

**STATE BOARD OF REFRIGERATION EXAMINERS**

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

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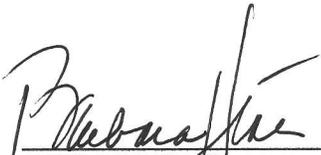
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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.**

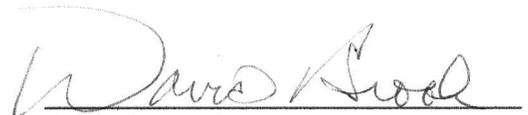
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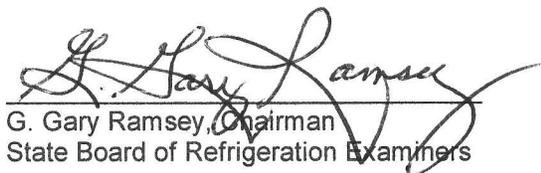
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
Barbara Hines, Executive Director  
State Board of Refrigeration Examiners

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
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G. Gary Ramsey, Chairman  
State Board of Refrigeration Examiners

  
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Lisbeth C. Evans, Secretary  
Department of Cultural Resources

January 23, 2008

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## **State Board of Refrigeration Examiners**

**Item 20885. STATE BOARD OF REFRIGERATION EXAMINERS MINUTES FILE.** Records in paper and electronic formats of official board minutes.

DISPOSITION INSTRUCTIONS: Transfer the electronic version of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of paper copies of original, signed minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. 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 electronic records in the off-site storage location after the original records have been microfilmed.

**Item 20886. ANNUAL REPORTS AND REFRIGERATION REGISTER FILE.** Annual reports, refrigeration registers, and audit reports of the board.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy of annual report and register permanently. Transfer required copies of each publication to the State Documents clearinghouse, North Carolina State Library when received from printer, in accordance with G.S. 125-11.7/11.8. Transfer 1 copy of each report and register to each member of the Council of State. Destroy in office remaining copies when reference value ends.

**Item 20889. REFERENCE FILE.** Reference materials utilized by board. File includes directories, forms, statements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 20890. PERMANENT REGISTER OF LICENSEES FILE.** Records concerning licenses granted to refrigeration contractors. File includes applications for examinations, records of applicants' refrigeration experience, lists of personal references, and other related information. File also includes a register of licensees. Data is entered into License Information Database (Electronic) File (Item 48102).

DISPOSITION INSTRUCTIONS: Destroy in office after data is entered into database and all quality control procedures have been completed.

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**Item 20891. EXPIRED LICENSEES FILE.** Records concerning expired or invalid licenses formerly granted to refrigeration contractors. File includes applications, receipts of certified mail, post office receipts, and final notices of the expiration of license. Data is entered into License Information Database (Electronic) File (Item 48102).

DISPOSITION INSTRUCTIONS: Destroy in office after data has been entered into database and all quality control procedures have been completed.

**Item 20892. LICENSEE RENEWALS FILE.** Applications for renewal or reinstatement as refrigeration contractors. Data is entered into License Information Database (Electronic) File (Item 48102).

DISPOSITION INSTRUCTIONS: Destroy in office after data is entered into database and all quality control procedures have been completed.

**Item 20894. COMPLETED EXAMINATION ANSWER SHEETS FILE.** Completed examination answer sheets for licensure.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**Item 20900. PERSONNEL FILE.** Records concerning each current board employee. File includes applications, personal history forms, list of references, evaluations, leave reports, 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 21585. ATTORNEY GENERAL'S OPINIONS FILE.** Legal opinions and rulings prepared by the Office of the Attorney General regarding interpretations of board regulations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 27228. GENERAL CORRESPONDENCE FILE.** Records in paper and electronic formats of correspondence and memoranda received and/or written in the office concerning daily operations and inquiries regarding licensing procedures.

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

**Item 27233. MEETING NOTICES FILE.** Records in paper and electronic formats concerning notices of meetings scheduled for board officials and licensees.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

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**Item 31193. COMPLAINTS FILE.** Records in paper and electronic formats concerning complaints on licensed individuals and/or associated firms.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 31194. QUALIFIED APPLICANTS (ELECTRONIC) FILE.** Electronic records concerning examination applicants for licensure. File includes names and addresses, information indicating the year of qualification for licensed individuals, and information regarding the financial status of each applicant for licensure.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to License Information Database (Electronic) File (Item 48102).

**Item 31195. QUALIFIED APPLICANTS FILE.** Records concerning applicants qualified for the licensing examination. File includes names and addresses, verification of employment statements, information indicating each individual's year of qualification, and financial information regarding each qualified applicant. Data is entered into License Information Database (Electronic) File (Item 48102).

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after data is entered into database and all quality control procedures have been completed.

**Item 31196. QUALIFIED APPLICANTS LOG FILE.** Log listing names of individuals qualified to take the licensing examination. File includes names of all individuals who have passed or failed the licensing examination, listing of each individual's examination grade, and a listing of each applicant's assigned seat number while taking the examination.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to License Information Database (Electronic) File (Item 48102).

**Item 31197. SECURITY BACK-UP (ELECTRONIC) FILE.** Security backup copies of the board's electronic records stored on floppy disks.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**Item 3346. BOARD CORRESPONDENCE FILE.** Records in paper and electronic formats of correspondence and memoranda written and/or received by the office concerning the implementation of the board's policies.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when administrative value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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**Item 3347. EXAMINATION BOOKLETS (MASTERS) FILE.** Examination booklets (prior to October 2002) for licensure as refrigeration contractors.

DISPOSITION INSTRUCTIONS: Item discontinued. Function transferred to Contractor Examination Questions Database (Electronic) File (Item 48105). Destroy in office examination booklets immediately.

**Item 48102. LICENSE INFORMATION DATABASE (ELECTRONIC) FILE.** Electronic records concerning licensee information and procedures for licensing applicants. Electronic file includes names of applicants; application information including applicants' qualifications and references; qualified applicants' log; test results; information on payment histories (examination fees, renewal, and reinstatement fees); register of licensees; status of licenses; expired licenses; disciplinary actions; and other related data. Data is entered into this database from Permanent Register of Licensees File (Item 20890), Expired Licensees File (Item 20891), Licensee Renewal File (Item 20892), Qualified Applicants File (Item 31195), and contains information formerly entered in Qualified Applicants (Electronic) File (Item 31194) and Qualified Applicants Log File (Item 31196). (File maintenance and backup procedures conducted by office personnel.)

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

**Item 48103. ENVIRONMENTAL PROTECTION AGENCY (EPA) EXAMINATION QUESTIONS DATABASE (ELECTRONIC) FILE.** Electronic records of questions used for testing under Section 608 of the Clean Air Act. Electronic file includes test questions. (File maintenance and backup procedures conducted by office personnel.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

**Item 48104. TESTING GRADES FILE.** Records concerning grades from testing under Section 608 of the Clean Air Act. File includes grades, score sheets, and registration forms.

DISPOSITION INSTRUCTIONS: Destroy in office upon notification from the Environmental Protection Agency (EPA).

**Item 48105. CONTRACTOR EXAMINATION QUESTIONS DATABASE (ELECTRONIC) FILE.** Electronic records of questions to test competency of commercial refrigeration and transport refrigeration contractors in order to be licensed. Electronic file includes testing questions. (File maintenance and backup procedures conducted by office personnel.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

