

Register of Deeds  
Records Retention Schedule Amendment

Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 5. PERSONNEL RECORDS**

Amending item 18 **Employee Eligibility Records** as shown on substitute page 39.

**APPROVAL RECOMMENDED**

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Register of Deeds

Sarah E. Koonts  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

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Chairman  
Board of County Commissioners

Susan W. Kluttz  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

November 7, 2014

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County

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.  See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
19.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>  See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office after 1 year.	
20.	<b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.  b) Destroy in office all other records 2 years after resolution of all actions.	29 CFR 1602.31

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

Register of Deeds  
Records Retention Schedule Amendment

Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 2. BUDGET, FISCAL, AND PAYROLL RECORDS**

Amending item 26 Escheat and Unclaimed Property File as shown on substitute page 17.

**STANDARD 5. PERSONNEL RECORDS**

**SUPERSEDED November 7, 2014**

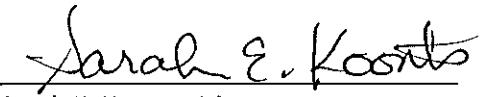
Amending item 18 Employee Eligibility Records as shown on substitute page 39.

Amending items 36 Family Medical Leave Act (FMLA) Records, 45 Leave File, and 46 Leave Without Pay File as shown on substitute pages 45 and 47.

**APPROVAL RECOMMENDED**

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Register of Deeds

  
Sarah E. Koonts  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

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Chairman  
Board of County Commissioners

  
Susan W. Klutzy  
Susan W. Klutzy, Secretary  
Department of Cultural Resources

August 29, 2013

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County

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<b>CREDIT CARD AND DEBIT SLIPS</b> Records of payments received from customers in the transaction of county business.	Destroy in office after 3 years.*	
19.	<b>CREDIT CARD USE FILE</b>	Destroy in office after 1 year.*	
20.	<b>DAILY CASH REPORTS</b> Daily status of cash. Reports include receipts, disbursements, cash and invested balances.	Destroy in office after 1 year.*	
21.	<b>DAILY DETAIL REPORTS</b>	Destroy in office after 1 year.*	
22.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
23.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
24.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
25.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
26.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.

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ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.  See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.  b) Destroy in office registers after 2 years.	8 USC 274a.2
19.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>  See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office after 1 year.	
20.	<b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.  b) Destroy in office all other records 2 years after resolution of all actions.	29 CFR 1602.31

**SUPERSEDED  
November 7, 2014**

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ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office when administrative value ends or 5 years, whichever comes first.	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 10, page 36 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office after 2 years.	

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ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
46.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
47.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
48.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
49.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

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