

Department of Environment, Health, and Natural Resources
Assistant Secretary for Health and State Health Director
Division of Epidemiology
General Communicable Disease Control Section
Tuberculosis Control Branch

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. **This Records Retention and Disposition Schedule reflects an organizational name change from Epidemiology Division, Tuberculosis Control Branch to Division of Epidemiology, General Communicable Disease Control Section, Tuberculosis Control Branch.** No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated June 15, 1990. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

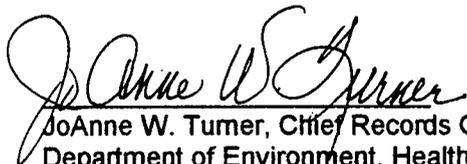
Tuberculosis Control Branch

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

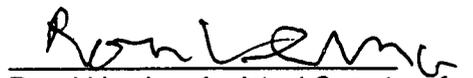
Tuberculosis Control Branch

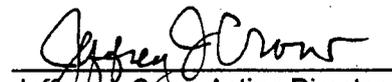
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

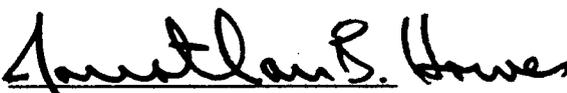

JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and
Natural Resources

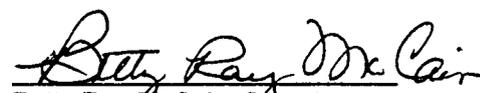

Michael Moser, Director
Division of Epidemiology


Ronald Levine, Assistant Secretary for
Health and State Health Director


Jeffrey J. Crow, Acting Director
Division of Archives and History

APPROVED


Jonathan Howes, Secretary
Department of Environment, Health
and Natural Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

July 28, 1995

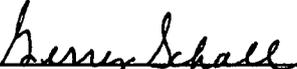
HFH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

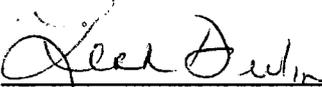
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
TUBERCULOSIS CONTROL BRANCH

Amend the program records retention and disposition schedule approved April 26, 2002 by changing the disposition instructions for Item 1951 as shown on substitute page dated July 20, 2002.

APPROVAL RECOMMENDED



Gerry Schall, Chief Records Officer
Department of Health and Human Services



Leah Devlin, Director
Division of Public Health



David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 20, 2002

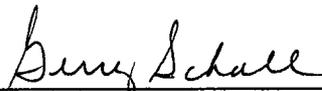
AWH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

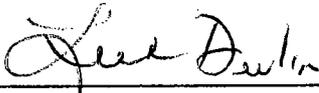
**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
TUBERCULOSIS CONTROL BRANCH**

Amend the records retention and disposition schedule approved October 11, 1985 by adding Item 46101 and changing the description and disposition instructions for Item 1951 as shown on substitute page dated April 26, 2002.

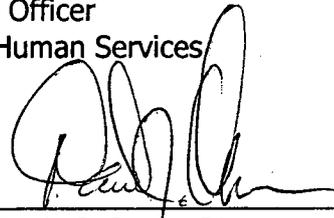
APPROVAL RECOMMENDED



Gerry Schall, Chief Records Officer
Department of Health and Human Services

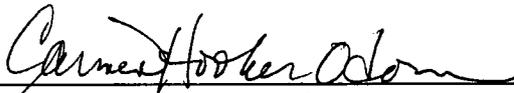


Leah Devlin, Director
Division of Public Health



David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 26, 2002

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR
DIVISION OF EPIDEMIOLOGY
GENERAL COMMUNICABLE DISEASE CONTROL SECTION
TUBERCULOSIS CONTROL BRANCH**

ITEM 8304. ALPHABETICAL LISTINGS, SURVEYS, AND REPORTS FILE.

Listings of dates of surveys; project codes; and names, ages, sex, and race of individuals x-rayed. File includes film numbers, dates of film, and results of x-rays. (Comply with provisions of G.S. 130A-143 regarding the confidentiality of communicable diseases records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after death of patient.

ITEM 8305. X-RAY FILM - 70MM FILE.

100-foot reels of x-ray film of tuberculosis patients. (Comply with provisions of G.S. 130A-143 regarding the confidentiality of communicable diseases records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after death of patient.

ITEM 8306. CONTRACT EXPENDITURE REPORTS FILE.

Requests for payment of federal funds for project counties. File includes information concerning travel, supplies, equipment, physician fees, and salaries.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 8307. PROJECT COUNTY INFORMATION FILE.

Agreements between the county and the State Health Director. File includes requests from counties for the continuation of the projects and quarterly reports from counties.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreements.

ITEM 8310. ANNUAL TUBERCULOSIS CONTROL REPORT FROM COUNTIES FILE.

Reports from counties listing mortality and morbidity statistics, clinic facilities, and case findings.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 8311. GENERAL ADMINISTRATIVE FILE.

Branch correspondence, budget information, and other records used in the administration of the branch. File includes printing orders, telephone charges, and radiation reports for x-ray technicians.

DISPOSITION INSTRUCTIONS: Destroy in office printing orders and telephone charge records when released from all audits. Destroy in office remaining records after 4 years and when released from all audits, whichever occurs later.