

## 8. Human Resources

Human Resources records document the management of a government agency’s personnel. This function incorporates both the human and the payroll management aspects of personnel.

NOTE: For training conducted for non-agency personnel, see EDUCATION or PUBLIC RELATIONS.

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Appendix: Records That Will Transfer to the State Records Center

No Human Resources records have archival value, although several have long retention periods (e.g., personnel policies [RC No. 861.P] should be retained permanently). The retention periods for these records are often triggered by the separation date of the employee; for this reason, it is best to organize human resources records chronologically according to the trigger events. For example, by doing so, in 2020 an agency could easily identify and destroy any time sheets (RC No. 827) that were completed before 2015.

Many human resources records are confidential according to General Statutes §§ 126-22 and 126-24. Rather than list these citations beside each individual record, the lock symbol indicates confidentiality under this legislation; any *additional* confidentiality provisions are noted in the citation column. In addition, note that G.S. § 126-23 stipulates which “records [about employees] to which there is a right of inspection and copying” (including name; age; dates of employment, promotion, demotion, transfer, suspension, or separation; terms of contract; current position and title; and current salary along with dates of any increases or decreases). For additional guidance refer to the 2010 Attorney General’s opinion that was issued in response to a list of clarifying questions from the State Personnel Director concerning the legislative changes to G.S. § 126-23. The opinion is available on the Attorney General’s website at <https://ncdoj.gov/opinions/personnel-information-required-to-be-made-available-for-inspection/>.

The Office of the State Controller (OSC) operates and maintains the technical support for the Integrated Human Resources-Payroll System. State agencies input information into this system and are considered the records owners. Although both OSC and the Office of State Human Resources have access to

information in the Integrated HR-Payroll System for operational purposes, data requests for the purposes of litigation or public records requests are directed to the originating agency (with the exception of the monthly payroll information provided for publication by the *News and Observer*).

For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in these personnel files. Although this schedule indicates shorter retention periods for some of these records, such as medical examination reports, the more stringent requirements of the North Carolina Criminal Justice Education and Training Standards Commission apply to the personnel files of criminal justice officers.





These Functional Schedules apply to records in all media, unless otherwise specified. The State Archives of North Carolina recommends that agencies develop a file plan that documents the owners of record copies, internal definitions of reference value, and record formats. (A sample is available on the records management tools page at <https://archives.ncdcr.gov/government/rm-tools>.) Information about the NC Public Records Act, confidentiality, destructions, audits and litigation actions, and electronic records can be found in the overview to the functional scheduling initiative. A key for the Functional Schedule along with definitions of important records management terms can be found in the glossary to this schedule.

## 8.1 Administrative Investigations

*DEFINED: Activities related to the investigation of conduct problems among agency personnel.*

*SEE ALSO: For Performance Management Records, see Employee Evaluations and Certifications. For disciplinary actions and other personnel issues, see Personnel Management. For conflicts requiring adjudication, see LEGAL.*

8.1

RC No.	Record Types	Disposition Instructions	Citation
811.3 	<b>Complaints (1 of 3)</b> Complaints lodged against personnel that are resolved without an internal investigation	RETAIN UNTIL: Resolution PLUS: 3 years THEN: Destroy*	
811.5-1 	<b>Complaints (2 of 3)</b> Complaints lodged against personnel that are exonerated	RETAIN UNTIL: Final disposition PLUS: 5 years THEN: Destroy*	
811.5-2 	<b>Complaints (3 of 3)</b> Complaints lodged against personnel that are settled out-of-court	RETAIN UNTIL: Final disposition or expiration of relevant statute of limitations PLUS: 5 years THEN: Destroy*	
812.T 	<b>Internal Affairs Case Records</b> Investigation reports, disciplinary actions, and other related records	RETAIN UNTIL: Complete THEN: Transfer to <a href="#">official personnel record</a>	





\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.




**8.2 Attendance and Leave**

*DEFINED: Activities related to the monitoring of work schedules for agency personnel.*

*NOTES: For agencies using the Integrated HR-Payroll System, much of this information is recorded in that system. Agencies should be aware that for the purpose of retirement benefit verification, all of the following represent creditable service that may need to be documented if a member of the Teachers’ and State Employees’ Retirement System wishes to purchase years of service: Part-Time Service, Leave of Absence while in receipt of NC Workers’ Compensation, Temporary Employment, Omitted Membership, Extended Illness without pay, Maternity Leave, Involuntary Administrative Furlough, and Retroactive Service.*

