

**12 NCAC 10B .0409 EMPLOYING AGENCY RETENTION OF RECORDS**

(a) In addition to the records required to be submitted to the Division pursuant to Rule .0408 of this Section, the employing agency shall maintain original documentation of the following records:

- (1) documentation consisting of diplomas, school transcripts, or certificates from the educational institution attended by the applicant confirming the applicant's compliance with the educational requirement pursuant to Rule .0302 of this Subchapter;
- (2) the applicant's Medical History Statement (F-1) pursuant to Rule .0304 of this Subchapter;
- (3) the applicant's Medical Examination Report (F-2) pursuant to Rule .0304 of this Subchapter;
- (4) the applicant's unredacted psychological screening examination as required by G.S. 17E-7;
- (5) the applicant's notarized Personal History Statement (F-3) pursuant to Rule .0305 of this Subchapter;
- (6) documentation of the applicant's negative results on a drug screen pursuant to Rule .0410 of this Section; and
- (7) the Mandated Background Investigation Form (F-8) with all accompanying documentation as set out in Rule .0305 of this Subchapter.

(b) The records required by Paragraph (a) of this Rule shall be available for examination at any time by representatives of the Division for the purpose of verifying compliance with the rules of this Subchapter.

*History Note: Authority G.S. 17E-4;  
Eff. January 1, 1989;  
Recodified from 12 NCAC 10B .0408 Eff. January 1, 1991;  
Amended Eff. January 1, 1996; January 1, 1994; January 1, 1993; January 1, 1991;  
Temporary Amendment Eff. March 1, 1998;  
Amended Eff. August 1, 2002; August 1, 1998;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6, 2018;  
Amended Eff. February 1, 2025; December 1, 2023.*