

**13 NCAC 17 .0108        RECORDS**

(a) Job Orders or Job Specifications. Every private personnel service shall maintain records of job orders or job specifications for two years from the date on which the job order was last verified.

(b) Licensees Going Out of Business. If a licensee goes out of business records must be maintained pursuant to this Rule. Those records must be available to the Commissioner and the licensee must inform the Commissioner in writing as to where its records will be kept.

*History Note:*        *Authority G.S. 95-47.5; 95-47.9;*  
                          *Eff. February 27, 1995;*  
                          *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22,*  
                          *2018.*