

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. 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

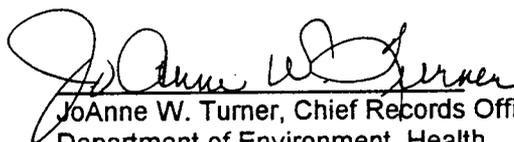
**STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS**

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. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

**STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS**

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 This schedule is to remain in effect until superseded.

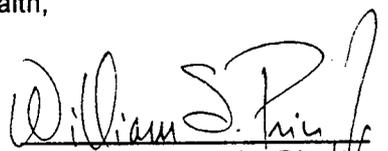
APPROVAL RECOMMENDED

  
JoAnne W. Turner, Chief Records Officer

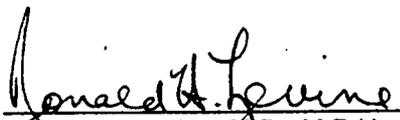
Department of Environment, Health,  
and Natural Resources



Delton Atkinson, Director  
State Center for Health and  
Environmental Statistics



William S. Price, Jr., Director  
Division of Archives and History



Ronald H. Levine, M.D., M.P.H.  
State Health Director

APPROVED



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



Betty Ray McCain, Secretary  
Department of Cultural Resources

May 24, 1994

HFH

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
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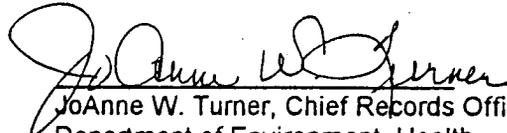
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS

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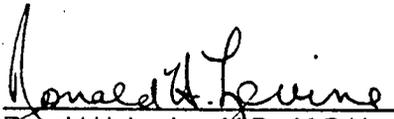
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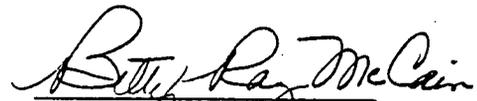


Ronald H. Levine, M.D., M.P.H.  
State Health Director

APPROVED



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



Betty Ray McCain, Secretary  
Department of Cultural Resources

May 24, 1994

This schedule was modified to  
comply with the provisions of the  
*General Schedule for State Agency Records*,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

HFH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Records Retention and Disposition Schedule

**Organizational Name Change**

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Human Resources to Department of Health and Human Services**. 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 schedules of the Department of Human Resources. 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

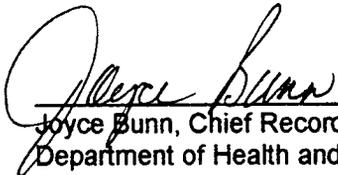
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

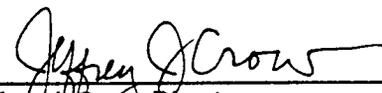
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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

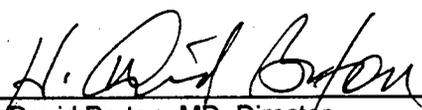
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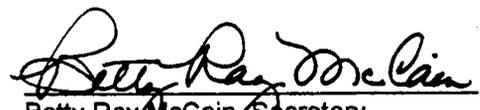
**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
Joyce Bunn, Chief Records Officer  
Department of Health and Human  
Services

  
\_\_\_\_\_  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
\_\_\_\_\_  
H. David Bruton, MD, Director  
Department of Health and Human  
Services

  
\_\_\_\_\_  
Betty Ray McCain, Secretary  
Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
ADMINISTRATION**

**ITEM 36646. CORRESPONDENCE FILE.**

Correspondence written to and received from various individuals requesting information from the State Center for Health and Environmental Statistics.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 36647. GRANTS FILE.**

Grants concerning funding for the Center. File includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer approved grants and related correspondence to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office rejected grants and related correspondence 1 year after grant proposals are rejected.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
ENVIRONMENT, HEALTH, AND NATURAL RESOURCES LIBRARY**

**ITEM 7946. STATISTICS, REPORTS, POLICIES, PERSONNEL, HISTORICAL INFORMATION FILE.**

Records concerning statistics and reports of library activity, policies and procedures for library administration, requests for personnel and backup information on each request, historical information of the Public Health Library, historical information from counties, and papers and articles of selected staff members and former staff members.

