

§ 126A-16-3. Certain records to be kept by agencies open to inspection.

(a) Each employing agency shall maintain a record with the following information for each of its employees:

- (1) Name.
- (2) Date of original employment or appointment to agency service.
- (3) The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the agency has such record in its possession.
- (4) Current position.
- (5) Title.
- (6) Current salary.
- (7) Date and amount of each increase or decrease in salary with that agency.
- (8) Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency.
- (9) Date and general description of the reasons for each promotion with that agency.
- (10) Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency head setting forth the specific acts or omissions that are the basis of the dismissal.
- (11) The office or station to which the employee is currently assigned.

(b) For the purposes of this section, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the employing entity.

(c) Subject only to Commission policies on safekeeping of the records, every person having custody of records shall permit them to be inspected, examined, and copied by any person during regular business hours. Except as provided in G.S. 126A-16-4, any person who is denied access to a record shall have the right to compel compliance with the provisions of this section by application to a court of competent jurisdiction for a writ of mandamus or other appropriate relief. (2026-40, s. 1.)