations, and other related records. (Activities of this program are documented in reports found in Special Projects File (Item 2094).) Amended 7-1-93

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 11172. SKILLS BANK FILE.

Applications for employment of women, minorities, and handicapped individuals interested in obtaining state employment. File includes correspondence, evaluations, and other related records concerning efforts to support the state's affirmative action program.

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.