**DISPOSITION INSTRUCTIONS:** Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
HEALTH STATISTICS SECTION**

**ITEM 3400. CENTRAL CANCER REGISTRY INCIDENCE REPORTING (FORMS) FILE.**

Completed reporting forms received from hospitals and clinics to report incidences of cancer among North Carolina residents. Forms include names of individuals, counties of residence, race, sex, diagnostic confirmations, stages of diseases, grades of tumors, and other related data. Names of individuals, counties of residence, diagnostic confirmations, grades of tumors, and other related data are entered into Cancer Database (Electronic) File (Item 36787) and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the State Health Director or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after information has been entered into Cancer Database (Electronic) File (Item 36787) and all quality control procedures have been completed.

**ITEM 3517. STATISTICAL STUDIES FILE.**

Documentation collected for health-related statistical studies. File includes statistics, graphs, literature reviews, and other relevant materials to support the premise of a study.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 8020. INDUCED ABORTIONS CASE REPORTING FILE.**

Completed reporting forms received from clinics concerning induced abortions. Forms include dates of abortions, ages of women, gestation periods, and other related data. Dates of abortion, ages of women, and other related data are entered into Abortions Database (Electronic) File (Item 36786) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 8026. VITAL STATISTICAL (PRINTOUTS) FILE.**

Computer printouts concerning births, deaths, fetals, marriages, and divorces among North Carolina residents. Printouts include number of births, deaths, marriages, and divorces, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 8126. NORTH CAROLINA CANCER REGISTRY ANNUAL REPORTS FILE.**

Statistical summaries of data concerning county and state tabulations based on the frequency of specific cancers by race and sex.

DISPOSITION INSTRUCTIONS: Transfer to Publications File (Item 35385) annually.

**ITEM 36786. ABORTION DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning induced abortions among North Carolina residents. Electronic file includes dates of abortions, ages of women, gestation periods, and other related data. (Database does not include names of individuals. Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
HEALTH STATISTICS SECTION**

**ITEM 36787. CANCER DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning cancer incidences among North Carolina residents. Electronic file includes names of individuals, counties of residence, race, sex, diagnostic confirmations, grades of tumors, stages of diseases, and other related data. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the State Health Director or local health departments. Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 36788. VITAL RECORDS, COMMUNICABLE DISEASES DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning births, deaths, marriages, divorces, and communicable diseases among North Carolina residents. Electronic file includes birth weights, birth dates, counties of residence, dates of death, disease types, and other related data. (Database does not include names of individuals. Source documents for communicable diseases, births, deaths, marriages, and divorces are maintained by the Division of Epidemiology. Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
STATISTICAL DATA PROCESSING SECTION**

**ITEM 8016. DATA ENTRY PROGRAMS FILE.**

Instructions concerning all software applications utilized by the section.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy to an off-site location when produced. Agency representative will retrieve periodically and update as needed. Erase in office official copy when administrative value ends.

**ITEM 8017. COMPUTER PROGRAMMING CORRESPONDENCE FILE.**

Correspondence concerning computer programs and computer documentation for various State Health Director applications.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 8018. DATA PROCESSING CORRESPONDENCE FILE.**

Correspondence received and written by the office concerning exchanges of data files.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 8019. STATISTICAL TAPES (BACKUP) FILE.**

Security backup magnetic tapes concerning statistical data for births, deaths, marriages, divorces, venereal diseases, and abortions.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
SURVEY AND SURVEILLANCE SECTION**

**ITEM 8021. ORIGINAL TABLES - STATISTICS FILE.**

Statistical data compiled in the form of tables, graphs, and printouts that are used to answer historical and current requests.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 8022. INTERNAL REPORTS (PRINTOUTS) FILE.**

Computer printouts produced at the request of agency personnel.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 8024. STATISTICAL REQUESTS FILE.**

Activity reports concerning requests for information received from individuals. Reports include names of requestors, types of data requested, and names of individuals who processed the requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 35384. COMMUNITY DIAGNOSIS REPORTING FILE.**

Records concerning statewide county level health priorities reported biennially for state use in the expansion budget process. File concerns the assessment of each county's local health needs. File includes biennial reports, abstracts, health status reporting forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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VITAL RECORDS SECTION  
ADMINISTRATIVE UNIT**

**ITEM 31370. CERTIFICATIONS OF DEPOSITS FILE.**

Certification of deposit forms used to certify daily deposits of state funds to the Department of State Treasurer. File includes attached cash receipts journal forms.

