

1 25 NCAC 01O.0113 is proposed for adoption as follows:

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3 **25 NCAC 01O.0113 CONFIDENTIALITY AND RECORDS RETENTION**

4 (a) Performance evaluations are confidential documents under G.S. 126-22.

5 (b) To promote communication and coordination, agency management may make some version of performance plans
6 visible internally; however, any information shared during calibration sessions shall be treated as confidential and
7 shall not be shared outside of the calibration session.

8 (c) A breach of confidentiality shall be considered personal misconduct and may result in disciplinary action up to
9 and including dismissal.

10 (d) Annual performance evaluations and supporting documentation shall be securely retained for at least three years,
11 and then maintained according to the applicable records retention schedule.

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13 History Note: Authority G.S. 126-4;