RC No.	Record Types	Disposition Instructions	Citation
821.T 	<b>Educational Leave</b> Records concerning approved requests for educational leave	RETAIN UNTIL: Employee returns or separates THEN: Transfer to <a href="#">official personnel record</a>	
822.5 	<b>Family Medical Leave Act (FMLA)</b> Records concerning approved requests for leave under FMLA	RETAIN UNTIL: Employee returns or separates PLUS: 5 years THEN: Destroy	<u>Authority</u> 29 CFR 825.110 <u>Retention</u> 25 NCAC 01E .0211 25 NCAC 01E .0315 29 CFR 825.500(b)
823.5 	<b>Leave File (1 of 2)</b> Records concerning approved leave requests by agency personnel; includes civil leave, community service leave, and leave without pay	RETAIN UNTIL: Employee returns or separates PLUS: 5 years THEN: Destroy	<u>Retention</u> 25 NCAC 01E .0211 25 NCAC 01E .0315
823.< 	<b>Leave File (2 of 2)</b> Records concerning denied leave requests	RETAIN UNTIL: Denial PLUS: 6 months THEN: Destroy	


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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
824.5 	<b>Military Leave</b> Records concerning approved requests for military leave provided under the Uniformed Services Employment and Reemployment Act (USERRA)	RETAIN UNTIL: Employee returns or separates PLUS: 5 years THEN: Destroy	<u>Authority</u> 5 CFR 1208 <u>Retention</u> 25 NCAC 01E .0211 25 NCAC 01E .0315
825.T 	<b>Parental Leave</b> Records concerning approved requests for parental leave	RETAIN UNTIL: Employee returns or separates THEN: Transfer to <a href="#">official personnel record</a>	<u>Authority</u> EO No. 95 (2019)
826.5 	<b>Shared Leave</b> Records concerning participation in the voluntary shared leave program	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Retention</u> 25 NCAC 01E .0211 25 NCAC 01E .0315
827.5	<b>Time Sheets</b> Records concerning daily hours worked; includes time sheets or time cards	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Retention</u> 04 NCAC 24D .0501(a) 29 CFR 516.6(a)(1) <i>NOTE: Time sheets that contain only information necessary for payroll purposes are public records, while those that also include personnel information and/or PII may be in part confidential.<sup>1</sup></i>

<sup>1</sup> <https://canons.sog.unc.edu/are-local-government-employee-time-sheets-public-records-applying-the-framework-for-answering-questions-about-public-records-requests/>

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.



RC No.	Record Types	Disposition Instructions	Citation
828.1 	<b>Work Schedules</b> Records concerning shift and duty assignments	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	

8.2





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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

### 8.3 Benefits





*DEFINED: Activities related to the compensation of employees by means other than wages.*

*NOTE: Most enrollment forms for benefits plans are sent directly by employees to third-party providers. For unemployment insurance records see PUBLIC ASSISTANCE AND SUPPORT SERVICES.*


8.3

RC No.	Record Types	Disposition Instructions	Citation
831.3	<b>Benefits Continuation</b> Notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave (e.g., Consolidated Omnibus Budget Reconciliation Act [COBRA])	RETAIN UNTIL: Employee returns or eligibility expires PLUS: 3 years THEN: Destroy	
832.3	 <b>Death Claims – Department of State Treasurer</b> Death claims filed with the Department of State Treasurer by dependents of retired or active employees	RETAIN UNTIL: Settled PLUS: 3 years THEN: Destroy	
833.3-1	 <b>Disability Claims (1 of 2)</b> Short-term disability claims forms and other related records	RETAIN UNTIL: Employee returns or separates PLUS: 3 years THEN: Destroy*	
833.3-2	 <b>Disability Claims (2 of 2) – Department of State Treasurer</b> Disability income plan claims and medical records filed by disabled employees applying to the Department of State Treasurer for disability benefits	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy*	
834.3	 <b>Educational Assistance</b> Records concerning tuition assistance and reimbursement	RETAIN UNTIL: Reimbursement PLUS: 3 years THEN: Destroy*	

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
835.6 	<b>Enrollment Forms – Department of State Treasurer</b> Enrollment forms for the State Health Plan received by the Department of State Treasurer; also includes member authorizations and other related records subject to HIPAA compliance	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy	<u>Retention</u> 45 CFR 164.530(j)
836.1	<b>Insurance and Fringe Benefits Plans and Programs</b> Records describing health, life, and other insurance and fringe benefit plans and programs available to agency employees	RETAIN UNTIL: Superseded/Obsolete PLUS: 1 year THEN: Destroy	<u>Retention</u> 29 CFR 1627.3(b)(2)
837.1-1	<b>Retirement Records (1 of 5)</b> Descriptive information about retirement systems	RETAIN UNTIL: Superseded/Obsolete PLUS: 1 year THEN: Destroy	<u>Retention</u> 29 CFR 1627.3(b)(2)
837.3 	<b>Retirement Records (2 of 5)</b> Records concerning payment of deferred compensation	RETAIN UNTIL: Payment PLUS: 3 years THEN: Destroy*	
837.7 	<b>Retirement Records (3 of 5)</b> Records concerning employer-sponsored retirement plans (e.g., 401(k)); includes plan documents and amendments, trust records, annuity contracts, participant records, and other related records	RETAIN UNTIL: Payment PLUS: 7 years THEN: Destroy*	
837.1-2 	<b>Retirement Records (4 of 5) – Department of State Treasurer</b> Annual benefit statements provided to retirement system members by the Department of State Treasurer	RETAIN FROM: Creation PLUS: 1 year THEN: Destroy	<u>Confidentiality</u> G.S. § 128-33.1(f) G.S. § 135-6.1(f)