DISPOSITION INSTRUCTIONS: Destroy in office official/audit copies after 2 years and when released from all audits, whichever occurs later. Destroy in office reference copies after 1 year.

**ITEM 31380. COUNTY REGISTRATION FILE.**

Records concerning county registration field activity. File includes names of each county's current registrar and deputy registrar and sub-registrar appointment records. File also includes correspondence written to local registration officials and agencies and other records regarding local registration of vital events.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 31381. FRAUD FILE.**

Records concerning cases of reported or suspected fraud regarding requests for the use of vital records. File includes correspondence, copies of altered certificates, publications, listings of contact officials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

**ITEM 31384. LEGISLATIVE INQUIRIES FILE.**

Records concerning legislative inquiries processed by section. File includes requests received from the Governor's Office, state agency heads, and other high-level state administrators.

DISPOSITION INSTRUCTIONS: Destroy in office inquiry forms after 3 years. Destroy in office recapitulations of services provided to legislators, Governors, and administrators after 10 years.

**ITEM 31396. SECTION CORRESPONDENCE FILE.**

Correspondence written and/or received by the office concerning the administration of the section.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 31397. SPECIAL PROJECTS FILE.**

Records concerning special projects (e.g., social security enumeration, identification of death certificates for low birth weight infants, etc.) conducted by the section. File includes correspondence, reports, and other related records. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 31398. SUBPOENA FILE.**

Legal subpoenas requiring the issuance of certified copies of vital records from the State Registrar.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 31401. WORK ORDERS FILE.**

Work orders for maintenance and repairs.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after completion of work.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
VITAL RECORDS SECTION  
CERTIFICATION UNIT**

**ITEM 31420. NATIONAL CENTER FOR HEALTH STATISTICS (NCHS) MONTHLY TALLY SHEETS FILE.**

Monthly tally sheets of certificates copied for the NCHS in order to fill current contracts.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 31421. PUNCHED-OUT CERTIFICATES LISTINGS FILE.**

Listings of amended birth certificates to be punched out of microfilm and refilmed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
VITAL RECORDS SECTION  
COMMUNICATIONS UNIT**

**ITEM 31424. INSUFFICIENT MONIES FILE.**

Records concerning insufficient funds received for certified copies of birth and death certificates for vital records searches conducted and for other section services. File includes accounting identification numbers and other identifying information.

DISPOSITION INSTRUCTIONS: Destroy in office when paid in full and when released from all audits, or after 2 years and when released from all audits, whichever occurs earlier.

**ITEM 31427. VITAL CHECK NETWORK REQUESTS FILE.**

Requests for vital records paid by credit card transactions processed by Vital Check Network.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 31428. WRITTEN VERIFICATION FILE.**

Correspondence concerning verifications of eligibility for certified copies of vital records, clarification of information requested, and other related topics.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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VITAL RECORDS SECTION  
CORRECTIONS AND AMENDMENTS UNIT**

**ITEM 31403. BIRTH-DEATH MATCH PROJECT FILE.**

Records concerning the project to match individual resident death certificates with corresponding resident birth certificates for decedents under 45 years of age. File includes listings of infant death certificates, duplicate copies of resident or N.C. resident death certificates received from other states, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 31405. NAME CHANGES FILE.**

Records concerning changes of names on birth, death, marriage, and divorce certificates. File includes policies and procedures, rules and regulations, correspondence, legal opinions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 31406. REGISTERS OF DEEDS CORRESPONDENCE FILE.**

Correspondence with county registers of deeds offices concerning corrections and amendments of birth, death, marriage, and divorce certificates. File includes accounting information regarding file receipts.

