

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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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. By doing so, in 2018 an agency could easily identify and destroy any time sheets (RC No. 826) that were completed before 2016.

Many human resources records are confidential according to General Statute § 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 “the 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).

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*).

* 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.

8.1 Administrative Investigations

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

SEE ALSO: For disciplinary actions and other personnel issues, see Personnel Management. For conflicts requiring adjudication, see LEGAL.

8.1

RC No.	Record Types	Description	Disposition Instructions	Citation
811.3 	Complaints	complaints lodged against personnel that are resolved without an internal investigation	RETAIN UNTIL: Resolution PLUS: 3 years THEN: Destroy*	
811.5 		complaints lodged against personnel that are exonerated	RETAIN UNTIL: Final disposition PLUS: 5 years THEN: Destroy*	
811.5 		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 	Internal Affairs Case Records	investigation reports, disciplinary actions, and other related records	RETAIN UNTIL: Complete THEN: Transfer to official personnel record	






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8.2 Attendance and Leave




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

NOTES: For agencies using Beacon, 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.

8.2

RC No.	Record Types	Description	Disposition Instructions	Citation
821.T 	Educational Leave	records concerning approved requests for educational leave	RETAIN UNTIL: Employee returns or separates THEN: Transfer to official personnel record	
822.3 	Family Medical Leave Act (FMLA)	records concerning approved requests for leave under FMLA	RETAIN UNTIL: Employee returns or separates PLUS: 3 years THEN: Destroy	<u>Authority</u> 29 CFR 825.110 <u>Retention</u> 29 CFR 825.500(b)
823.3 	Leave File	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: 3 years THEN: Destroy	
823.< 		records concerning denied leave requests	RETAIN UNTIL: Denial PLUS: 6 months THEN: Destroy	
824.3 	Military Leave	records concerning approved requests for military leave provided under the Uniformed Services Employment and Reemployment Act (USERRA)	RETAIN UNTIL: Employee returns or separates PLUS: 3 years THEN: Destroy	<u>Authority</u> 5 CFR 1208

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RC No.	Record Types	Description	Disposition Instructions	Citation
825.3 	Shared Leave	records concerning participation in the voluntary shared leave program	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy	
826.2 	Time Sheets	time sheets or time cards recording daily hours worked	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	<u>Retention</u> 29 CFR 516.6(a)(1)
827.1 	Work Schedules	records concerning shift and duty assignments	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	

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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	Description	Disposition Instructions	Citation
831.3	Benefits Continuation	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 	Death Claims	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 	Disability Claims	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*	
833.3 		short-term disability claims forms and other related records	RETAIN UNTIL: Employee returns or separates PLUS: 3 years THEN: Destroy*	
834.3 	Educational Assistance	records concerning tuition assistance and reimbursement	RETAIN UNTIL: Reimbursement PLUS: 3 years THEN: Destroy*	
835.6 	Enrollment Forms	enrollment forms for the State Health Plan received by the Department of State Treasurer	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy	

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RC No.	Record Types	Description	Disposition Instructions	Citation
836.1	Insurance and Fringe Benefits Plans and Programs	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	Retention 29 CFR 1627.3(b)(2)
837.1	Retirement Records	descriptive information about retirement systems	RETAIN UNTIL: Superseded/Obsolete PLUS: 1 year THEN: Destroy	Retention 29 CFR 1627.3(b)(2)
837.1 		annual benefit statements provided to retirement system members by the Department of State Treasurer	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy	Confidentiality G.S. § 128-33.1(f) G.S. § 135-6.1(f)
837.100 		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	RETAIN UNTIL: Member joins PLUS: 100 years THEN: Destroy*	Confidentiality G.S. § 128-33.1(f) G.S. § 135-6.1(f) G.S. § 132-1.10 5 USC 552a
837.3 		records concerning payment of deferred compensation	RETAIN UNTIL: Payment PLUS: 3 years THEN: Destroy*	
837.7 		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*	
838.3		Unemployment Insurance SEE ALSO: Unemployment Insurance Records	forms submitted to the Department of Commerce to report wage records of terminated employees	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy*






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8.4 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 trainings for employees, see Staff Development.