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
<p><b>837.100</b></p> 	<p><b>Retirement Records (5 of 5) – Department of State Treasurer</b></p> <p>Retirement systems member file maintained by Department of State Treasurer; includes documentation of contributions and remittances, applications for retirement benefits or for return of accumulated retirement contributions, forms identifying beneficiaries for death benefits, correspondence, and other related records</p>	<p>RETAIN UNTIL: Member joins</p> <p>PLUS: 100 years</p> <p>THEN: Destroy*</p>	<p><u>Confidentiality</u></p> <p>G.S. § 128-33.1(f)</p> <p>G.S. § 135-6.1(f)</p> <p>G.S. § 132-1.10</p> <p>5 USC 552a</p>
<p><b>838.3</b></p>	<p><b>Unemployment Insurance – Department of Commerce</b></p> <p>Forms submitted to the Department of Commerce to report wage records of terminated employees</p> <p>SEE ALSO: Unemployment Insurance Records (PUBLIC ASSISTANCE AND SUPPORT SERVICES)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy*</p>	

8.3





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### 8.4 Employee Evaluations and Certifications


*DEFINED: Activities related to the evaluation of fitness, competencies, and performance of agency applicants and personnel.*

*SEE ALSO: For documentation of required training for employees, see Staff Development.*

8.4

RC No.	Record Types	Disposition Instructions	Citation
841.2 	<b>Aptitude and Skills Testing</b> Records concerning aptitude and skills tests required of job applicants or of current employees seeking promotion or transfer	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	<u>Retention</u> 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)
842.5 	<b>Certifications and Qualifications</b> Records concerning certification or qualification required for employment, continued employment, or promotion	RETAIN UNTIL: Expiration or employee separation PLUS: 5 years THEN: Destroy	
843.5 	<b>Employee Background Checks</b> Records concerning pre-employment or periodic records checks conducted on prospective or current staff, interns, and volunteers	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<i>NOTE: specific citation for criminal record checks can be found in agency's enabling legislation</i>
844.3 	<b>Employee Polygraphs</b> Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy <i>NOTE: If no examination is given, destroy records 3 years from date test was requested</i>	<u>Retention</u> 29 CFR 801.30

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
<p><b>845.3</b></p> 	<p><b>Performance Management Records</b> Records concerning employees' work plans; includes goals, tasks, values, and performance evaluations</p>	<p>RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy</p>	<p><u>Confidentiality</u> G.S. § 124-24 25 NCAC 01O .0113(a) <u>Retention</u> 25 NCAC 01O .0113(d) <i>NOTE: Only performance evaluations are confidential</i></p>
<p><b>846.2</b></p>	<p><b>Service Awards</b> Records concerning employees receiving awards</p>	<p>RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy</p>	
<p><b>847.1</b></p>	<p><b>Verifications of Employment</b> Inquiries and responses concerning verification of an employee's prior or current employment with the agency</p>	<p>RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy</p>	

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.




## 8.5 Payroll Management

*DEFINED: Records documenting employees' salaries, wages, bonuses, net pay, and deductions.*




*SEE ALSO: For other payments and reimbursements as well as direct deposit forms and tax forms, see FINANCIAL MANAGEMENT.*

*NOTE: In the case of retirement system audits on accounts, agencies may be asked to verify dates of employment/termination as well as break down compensation into regular pay versus terminal payouts (e.g., annual leave or longevity).*

8.5

RC No.	Record Types	Disposition Instructions	Citation
851.2	<p><b>Classification and Compensation Records – Office of State Human Resources</b></p> <p>Salary ranges and classifications of positions established by the Office of State Human Resources; includes wage rate tables</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 516.6(a)(2)</p>
852.4	<p> <b>Deduction Registers (1 of 2)</b></p> <p>Records used to start, modify, or stop all voluntary or required deductions from payroll; includes tax withholding forms (e.g., NC-4, W-4)</p> <p>SEE ALSO: Tax Forms (FINANCIAL MANAGEMENT)</p>	<p>RETAIN UNTIL: Termination of deduction</p> <p>PLUS: 4 years</p> <p>THEN: Destroy*</p>	<p><u>Retention</u></p> <p>IRS Publication 15</p>
852.2	<p> <b>Deduction Registers (2 of 2)</b></p> <p>Includes deductions for retirement contributions, bank payments, savings plans, insurance, dues, and other related records</p> <p>SEE ALSO: Tax Forms (FINANCIAL MANAGEMENT)</p>	<p>RETAIN UNTIL: Termination of deduction</p> <p>PLUS: 2 years</p> <p>THEN: Destroy*</p>	<p><u>Retention</u></p> <p>29 CFR 516.6(c)(1)</p>
853.3	<p> <b>Garnishments</b></p> <p>Records concerning the garnishments of employees' wages</p>	<p>RETAIN UNTIL: Termination of deduction</p> <p>PLUS: 3 years</p> <p>THEN: Destroy*</p>	