DISPOSITION INSTRUCTIONS: Destroy in office accounting information when released from all audits. Destroy in office remaining records after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
VITAL RECORDS SECTION  
MEDICAL CODING UNIT**

**ITEM 31412. DEATH CERTIFICATE PHOTOCOPIES OF STATE RESIDENTS DYING IN OTHER STATES FILE.**

Reference photocopies of death certificates received from other states for North Carolina residents who died in those states. (File is used for statistical purposes and for matching with appropriate birth certificates.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years and when statistical information has been extracted, whichever occurs later.

**ITEM 31413. INTERCHANGE FILE.**

Duplicate listings of North Carolina birth and death certificates sent to county or state of residence when births or deaths occurred out of individuals' legal areas of residence.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 31415. MOTOR VEHICLE REPORTS FILE.**

Traffic fatality reports received from the Division of Motor Vehicles. (File is used for matching proper causes-of-death listed on appropriate death certificates.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 31416. NATIONAL CENTER FOR HEALTH STATISTICS (NCHS) COMPARISON AND EDIT LISTINGS FILE.**

Cause-of-death listings of North Carolina residents provided by the NCHS for purposes of determining discrepancies in coding by the unit and by the NCHS.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 31417. NATIONAL CENTER FOR HEALTH STATISTICS (NCHS) CURRENT MORTALITY SAMPLE FILE.**

Sample (10%) listings of cause-of-death codes assigned to North Carolina deaths by the NCHS. (File provides information for purposes of evaluating accuracy of coding by unit personnel.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
VITAL RECORDS SECTION  
RECORDS PROCESSING UNIT**

**ITEM 31431. MONTHLY COUNTY VITAL STATISTICS REPORTS FILE.**

Vital statistics reports received from all counties. Reports include statistical information concerning births, deaths, marriages, divorces, and fetal deaths.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 31432. MOTHERS' LETTERS FILE.**

Correspondence to mothers requesting information omitted from birth certificates (usually fathers' names).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 31433. OUT-OF-STATE BIRTHS FILE.**

Duplicate copies of birth certificates received from other states for children born to North Carolina residents. (File is used for statistical purposes only.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 31434. REPORTS OF FETAL DEATH FILE.**

Reports of fetal deaths received from each county.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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VITAL RECORDS SECTION  
SPECIAL REGISTRATIONS UNIT**

**ITEM 8331. SEALED ADOPTION, LEGITIMATION, AND SEX CHANGES FILE.**

Confidential records concerning the changes of birth certificates due to adoptions, legitimations, and sex changes. File includes certificates of live birth, court orders of adoptions which includes names of adoptive parents, court orders of legitimation and sex change, and other related records. (Comply with applicable provisions of G.S. 48-26, 48-29, 48-36, and 130A-118(e) regarding confidentiality of information and maintenance of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 8332. INDEX CARDS TO ADOPTIONS AND LEGITIMATIONS FILE.**

Index of adoptions and legitimations processed by unit. Information in index includes childrens' names, names of adoptive parents, court order numbers, volume and page number of birth certificates, and other entries regarding adoptions and legitimations (see Item 8331). (Comply with applicable provisions of G.S. 48-29 and 130A-118 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 31436. INCOMPLETE ADOPTION FILE.**

Records concerning each pending or incomplete adoptions. File includes court orders, correspondence, receipts, and other related records. (Comply with applicable provisions of G.S. 48-26, 48-29, and 48-36 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Transfer court order and pertinent correspondence concerning each completed adoption to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after adoption has been processed. Destroy in office remaining records concerning each completed adoption when file is sealed. Destroy in office records concerning uncompleted adoptions 7 years after date filed.

**ITEM 31438. NORTH CAROLINA ADOPTION CORRESPONDENCE FILE.**

Correspondence concerning in-state adoptions. (Comply with applicable provisions of G.S. 48-26, 48-29, and 48-36 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Transfer to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after adoption has been processed.

**ITEM 31439. NORTH CAROLINA PENDING ADOPTION ORDERS FILE.**

Pending orders for in-state adoptions and related correspondence. (Comply with applicable provisions of G.S. 48-26, 48-29, and 48-36 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Transfer records concerning each completed adoption to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after adoption has been processed. Transfer records concerning each uncompleted adoption to Incomplete Adoption File (Item 31436) after 3 years.

