

**STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

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 the

**STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

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

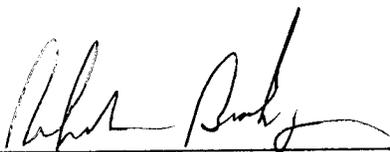
**STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

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 This schedule is to remain in effect until superseded.

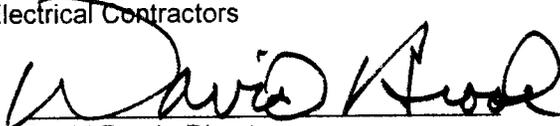
**APPROVAL RECOMMENDED**



Epsie Stevens, Records Officer  
State Board of Examiners of Electrical Contractors



Robbie Brooks, Executive Director  
State Board of Examiners of Electrical Contractors



David Brook, Director  
Division of Historical Resources

**APPROVED**



Jerry L. Tucker, Chairman  
State Board of Examiners of Electrical Contractors



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

August 27, 2007

AWH

## **State Board of Examiners of Electrical Contractors**

**Item 20049. MINUTES FILE.** Records concerning minutes of the State Board of Examiners of Electrical Contractors.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel shall contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the Archives microfilm vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed.

**Item 20051. ATTORNEY GENERAL'S AND BOARD COUNSEL'S RULINGS FILE.** Records concerning interpretations of board regulations prepared by the Office of the Attorney General and the board's legal counsel. File includes opinions and rulings.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 20052. AGENDAS FILE.** Records in paper and electronic formats concerning agendas used for board meetings. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

**Item 20053. ACTIVE ELECTRICAL CONTRACTORS FILE.** Records concerning each electrical contractor currently licensed to operate in North Carolina. File includes applications for examinations, examination results, lists of references, license numbers, licensee addresses, listed qualified individuals, license renewal applications, correspondence, and other related records. Data is entered into Board Database (Electronic) File (Item 20136). (Comply with applicable provisions of 5 USC Sec.552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer records of deceased contractors to Deceased Electrical Contractors File (Item 20054) when notified of death of contractor. Transfer records of contractors who fail to renew licenses to Inactive Electrical Contractors File (Item 3297) when licenses expires. Destroy in office remaining records when administrative value ends.

## **State Board of Examiners of Electrical Contractors**

**Item 20054. DECEASED ELECTRICAL CONTRACTORS FILE.** Records concerning each formerly licensed contractor who has died. File includes applications for examinations, examination results, lists of references, license numbers, licensee addresses, listed qualified individuals, correspondence, and other related records. Data is entered into Board Database (Electronic) File (Item 20136). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 20055. BOARD OFFICIALS' CORRESPONDENCE FILE.** Records in paper and electronic formats concerning correspondence regarding implementation of board's policies. File includes position statements, correspondence of the board, executive director, and the secretary-treasurer. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

**Item 20057. APPLICATIONS FOR EXAMINATIONS FILE.** Records concerning completed applications for qualifying examinations. File also includes related correspondence. Data is entered into Board Database (Electronic) File (Item 20136). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer applications and related correspondence of individuals who fail the examination to Examinations (Failed) File (Item 20058). Transfer applications and related correspondence of individuals who pass the examination to either the Qualified Individuals With No License File (Item 3298) or the Active Electrical Contractors File (Item 20053) as appropriate. Destroy in office remaining records when administrative value ends.

**Item 20058. EXAMINATIONS (FAILED) FILE.** Records concerning each applicant for licensure who failed the qualifying examination. File includes examination results, applications for examination, lists of references, and other related records. Data is entered into Board Database (Electronic) File (Item 20136). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years of inactivity.

## **State Board of Examiners of Electrical Contractors**

**Item 20059. QUALIFYING EXAMINATIONS ANALYSIS FILE.** Records in paper and electronic formats concerning an analysis of each qualifying examination given to applicants for licensure. File includes work papers, answer keys, code references, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

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

**Item 20061. COURT CASES, COMPLAINTS, AND DISCIPLINARY FILE.** Reference copies of records concerning court cases, complaints, and disciplinary actions by the board. File includes reports, inquiries, and related correspondence. Data is entered into Board Database (Electronic) File (Item 20136).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 20064. PERSONNEL FILE.** Individual personnel file for each board employee. File includes applications, resumes, leave records, 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: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**Item 20070. EXAMINATION QUESTIONS BANK DATABASE (ELECTRONIC) FILE.** Electronic records concerning examination questions. Electronic file includes questions listed by subject, classification, and frequency of use. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

## **State Board of Examiners of Electrical Contractors**

**Item 20136. BOARD DATABASE (ELECTRONIC) FILE.** Electronic records concerning personal histories of individuals who passed the licensing examination, active, inactive, and deceased contractors who are licensed or were formerly licensed by the board, as well as individuals who failed the examination or who have passed but did not obtain a license. Electronic file includes each licensee's registration number and address, listings of qualified contractors, complaints, disciplinary actions, continuing education records, and other related records. Electronic file also includes index to the database. Data is entered into this database from Active Electrical Contractors File (Item 20053), Deceased Electrical Contractors File (Item 20054), Applications For Examinations File (Item 20057), Examinations (Failed) File (Item 20058), Inactive Electrical Contractors File (Item 3297), Court Cases, Complaints, and Disciplinary File (Item 20061), Continuing Education File (Item 46732), and Qualified Individuals With No License File (Item 3298). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**Item 20138. MASTERS OF QUALIFYING EXAMINATIONS DATABASE (ELECTRONIC) FILE.** Electronic records concerning listing of each qualifying examination given by the board. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative use ends.

**Item 20306. REFERENCE FILE.** Reference materials used by the board. File includes licensing laws established in other states, electrical codes, examination administration, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

## **State Board of Examiners of Electrical Contractors**

**Item 3297. INACTIVE ELECTRICAL CONTRACTORS FILE.** Records concerning each formerly-licensed contractor whose license has expired. File includes applications for examinations, examination results, lists of references, license numbers, licensee addresses, lists of qualified individuals, correspondence, and other related records. Data is entered into Board Database (Electronic) File (Item 20136). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Destroy records currently held in the State Records Center immediately.

**Item 3298. QUALIFIED INDIVIDUALS WITH NO LICENSE FILE.** Records concerning each individual who has passed qualifying examination but has not obtained a license. File includes applications for examination, examination results, lists of references, correspondence, and other related records. Data is entered into Board Database (Electronic) File (Item 20136). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 46732. CONTINUING EDUCATION FILE.** Records concerning the board's continuing education program. File includes program's sponsors, instructors, attendance rosters, and correspondence. Data is entered into Board Database (Electronic) File (Item 20136). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.