\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
854.2	<b>Lapsed Salaries</b> Records concerning lapsed salaries	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	
855.5 	<b>Longevity Pay</b> Records concerning employees eligible for longevity pay	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Retention</u> 04 NCAC 24D .0501(a)
856.5-1 	<b>Payroll (1 of 2)</b> Records concerning salaries paid to employees (including employed apprentices or students, interns, contract employees, and temporary employees). Contains information such as the name, Social Security number, number of hours worked, compensation rate, deductions, total wages paid, and employer contributions (e.g., retirement, healthcare) paid to each employee per payroll period  SEE ALSO: Electronic Funds Transfers (FINANCIAL MANAGEMENT)	RETAIN UNTIL: Paid PLUS: 5 years THEN: Destroy*	<u>Authority</u> 29 CFR 516.30(a) <u>Confidentiality</u> G.S. § 132-1.10 <sup>2</sup> <u>Retention</u> 04 NCAC 24D .0501(a) 29 CFR 516.5(a) 29 CFR 1627.3(a)
856.5-2 	<b>Payroll (2 of 2) – Department of State Treasurer</b> Records concerning benefits paid by Department of State Treasurer to retired employees or their beneficiaries  SEE ALSO: Electronic Funds Transfers (FINANCIAL MANAGEMENT)	RETAIN UNTIL: Paid PLUS: 5 years THEN: Destroy*	<u>Authority</u> 29 CFR 516.30(a) <u>Confidentiality</u> G.S. § 132-1.10 <sup>3</sup> <u>Retention</u> 04 NCAC 24D .0501(a) 29 CFR 516.5(a) 29 CFR 1627.3(a)

<sup>2</sup> Although salary information is public according to G.S. § 126-23, personal identifying information and deductions are confidential.

<sup>3</sup> Ibid.

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
857.T	<p><b>Salary Changes</b></p> <p>Notifications of salary changes; includes increments and salary increases mandated by legislative action</p>	<p>TRANSFER to <a href="#">Personnel File</a></p> <p><i>NOTE: Records documenting current and past salaries should be retained in accordance with the public information provision delineated in G.S. § 126-23.</i></p>	
<p>858.5</p> 	<p><b>Shift Premium Pay</b></p> <p>Authorizations and other related records concerning employees receiving shift premium pay</p>	<p>RETAIN UNTIL: Paid</p> <p>PLUS: 5 years</p> <p>THEN: Destroy*</p>	<p><u>Retention</u></p> <p>04 NCAC 24D .0501(a)</p>
859.3	<p><b>Statements of Back Pay</b></p> <p>Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or a State Human Resources Commission order</p>	<p>RETAIN UNTIL: Paid</p> <p>PLUS: 3 years</p> <p>THEN: Destroy*</p>	


\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

## 8.6 Personnel Management


*DEFINED: Activities coordinating the assignment and oversight of agency personnel, including temporary and contract workers as well as interns and volunteers.*

*SEE ALSO: For records related to reasonable accommodations for agency visitors, see RISK MANAGEMENT. Workers' compensation program claims as well as personnel grievance hearings at the Office of Administrative Hearings are under LEGAL. Investigations and hearings of employee complaints under the Retaliatory Employment Discrimination Act (REDA) by the Department of Labor are also under LEGAL.*




*NOTES: The official personnel file is designated as RC No. 8615; any supplementary materials about employees that are kept outside of the official personnel jacket should be destroyed when their specific retention requirements have been met, and any copies of materials also housed in the official personnel jacket may be destroyed when their reference value ends. For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file.*

RC No.	Record Types	Disposition Instructions	Citation
861.P	<b>Administrative Records (1 of 3)</b> Agency personnel policies and procedures SEE ALSO: <a href="#">Workers' Compensation Program Administration</a> (below)	PERMANENT	
861.5	 <b>Administrative Records (2 of 3)</b> Personnel correspondence and memoranda SEE ALSO: <a href="#">Workers' Compensation Program Administration</a> (below)	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	
861.S	<b>Administrative Records (3 of 3)</b> Agreements and authorizations required of employees; includes orientation materials and informational data SEE ALSO: <a href="#">Workers' Compensation Program Administration</a> (below)	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	




