



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,

A handwritten signature in dark ink, appearing to read "Mark Holland", written over a horizontal line.

Mark Holland
Supervisor, Records Analysis Unit

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823



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: Mecklenburg 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, Charlotte, 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 Records	certificates and training	1995-Present	Varies	30 years after separation

Requested by: Erica Tyrone HR Consultant 10/27/2021
Signature Title Date

Approved by: R. Lewis Pearson HR Manager 10/27/2021
Signature Requestor's Supervisor Date

Concurred by: Mark Holland Assistant Records Administrator 3/21/22
Signature State Archives of North Carolina Date