8.4

RC No.	Record Types	Description	Disposition Instructions	Citation
841.2 	Aptitude and Skills Testing	records concerning aptitude and skills tests required of job applicants or of current employees seeking promotion or transfer; may include civil service examinations	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	<u>Retention</u> 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)
842.5 	Certifications and Qualifications	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 	Criminal Background Checks	records concerning pre-employment or periodic criminal records checks conducted on prospective or current staff, interns, and volunteers	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Confidentiality</u> specific citation can be found in agency's enabling legislation
844.3 	Employee Polygraphs	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
845.3 	Performance Management Program (PMP)	records concerning employees' goals and tasks; includes performance evaluations	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy	<i>NOTE: Only performance evaluations are confidential.</i>
846.2	Service Awards	records concerning employees receiving awards	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	

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RC No.	Record Types	Description	Disposition Instructions	Citation
847.1	Verifications of Employment	inquiries and responses concerning verification of an employee's prior or current employment with the agency	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	

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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	Description	Disposition Instructions	Citation
851.2 	Deduction Registers SEE ALSO: Tax Forms	records used to start, modify, or stop all voluntary or required deductions from payroll; includes retirement contributions, bank payments, savings plans, insurance, dues, and other related records	RETAIN UNTIL: Termination of deduction PLUS: 2 years THEN: Destroy*	<u>Retention</u> 29 CFR 516.6(c)(1)
851.4 		tax withholding forms (e.g., NC-4, W-4)	RETAIN UNTIL: Termination of deduction PLUS: 4 years THEN: Destroy*	<u>Retention</u> <u>IRS Publication 15</u>
852.3 	Garnishments	records concerning the garnishments of employees' wages	RETAIN UNTIL: Termination of deduction PLUS: 3 years THEN: Destroy*	
853.2	Lapsed Salaries	records concerning lapsed salaries	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	
854.7 	Longevity Pay	records concerning employees eligible for longevity pay	RETAIN UNTIL: Complete PLUS: 7 years THEN: Destroy	

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RC No.	Record Types	Description	Disposition Instructions	Citation
855.3	Payroll SEE ALSO: Electronic Funds Transfers	records concerning salaries paid to employees (including employed apprentices or students, interns, contract employees, and temporary employees)	RETAIN UNTIL: Paid PLUS: 3 years THEN: Destroy*	<u>Authority</u> 29 CFR 516.30(a) <u>Retention</u> 29 CFR 516.5(a) 29 CFR 1627.3(a)
855.3		records concerning benefits paid by Department of State Treasurer to retired employees or their beneficiaries	RETAIN UNTIL: Paid PLUS: 3 years THEN: Destroy*	
856.1	Salary Changes	notifications of salary changes; includes increments and salary increases mandated by legislative action	RETAIN UNTIL: Effective PLUS: 1 year THEN: Destroy	
857.2	Salary Ranges	salary ranges and classifications of positions established by the Office of State Human Resources; includes wage rate tables	RETAIN UNTIL: Superseded/Obsolete PLUS: 2 years THEN: Destroy	<u>Retention</u> 29 CFR 516.6(a)(2)
858.3	Shift Premium Pay 	authorizations and other related records concerning employees receiving shift premium pay	RETAIN UNTIL: Paid PLUS: 3 years THEN: Destroy*	
859.3	Statements of Back Pay	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	RETAIN UNTIL: Paid PLUS: 3 years THEN: Destroy*	

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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 are under LEGAL.







NOTE: 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.