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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
862.T	<p><b>Aggregate Service History</b></p> <p>Complete history of each employee’s service with the agency</p>	TRANSFER to <a href="#">Personnel File</a>	<p><u>Authority</u></p> <p>G.S. § 126-23</p>
863.2	<p><b>Apprentice, Intern, and Volunteer Records (1 of 2)</b></p> <p>Records concerning participants in internships and volunteer positions; includes applications and selection materials as well as aggregated data</p> <p>SEE ALSO: <a href="#">Employee Training Materials</a> (below)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	
863.5	<p><b>Apprentice, Intern, and Volunteer Records (2 of 2)</b></p> <p>Records concerning participants in apprenticeships, including applications and selection materials as well as aggregated data; also includes affirmative action plans for apprenticeship programs</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	<p><u>Authority</u></p> <p>29 CFR 30.4(a)</p> <p>29 CFR 1602.20</p> <p><u>Retention</u></p> <p>29 CFR 30.12(d)</p> <p>29 CFR 1602.21</p>
864.1	<p> <b>Civil Rights Cases (1 of 2)</b></p> <p>Records concerning discrimination complaints by employees or former employees; includes equal opportunity (EO) complaints</p> <p>SEE ALSO: <a href="#">Applications for Employment</a> (below)</p>	<p>RETAIN UNTIL: Final disposition of the charge or action</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p> <p><i>Note: 29 CFR 1602.14 defines final disposition of the charge or the action as “the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated.”</i></p>	<p><u>Retention</u></p> <p>29 CFR 1602.14</p>




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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
864.2 	<p><b>Civil Rights Cases (2 of 2)</b></p> <p>Requests for reasonable accommodation by employees or former employees</p> <p>SEE ALSO: <a href="#">Applications for Employment</a> (below)</p>	<p>RETAIN UNTIL: Obsolete</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	
865.3	<p><b>Civil Rights Records</b></p> <p>records concerning documentation of policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act; includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans</p> <p>SEE ALSO: <a href="#">Civil Rights Cases</a> (above); Reasonable Accommodations (RISK MANAGEMENT)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	<p><u>Authority</u></p> <p>G.S. § 126-19 29 CFR 1602.7 29 CFR 1602.41 29 CFR 1608.4</p> <p><u>Retention</u></p> <p>29 CFR 1602.30 29 CFR 1602.32 29 CFR 1602.39</p>
866.T	<p><b>Disciplinary Actions</b></p> <p>Records concerning disciplinary actions taken against employees</p> <p>SEE ALSO: <a href="#">Grievances</a> (below); OAH Case Records, Discrimination Complaint Investigations (LEGAL)</p>	<p>TRANSFER to <a href="#">Personnel File</a></p> <p><i>NOTE: Records documenting disciplinary actions should be retained in accordance with the public information provision delineated in G.S. § 126-23</i></p>	
867.1 	<p><b>Dual and Secondary Employment (1 of 2)</b></p> <p>Records concerning employees engaging in dual employment with State government or secondary employment with an outside employer</p>	<p>RETAIN UNTIL: Termination of outside employment</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	
867.< 	<p><b>Dual and Secondary Employment (2 of 2)</b></p> <p>Denied requests for outside employment</p>	<p>RETAIN UNTIL: Denial</p> <p>PLUS: 6 months</p> <p>THEN: Destroy</p>	

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.






RC No.	Record Types	Disposition Instructions	Citation
868.30-1 	<p><b>Employee Medical Records (1 of 4)</b></p> <p>Records concerning asbestos, toxic substances, and bloodborne pathogen exposure</p> <p><i>NOTE: Records must be kept separately from employee's personnel jacket. At time of separation, provide medical records to employees who have worked for less than 1 year</i></p> <p>SEE ALSO: Workers' Compensation Program Claims (LEGAL)</p>	<p>RETAIN UNTIL: Exposure</p> <p>PLUS: 30 years</p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>29 CFR 1910.1030 (h)(1)(iii)</p> <p><u>Retention</u></p> <p>29 CFR 1910.1020(d)</p>
868.5 	<p><b>Employee Medical Records (2 of 4)</b></p> <p>First aid records of minor job-related injuries</p> <p><i>NOTE: Records must be kept separately from employee's personnel jacket. At time of separation, provide medical records to employees who have worked for less than 1 year</i></p> <p>SEE ALSO: Workers' Compensation Program Claims (LEGAL)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1910.1020(d)</p>
868.1 	<p><b>Employee Medical Records (3 of 4)</b></p> <p>Physical examinations required by the employer in connection with any personnel action; includes health or physical examination reports, or certificates created in accordance with the Americans with Disabilities Act (ADA)</p> <p><i>NOTE: Records must be kept separately from employee's personnel jacket. At time of separation, provide medical records to employees who have worked for less than 1 year</i></p> <p>SEE ALSO: Workers' Compensation Program Claims (LEGAL)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>29 CFR 1630.14(c)(1)</p> <p><u>Retention</u></p> <p>29 CFR 1627.3 (b)(1)(v)</p> <p>42 USC 12112(d)(3)</p>

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.



