

## North Carolina Department of Natural and Cultural Resources

Roy Cooper, Governor D. Reid Wilson, Secretary Division of Archives and Records Government Records Section

March 22, 2022

Erica Tyrone Mecklenburg County Sheriff's Office 901 Elizabeth Ave Charlotte, NC 28204

Dear Ms. Tyrone:

Thank you for your *Request for Disposal of Original Records Duplicated by Electronic Means* forms dated October 27, 2021. We find that these documents have been properly executed. The original forms are included with this letter, and an additional copies remain on file in our office.

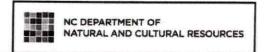
When your office is ready to add new types of records (records series) to your scanning work, please complete a new *Request for Disposal of Original Records Duplicated by Electronic Means* form and send it to us.

Thank you for your office's commitment to the proper management of the records of Mecklenburg County.

Sincerely

Mark Holland

Supervisor, Records Analysis Unit



archives neder gov

4615 Mail Service Center, Raleigh NC 27699-4165

919-814-6900

## Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:  Mecklenbury County Sheriff's Office		Date (MM-DD-YYYY): 10-27-2021
Phone (area code): 980-314-5867	Email: erica.tyrone@mecklenburgcountync.gov	
County/Municipality: Mecklenburg	Office: HR Department	
Mailing address: 901 Elizabeth Avenue, Charlo	otte, NC 28204	

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule
Employment Selection Records	Background checks	1995-Present	Varies	5 years
Leave Records	FMLA,Military	1995-Present	Varies	3 years after leave
Personnel Records	Temporary and permanent employee files	1995-Present	Varies	30 years after separation
Exit Interview Records	Exit interview documents	1995-Present	Varies	After 1 year
Applications for Employment	Onboarding documents	1995-Present	Varies	30 years after separation
Work Schedules and Assignments	transfer documents	1995-Present	Varies	After 1 year
Training and Educational Record	S certificates and training	1995-Present	Varies	30 years after separation
	A STATE OF THE STA	472,403,475	become the	MARKET TOWN
The state of the s				

Requested by:	Tica Tyrone HR Consultant	10/27/2021
Approved by:	R. Chluis Plansyn Ha Manager	Date 10/24/202
Concurred by:	Signature Requestor's Supervisor	Date 3/21/20
Concurred by.	Signature  Abeletant Resords Administrator State Archives of North Carolina	Date Date