**ITEM 31440. OUT-OF-STATE ADOPTION CORRESPONDENCE FILE.**

Correspondence concerning out-of-state adoptions. (Comply with applicable provisions of G.S. 48-26, 48-29, and 48-36 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Transfer to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after adoption has been processed.

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STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
VITAL RECORDS SECTION  
SPECIAL REGISTRATIONS UNIT**

**ITEM 31441. OUT-OF-STATE PENDING ADOPTION ORDERS FILE.**

Pending orders for out-of-state adoptions and related correspondence. (Comply with applicable provisions of G.S. 48-26, 48-29, and 48-36 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Transfer records concerning each completed adoptions to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after adoption has been processed. Transfer records concerning uncompleted adoptions to Incomplete Adoption File (Item 31436) after 3 years.

**ITEM 31442. PATERNITY CORRESPONDENCE FILE.**

Correspondence concerning the recording of paternity on birth certificates in accordance with the provisions of G.S. 130A-119 and Administrative Procedures T10: 07G .0804.

DISPOSITION INSTRUCTIONS: Transfer records receiving a response to Processed Paternity Court Orders File (Item 31446) after response has been received and processed. Destroy in office non-response records after 2 years.

**ITEM 31443. PENDING LEGITIMATIONS FILE.**

Correspondence concerning legitimations of births processed in accordance with the provisions of G.S. 49-10, 49-12, and 49-13.

DISPOSITION INSTRUCTIONS: Transfer records concerning completed legitimations to Processed Legitimations File (Item 31445) after legal requirements are completed. Destroy in office records concerning uncompleted legitimations after 5 years.

**ITEM 31444. PENDING PATERNITY COURT ORDERS FILE.**

Pending court orders directing the recording of paternity on birth certificates in accordance with the provisions of G.S. 130A-119 and Administrative Procedures T10: 07G .0804.

DISPOSITION INSTRUCTIONS: Transfer records concerning completed paternity actions to Certificates of Live Birth File (Item 1802) or to Processed Paternity Court Orders File (Item 31446) as appropriate.

**ITEM 31445. PROCESSED LEGITIMATIONS FILE.**

Records concerning individual legitimations of births processed in accordance with the provisions of G.S. 49-10, 49-12, 49-13 that have been completed but are waiting receipt of copies of birth certificates from counties.

DISPOSITION INSTRUCTIONS: Transfer records concerning each legitimation to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) when file is complete and copies of birth certificates are received from appropriate counties.

**ITEM 31447. SEX CHANGE CORRESPONDENCE FILE.**

Correspondence concerning the preparation of new birth certificates in accordance with the provisions of G.S. 130A-118(b) (4) reflecting gender changes due to sex reassignment surgery.

DISPOSITION INSTRUCTIONS: Transfer records concerning each processed birth certificate gender change to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after legal requirements are completed and a new birth certificate has been registered. Destroy in office records concerning uncompleted requests for birth certificate gender changes after 2 years.

**ITEM 31448. SEX CHANGES INDEX FILE.**

Index of birth certificates prepared in accordance with the provisions of G.S. 130A-118(b)(4) reflecting gender changes due to sex reassignment surgery.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
VITAL RECORDS SECTION  
SPECIAL REGISTRATIONS UNIT**

**ITEM 31449. OTHER SPECIAL REGISTRANTS INDEX FILE.**

Index of birth certificates issued to other special registrants in accordance with the provisions of Administrative Procedures T10: 07G. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSISTANT SECRETARY FOR HEALTH AND STATE HEALTH DIRECTOR  
STATE CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS  
VITAL RECORDS SECTION  
SPECIAL SERVICES UNIT**

**ITEM 31409. RELATIONSHIP LETTERS FILE.**

Records concerning the relationships of individuals requesting certified copies of vital records to the individuals whose records have been requested. File includes accounting identification numbers and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 31410. RETURNED CERTIFICATES FILE.**

Certified and uncertified copies of birth, death, marriage, and divorce certificates returned by the U.S. Postal Service. File includes related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office certificates when returned by the U.S. Postal Service. Destroy in office correspondence after 2 years.