RC No.	Record Types	Disposition Instructions	Citation
868.30-2 	<p><b>Employee Medical Records (4 of 4)</b></p> <p>Remaining employee medical records</p> <p><i>NOTE: Records must be kept separately from employee's personnel jacket. At time of separation, provide medical records to employees who have worked for less than 1 year</i></p> <p>SEE ALSO: Workers' Compensation Program Claims (LEGAL)</p>	<p>RETAIN UNTIL: Employee separation</p> <p>PLUS: 30 years <a href="#">Ω</a></p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1910.1020(d)</p>
869.4	<p><b>Employee Suggestions and Surveys (1 of 2) – Department of Administration</b></p> <p>Records concerning adopted suggestions of employees through the Employee Suggestion (ES) System of the Department of Administration</p>	<p>RETAIN UNTIL: Received</p> <p>PLUS: 4 years</p> <p>THEN: Destroy</p>	
869.1	<p><b>Employee Suggestions and Surveys (2 of 2)</b></p> <p>Employee surveys, rejected suggestions, and other related records outside of the ES System</p>	<p>RETAIN UNTIL: Received</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	
8610.5 	<p><b>Employment Eligibility Verification (1 of 4)</b></p> <p>Employment authorization documents filed with the U.S. Department of Labor</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>20 CFR 656.10(f)</p>
8610.3-1 	<p><b>Employment Eligibility Verification (2 of 4)</b></p> <p>I-9 forms used for verifying the identity and employment authorization of individuals hired for employment in the United States</p>	<p>RETAIN UNTIL: Employee separation</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p> <p><i>NOTE: After separation, destroy records 3 years from date of hire or 1 year from separation, whichever occurs later</i></p>	<p><u>Retention</u></p> <p>8 USC 1324a(b)(3)</p>

8.6

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
8610.3-2 	<b>Employment Eligibility Verification (3 of 4)</b> Immigrant or nonimmigrant petitions filed by the agency	RETAIN UNTIL: Employee separation PLUS: 3 years THEN: Destroy	
8610.1 	<b>Employment Eligibility Verification (4 of 4)</b> a) E-Verify forms b) Selective Service Registration compliance forms	RETAIN UNTIL: Employee separation PLUS: 1 year THEN: Destroy	<u>Retention</u> G.S. § 64-26(b) <u>Authority</u> G.S. § 143B-421.1
8611.1 	<b>Exit Interviews</b> Interviews or questionnaires conducted with employees planning to separate from the agency	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	
8612.2 	<b>Grievances (1 of 2)</b> Records concerning employee grievances; includes EEO informal inquiry process and formal internal grievance process SEE ALSO: OAH Case Records (LEGAL)	RETAIN UNTIL: Resolution PLUS: 2 years THEN: Destroy*	
8612.5 	<b>Grievances (2 of 2) – Office of State Human Resources</b> Records concerning hearings conducted by the Office of State Human Resources SEE ALSO: OAH Case Records (LEGAL)	RETAIN UNTIL: Resolution PLUS: 5 years THEN: Destroy*	

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Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.




RC No.	Record Types	Disposition Instructions	Citation
8613.5	<p><b>Occupational Safety and Health Administration (OSHA) Records</b></p> <p>Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms; also includes ergonomic assessments for employees as well as OSHA inspections and/or citations of the agency</p> <p><i>NOTE: The receiving agency is the records owner for records generated by Department of Labor assessments</i></p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1904.33 29 CFR 1904.44</p>
8614.T	<p><b>Personnel Action Requests</b></p> <p>Records concerning personnel action changes (e.g., hire, termination, retirement, resignation)</p>	<p>TRANSFER to <a href="#">Personnel File</a></p> <p><i>NOTE: Records documenting personnel action requests should be retained in accordance with the public information provision delineated in G.S. § 126-23</i></p>	
8615.30	<p> <b>Personnel File</b></p> <p>Records that document events in permanent and temporary individuals' employment history that have long-term consequences for the employee and the agency; also includes dismissals that are not challenged by the employee</p>	<p>RETAIN UNTIL: Separation</p> <p>PLUS: 30 years <a href="#">Ω</a></p> <p>THEN: Destroy</p> <p><i>NOTE: Records should be retained in accordance with the public information provision delineated in G.S. § 126-23</i></p>	<p><u>Authority</u></p> <p>G.S. § 126-23</p>
8616.5	<p> <b>Seasonal and Contract Worker Records</b></p> <p>Records that document events in an individual's short-term employment history</p>	<p>RETAIN UNTIL: Separation</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	
8617.S	<p><b>Workers' Compensation Program Administration</b></p> <p>Includes program policies, guidelines, and other related records</p> <p>SEE ALSO: Workers' Compensation Program Claims (LEGAL)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

