

OFFICE OF STATE PERSONNEL  
OPERATIONS AND TOTAL COMPENSATION  
TEMPORARY SOLUTIONS

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 the

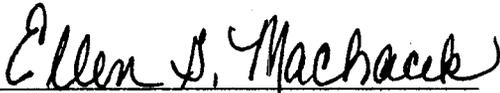
TEMPORARY SOLUTIONS

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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

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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 This schedule is to remain in effect until superseded.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



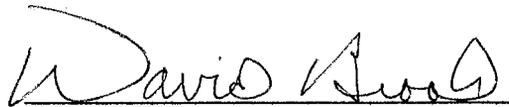
Ellen Machacek, Chief Records Officer  
Office of State Personnel



Hope Griffis, Director  
Temporary Solutions

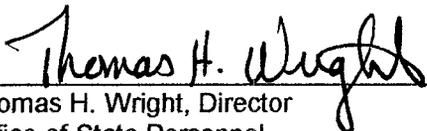


Carl Goodwin, HR Managing Partner  
Operations and Total Compensation

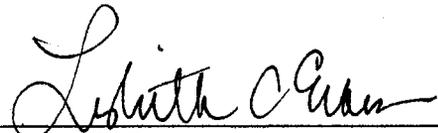


David Brook, Director  
Division of Historical Resources

APPROVED



Thomas H. Wright, Director  
Office of State Personnel



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

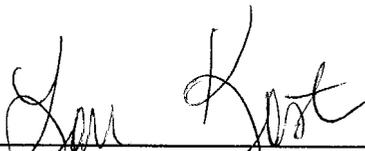
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Amend the program records retention and disposition schedule approved August 23, 2004 by amending item 15403 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**



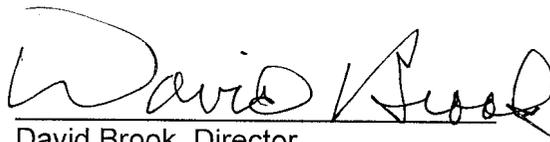
Beverly Townsend, Chief Records Officer,  
Office of State Personnel



Lou Kost, Division Director,  
Temporary Solutions

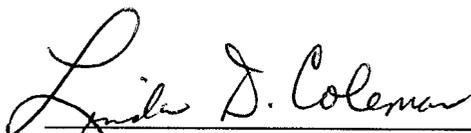


Carl Goodwin, HR Managing Partner  
Operations and Benefits

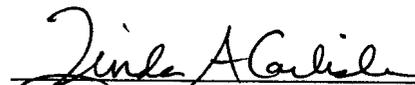


David Brook, Director  
Division of Historical Resources

**APPROVED**



Linda D. Coleman, Director  
Office of State Personnel



Linda A. Carlisle, Secretary  
Department of Cultural Resources

**OFFICE OF STATE PERSONNEL  
OPERATIONS AND TOTAL COMPENSATION  
TEMPORARY SOLUTIONS UNIT**

**ITEM 15403. INACTIVE TEMPORARY SOLUTIONS WORKFORCE PERSONNEL FILE.**

Records in paper and electronic formats concerning the official personnel file for each employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records).

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 5 years after employee terminates service. Paper records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy paper records currently held in the State Records Center 30 years from date of record. Update electronic records in office routinely. Retain in office electronic records for 30 years and then destroy.

**ITEM 15412. ADVERTISEMENTS FILE.**

Records concerning temporary employment opportunities available in state government through Temporary Solutions Unit. File includes classified advertisements and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.