RC No.	Record Types	Description	Disposition Instructions	Citation
861.P	Administrative Records	agency personnel policies and procedures	PERMANENT	
861.5	SEE ALSO: Workers' Compensation Program	personnel correspondence and memoranda	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	
861.S	Administration	agreements and authorizations required of employees; includes orientation materials and informational data	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	
862.T	Aggregate Service History	complete history of each employee's service with the agency	TRANSFER to Personnel File	<u>Authority</u> G.S. § 126-23
863.2	Apprentice, Intern, and Volunteer Records SEE ALSO: Employee Training Materials	data concerning participants in apprenticeships, internships, and volunteer positions; includes applications and selection materials	RETAIN UNTIL: Submission PLUS: 2 years THEN: Destroy	<u>Authority</u> 29 CFR 1602.20 <u>Retention</u> 29 CFR 1602.21
863.5		affirmative action plans for apprenticeship programs	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Authority</u> 29 CFR 30.4(a) <u>Retention</u> 29 CFR 30.8(e)








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RC No.	Record Types	Description	Disposition Instructions	Citation
864.1 	Civil Rights Cases	records concerning employee discrimination complaints and requests for reasonable accommodation; includes equal opportunity (EO) complaints	RETAIN UNTIL: Final disposition of the charge or action PLUS: 1 year THEN: Destroy <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>	<u>Retention</u> 29 CFR 1602.14
865.3	Civil Rights Records SEE ALSO: Civil Rights Cases; Reasonable Accommodations	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), and the 1964 Civil Rights Act; includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy	<u>Authority</u> 29 CFR 1602.7 29 CFR 1602.41 29 CFR 1608.4 <u>Retention</u> 29 CFR 1602.30 29 CFR 1602.32 29 CFR 1602.39
866.2 	Disciplinary Actions	records concerning disciplinary actions taken against employees	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	
866.T 	SEE ALSO: Grievances; LEGAL	records concerning disciplinary actions that lead to mediation or dismissal	TRANSFER to Personnel File	





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RC No.	Record Types	Description	Disposition Instructions	Citation
867.1 	Dual and Secondary Employment	records concerning employees engaging in dual employment with State government or secondary employment with an outside employer	RETAIN UNTIL: Termination of outside employment PLUS: 1 year THEN: Destroy	
867.< 		denied requests for outside employment	RETAIN UNTIL: Denial PLUS: 6 months THEN: Destroy	
868.30 	Employee Medical Records <i>NOTE: Records must be kept separately from employee's personnel jacket. Provide medical records to employees who have worked for less than 1 year at time of separation.</i>	records concerning asbestos, toxic substances, and bloodborne pathogen exposure	RETAIN UNTIL: Exposure PLUS: 30 years THEN: Destroy	<u>Confidentiality</u> 29 CFR 1910.1030 (h)(1)(iii) <u>Retention</u> 29 CFR 1910.1020(d)
868.5 		first aid records of minor job-related injuries	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Retention</u> 29 CFR 1910.1020(d)
868.1 	SEE ALSO: Workers' Compensation Program Claims	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)	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	<u>Confidentiality</u> 29 CFR 1630.14(c)(1) <u>Retention</u> 29 CFR 1627.3 (b)(1)(v) 42 USC 12112(d)(3)
868. 30 		remaining employee medical records	RETAIN UNTIL: Employee separation PLUS: 30 years THEN: Destroy	<u>Retention</u> 29 CFR 1910.1020(d)
869.4	Employee Suggestions and Surveys (continued on following page)	records concerning adopted suggestions of employees through the Employee Suggestion (ES) System of the Department of Administration	RETAIN UNTIL: Received PLUS: 4 years THEN: Destroy	