## 8.7 Position Management

*DEFINED: Activities related to the management of the employee positions allocated to the agency, including recruitment of personnel.*

8.7

RC No.	Record Types	Disposition Instructions	Citation
871.1	<b>Abolished Positions</b> Records concerning positions that have been abolished	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	
872.1	<b>Applicant Flow Records – Office of State Human Resources</b> Statistical data retained by the Office of State Human Resources concerning all applicants who apply for agency positions	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	
873.T 	<b>Applications for Employment (1 of 2)</b> Applications and other related records for hired candidates; includes offers of employment	TRANSFER to <a href="#">Personnel File</a> or <a href="#">Seasonal and Contract Worker Records</a> upon hiring	
873.2 	<b>Applications for Employment (2 of 2)</b> Applications and other related records that are unsolicited or are received from individuals who are not hired or do not accept offered position	RETAIN UNTIL: Received PLUS: 2 years THEN: Destroy*	<u>Retention</u> 29 CFR 1602.31 & .40 29 CFR 1627.3(b)(1)
874.2 	<b>Hiring Packages</b> Includes interview documentation, rosters, eligibility lists, test ranking sheets, tracking forms, justification statements, and other related records	RETAIN UNTIL: Hiring decision PLUS: 2 years THEN: Destroy*	
875.S	<b>Position Control</b> Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related records	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	

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Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

RC No.	Record Types	Disposition Instructions	Citation
876.2	<p><b>Position Descriptions</b></p> <p>Job descriptions for each position</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1620.32</p>
877.1	<p><b>Position Evaluations</b></p> <p>Forms used to evaluate the primary purpose of a position</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	
878.P	<p><b>Position History</b></p> <p>Classification records and complete histories of salaried positions within the agency; includes listings providing classification, titles, and position numbers</p>	<p>PERMANENT</p>	
879.1	<p><b>Recruitment Records</b></p> <p>Includes ads and notices of overtime, promotion, and training; also includes employment listings</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1627.3(b)(1)</p>


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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

## 8.8 Staff Development

*DEFINED: Activities related to the training required for agency personnel.*

*SEE ALSO: For required training conducted by another State agency, the coursework and participant records are held by that agency under the EDUCATION schedule.*

8.8

RC No.	Record Types	Disposition Instructions	Citation
881.1	<p><b>Asbestos Training</b></p> <p>Employee-specific records concerning training programs for the proper management of asbestos</p>	<p>RETAIN UNTIL: Separation</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1910.1001 (m)(4)</p>
882.3	<p><b>Bloodborne Pathogen Training</b></p> <p>Records concerning training programs for the proper avoidance of bloodborne pathogen exposure; includes rosters, contents or summaries of sessions, names and qualifications of instructors, and other related records</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1910.1030 (h)(2)(ii)</p>
883.S	<p><b>Employee Training Materials</b></p> <p>Records concerning the delivery of training to agency personnel; includes training manuals, syllabi and course outlines, and other related records</p> <p>SEE ALSO: <a href="#">Bloodborne Pathogen Training</a> (above), <a href="#">Hazardous Waste Training</a> (below), and <a href="#">Law Enforcement Training</a> (below)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
884.2	<p> <b>Employee Training Records</b></p> <p>Employee-specific records documenting the training of agency personnel; includes certificates, transcripts, test scores, selections, and other related records</p> <p>SEE ALSO: <a href="#">Asbestos Training</a> (above)</p>	<p>TRANSFER to <a href="#">Personnel Jacket</a> if training is necessary for current position or could affect career advancement</p> <p>RETAIN REMAINING RECORDS UNTIL: Complete</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	<p><u>Retention</u></p> <p>29 CFR 1602.31 29 CFR 1627.3(b)(1)</p>

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.



RC No.	Record Types	Disposition Instructions	Citation
885.5	<p><b>Hazardous Waste Training</b></p> <p>Records concerning training programs for the proper avoidance of hazardous material exposure; includes rosters, contents or summaries of sessions, names and qualifications of instructors, and other related records</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	<p><u>Authority</u></p> <p>29 CFR 1910.120 (p)(8)(iii)</p>
886.P	<p><b>Law Enforcement Training</b></p> <p>Records concerning internal training for law enforcement personnel</p>	<p>PERMANENT</p>	

8.8

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 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

## Records That Will Transfer to the State Records Center

The RC No. listed beside each Record Type is found on the Functional Schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

An index or box inventory should accompany any records that transfer to the State Records Center for temporary storage or for eventual transfer to the custody of the Archives.

**868.30 Employee Medical Records:** Transfer to the State Records Center 5 years after employee separation. Records will be held 25 additional years and then destroyed.

Agency	Series Title	Item Number
Public Safety, Department of	North Carolina Army National Guard Medical Records	50877

**8615.30 Personnel File:** Transfer to the State Records Center 5 years after employee separation. Records will be held 25 additional years and then destroyed. NOTES: When an entity moves from one agency to another, any personnel records for separated personnel that date prior to this move remain in the legal custody of the original agency. The Department of Administration also handles personnel records for some additional agencies.

