

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF FACILITY SERVICES  
OFFICE OF THE ASSISTANT DIRECTOR  
BUDET OFFICE

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

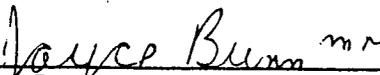
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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

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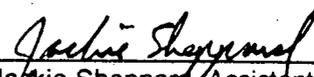
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

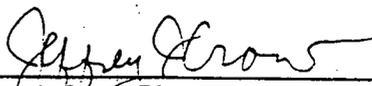
  
\_\_\_\_\_  
Joyce Bunn, Chief Records Officer  
Department of Health and Human Services

  
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Paul Pennell, Business Officer and Records Officer  
Division of Facility Services

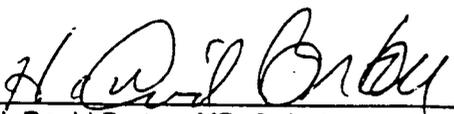
  
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Alice Taylor, Budget Officer  
Budget Office

  
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Jackie Sheppard, Assistant Director  
Division of Facility Services

  
\_\_\_\_\_  
Lynda D. McDaniel, Director  
Division of Facility Services

  
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Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

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

  
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Betty Ray McCain, Secretary  
Department of Cultural Resources

**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.**

March 8, 1999

KLS

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF THE ASSISTANT DIRECTOR  
BUDGET OFFICE**

**ITEM 42350. STATE BUREAU OF INVESTIGATION (SBI) CORRESPONDENCE FILE.**

Reports of lost or stolen equipment sent to the State Bureau of Investigation. File also includes guidelines and instructions on how to complete various investigation forms.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.