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RC No.	Record Types	Description	Disposition Instructions	Citation
869.1	Employee Suggestions and Surveys (cont.)	employee surveys, rejected suggestions, and other related records outside of the ES System	RETAIN UNTIL: Received PLUS: 1 year THEN: Destroy	
8610.3 	Employment Eligibility Verification	I-9 forms used for verifying the identity and employment authorization of individuals hired for employment in the United States	RETAIN UNTIL: Employee separation PLUS: 3 years THEN: Destroy <i>NOTE: After separation, destroy records 3 years from date of hire or 1 year from separation, whichever occurs later.</i>	<u>Retention</u> 8 USC 1324a(b)(3)
8610.3 		immigrant or nonimmigrant petitions filed by the agency	RETAIN UNTIL: Employee separation PLUS: 3 years THEN: Destroy	
8610.5 		employment authorization documents filed with the U.S. Department of Labor	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Retention</u> 20 CFR 656.10(f)
8610.1 		Selective Service Registration compliance forms	RETAIN UNTIL: Employee separation PLUS: 1 year THEN: Destroy	<u>Authority</u> G.S. § 143B-421.1
8611.1 	Exit Interviews	interviews or questionnaires conducted with employees planning to separate from the agency	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	
8612.2 	Grievances	records concerning employee grievances; includes EEO informal inquiry process and formal internal grievance process	RETAIN UNTIL: Resolution PLUS: 2 years THEN: Destroy*	
8612.5 	(continued on following page)	records concerning hearings conducted by the Office of State Human Resources	RETAIN UNTIL: Resolution PLUS: 5 years THEN: Destroy*	

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RC No.	Record Types	Description	Disposition Instructions	Citation
8612.5 	Grievances (cont.)	records concerning hearings conducted by the Office of Administrative Hearings	RETAIN UNTIL: Resolution PLUS: 5 years THEN: Destroy*	
8612.5 		records concerning investigations by the Department of Labor of retaliatory employment discrimination complaints	RETAIN UNTIL: Resolution PLUS: 5 years THEN: Destroy*	<u>Confidentiality</u> G.S. § 95-242(d) and (e)
8613.5	Occupational Safety and Health Administration (OSHA) Records	records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms; include ergonomic assessments for employees <i>NOTE: specific agency is records owner for records generated by Department of Labor assessments</i>	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	<u>Retention</u> 29 CFR 1904.33 29 CFR 1904.44
8614.1	Personnel Action Requests	records concerning personnel action changes (e.g., hire, termination, retirement, resignation)	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	
8615.30 	Personnel File	records that document events in permanent and temporary individual's employment history that have long-term consequences for the employee and the agency; includes dismissals that are not challenged by the employee	RETAIN UNTIL: Separation PLUS: 30 years Ω THEN: Destroy	
8616.5 	Seasonal and Contract Worker Records	records that document events in an individual's short-term employment history	RETAIN UNTIL: Separation PLUS: 5 years THEN: Destroy	
8617.5	Workers' Compensation Program Administration SEE ALSO: Workers' Compensation Program Claims	includes program policies, guidelines, and other related records	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	

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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	Description	Disposition Instructions	Citation
871.1	Abolished Positions	records concerning positions that have been abolished	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	
872.1	Applicant Flow Records	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 	Applications for Employment	applications and other related records for hired candidates; includes offers of employment and requests for reasonable accommodation	TRANSFER to Personnel File upon hiring	
873.2 		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 	Hiring Packages	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	Position Control	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	
876.1	Position Descriptions	job descriptions for each position	RETAIN UNTIL: Superseded/Obsolete PLUS: 1 year THEN: Destroy	

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


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8.8 Staff Development

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

8.8

RC No.	Record Types	Description	Disposition Instructions	Citation
881.1	Asbestos Training	employee-specific records concerning training programs for the proper management of asbestos	RETAIN UNTIL: Separation PLUS: 1 year THEN: Destroy	<u>Retention</u> 29 CFR 1910.1001 (m)(4)
882.3	Bloodborne Pathogen Training	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	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy	<u>Retention</u> 29 CFR 1910.1030 (h)(2)(ii)
883.S	Employee Training Materials SEE ALSO: Asbestos Training, Bloodborne Pathogen Training, and Hazardous Waste Training	records concerning the delivery of training to agency personnel; includes training manuals, syllabi and course outlines, and other related records	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	
884.2 	Employee Training Records	employee-specific records documenting the training of agency personnel; includes certificates, transcripts, test scores, selections, and other related records	TRANSFER to Personnel Jacket if training is required or could affect career advancement RETAIN REMAINING RECORDS UNTIL: Complete PLUS: 2 years THEN: Destroy	<u>Retention</u> 29 CFR 1602.31 29 CFR 1627.3(b)(1)

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RC No.	Record Types	Description	Disposition Instructions	Citation
885.5	Hazardous Waste Training	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	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy	Authority 29 CFR 1910.120 (p)(8)(iii)
886.P	Law Enforcement Training	records concerning internal training for law enforcement personnel at the SBI and the State Highway Patrol	PERMANENT	

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Records That Will Transfer to the State Records Center

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. NOTE: 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.