Agency	Series Title	Item Number
Administration, Department of	Inactive Personnel File	88
Administrative Hearings, Office of	Inactive Personnel File	18617
Administrative Office of the Courts	Inactive Personnel File	2324
Adult Correction, Department of	Inactive Personnel File	635
Agriculture and Consumer Services, Department of	Inactive Personnel File	242
Auditor, Office of the State	Inactive Personnel File	4081
Budget and Management, Office of State	Inactive Personnel File	38376
Commerce, Department of	Department of Commerce Inactive Personnel File	313
Commerce, Department of	Division of Employment Security Inactive Personnel File	415
Commerce, Department of	Division of Workforce Solutions Inactive Personnel File	49952
Community College System, North Carolina	System Office Inactive Personnel File	19777
Controller, Office of the State	Inactive Personnel File	39729
Environmental Quality, Department of	Inactive Personnel File	2484
Environmental Quality, Department of	Division of Environmental Management Inactive Personnel File	33824



Agency	Series Title	Item Number
Health and Human Services, Department of	Inactive Personnel File	1613
Health and Human Services, Department of	Division of Child Development Inactive Personnel File	7765
Health and Human Services, Department of	Division of Health Service Regulation Inactive Personnel File	1713
Health and Human Services, Department of	Division of Medical Assistance Inactive Personnel File	6409
Health and Human Services, Department of	Division of Mental Health, Developmental Disabilities, and Substance Abuse Services Inactive Personnel File	1890
Health and Human Services, Department of	Division of Public Health Inactive Personnel File	44004
Health and Human Services, Department of	Division of Services for the Blind Inactive Personnel File	1659
Health and Human Services, Department of	Division of Services for the Deaf and Hard of Hearing Inactive Personnel File	50904
Health and Human Services, Department of	Division of Social Services Inactive Personnel File	2101
Health and Human Services, Department of	DSOHF Black Mountain Neuro-Medical Treatment Center Inactive Personnel File	3497
Health and Human Services, Department of	DSOHF Broughton Hospital Inactive Personnel File	1957
Health and Human Services, Department of	DSOHF Caswell Developmental Center Inactive Personnel File	1963
Health and Human Services, Department of	DSOHF Central Regional Hospital Inactive Personnel File	50480
Health and Human Services, Department of	DSOHF Cherry Hospital Inactive Personnel File	1966
Health and Human Services, Department of	DSOHF J. Iverson Riddle Developmental Center Inactive Personnel File	3592
Health and Human Services, Department of	DSOHF Julian F. Keith Alcohol and Drug Abuse Treatment Center Inactive Personnel File	1954
Health and Human Services, Department of	DSOHF Longleaf Neuro-Medical Treatment Center Inactive Personnel File	1996
Health and Human Services, Department of	DSOHF Murdoch Developmental Center Inactive Personnel File	1995
Health and Human Services, Department of	DSOHF O’Berry Neuro-Medical Treatment Center Inactive Personnel File	1998
Health and Human Services, Department of	DSOHF Walter B. Jones Alcohol and Drug Abuse Treatment Center Inactive Personnel File	2009
Health and Human Services, Department of	Division of Vocational Rehabilitation Inactive Personnel File	2214
Housing Finance Agency, North Carolina	Inactive Personnel File	19631
Human Resources, Office of State	Inactive Temporary Solutions Workforce Personnel File	15403
Information Technology, Department of	Inactive Personnel File	47987
Insurance, Department of	Inactive Personnel File	2249
Justice, Department of	Inactive Personnel File	14171
Labor, Department of	Inactive Personnel File	2448

Appendix



Agency	Series Title	Item Number
Natural and Cultural Resources, Department of	Inactive Personnel File	775
Natural and Cultural Resources, Department of	State Parks Inactive Personnel File	3419
Occupational Safety and Health Review Commission, North Carolina	Inactive Personnel File	6003
Public Instruction, Department of	Inactive Personnel File	972
Public Instruction, Department of	Education Services for the Deaf and Blind Inactive Personnel File	50094
Public Safety, Department of	Inactive Personnel File	50798
Public Safety, Department of	North Carolina Air National Guard Individual Military Personnel File	747
Public Safety, Department of	Private Protective Services Inactive Registered Employees File	3925
Public Safety, Department of	State Highway Patrol Report of Investigation File	35451
Revenue, Department of	Inactive Personnel File	2856
Secretary of State, Department of the	Inactive Personnel File	2894
Transportation, Department of	Division of Motor Vehicles Inactive Personnel File	3160
Transportation, Department of	Department of Transportation Inactive Personnel File	2947
Treasurer, Department of State	Inactive Personnel File	16234
Wildlife Resources Commission	Inactive Personnel File	2745

Appendix