Appendix

Agency	Series Title	Item Number
Administrative Office of the Courts	Inactive Personnel File	2324
Court of Appeals	Inactive Personnel File	18627
Department of Administration	Inactive Personnel File	88
Department of Agriculture and Consumer Services	Inactive Personnel File	242
Department of Commerce	Inactive Personnel File	313
	Division of Employment Security Inactive Personnel File	415
Department of Environmental Quality	Inactive Personnel File	2484
	Division of Environmental Management Inactive Personnel File	33824
Department of Health and Human Services	Inactive Personnel File	1613
	Division of Child Development Inactive Personnel File	7765
	Division of Health Service Regulation Inactive Personnel File	1713
	Division of Medical Assistance Inactive Personnel File	6409
	Division of Mental Health, Developmental Disabilities, and Substance Abuse Services Inactive Personnel File	1890
	Division of Public Health Inactive Personnel File	44004
	Division of Services to the Blind Inactive Personnel File	1659
	DSOHF Black Mountain Neuro-Medical Treatment Center Inactive Personnel File	3497
	DSOHF Broughton Hospital Inactive Personnel File	1957
	DSOHF Caswell Developmental Center Inactive Personnel File	1963
	DSOHF Central Regional Hospital Inactive Personnel File	50480
	DSOHF Cherry Hospital Inactive Personnel File	1966
	DSOHF Educational Personnel File	1700
DSOHF J. Iverson Riddle Developmental Center Inactive Personnel File	3592	

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Agency	Series Title	Item Number
	DSOHF Julian F. Keith Alcohol and Drug Abuse Treatment Center Inactive Personnel File	1954
	DSOHF Longleaf Neuro-Medical Treatment Center Inactive Personnel File	1996
	DSOHF Murdoch Developmental Center Inactive Personnel File	1995
	DSOHF O’Berry Neuro-Medical Treatment Center Inactive Personnel File	1998
	DSOHF Walter B. Jones Alcohol and Drug Abuse Treatment Center Inactive Personnel File	2009
	Division of Vocational Rehabilitation Inactive Personnel File	2214
Department of Information Technology	Inactive Personnel File	47987
Department of Insurance	Inactive Personnel File	2249
Department of Justice	Inactive Personnel File	14171
Department of Labor	Inactive Personnel File	2448
	North Carolina Occupational Safety and Health Review Commission Inactive Personnel File	6003
Department of Natural and Cultural Resources	Inactive Personnel File	775
Department of Public Instruction	Inactive Personnel File	972
	Education Services for the Deaf and Blind Inactive Personnel File	50094
Department of Public Safety	Inactive Personnel File	50798
	North Carolina Air National Guard Individual Military Personnel File	747
	State Highway Patrol Report of Investigation File	35451
Department of Revenue	Inactive Personnel File	2856
Department of the Secretary of State	Inactive Personnel File	2894
Department of State Treasurer	Inactive Personnel File	16234
Department of Transportation	Inactive Division of Motor Vehicles Personnel File	3160
	Inactive Personnel File	2947
	Inactive Seasonal Personnel File	2948
North Carolina Community College System	System Office Inactive Personnel File	19777
North Carolina Housing Finance Agency	Inactive Personnel File	19631
Office of Administrative Hearings	Inactive Personnel File	18617
Office of State Budget and Management	Inactive Personnel File	38376

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Agency	Series Title	Item Number
Office of State Human Resources	Inactive Temporary Solutions Workforce Personnel File	15403
Office of the State Auditor	Inactive Personnel File	4081
Office of the State Controller	Inactive Personnel File	39729
Wildlife Resources Commission	Inactive Personnel File	2745

Appendix

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