

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF INFORMATION SYSTEMS

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

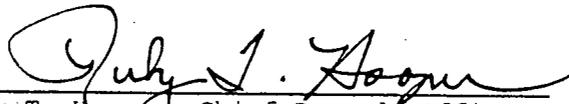
DIVISION OF INFORMATION SYSTEMS

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 this schedule are not authorized to be destroyed.** The

DIVISION OF INFORMATION SYSTEMS

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



Ruby T. Hooper, Chief Records Officer
Department of Human Resources



Barry A. Blick, Director
Division of Information Systems

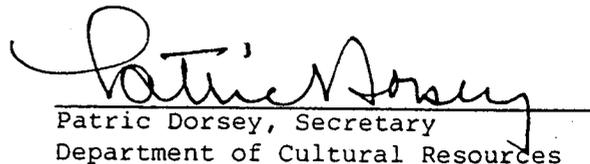


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

March 20, 1989

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.

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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

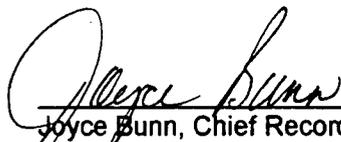
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

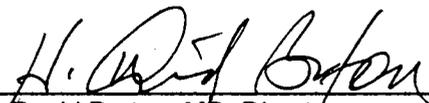


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

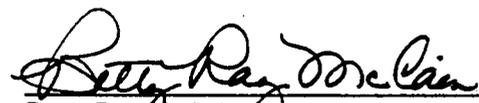


Jeffrey J. Crow, Director
Division of Archives and History

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
DIVISION OF INFORMATION SYSTEMS
ADMINISTRATIVE OFFICER**

ITEM 3547. WEEKLY ACTIVITY REPORTS AND EDIT SHEETS FILE.

Programmer/Analyst Weekly Activity Report concerning or including individual sheets with identification number, week ending dates, application codes, project numbers, number of hours worked on project, and letters of transmittal.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3548. BILLING BALANCE SHEETS FILE.

Records listing each programmer's name and project number, number of hours worked, agency for which project was completed, and contractor billing information.

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

ITEM 3549. DIVISION BILLINGS FILE.

Records concerning billings sent to the Department of Human Resources agencies for special and routine projects which involve one or all of the following: travel, supplies, telephone, installation of equipment, billings of man-hours, and project records.

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

ITEM 6239. ADMINISTRATIVE OFFICER'S REFERENCE FILE.

Correspondence, equipment inventories, requisitions, billing rates, and other related records. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6248. TIME SHARING OPTION FILE.

Listings of time sharing option number assignments for computer terminal users within the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6249. SPECIAL REPORTS FILE.

Reports concerning projects completed by Eligibility Information Systems which are necessary to determine funding for future projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 33447. MINUTES FILE.

Official minutes of the Automation Management Advisory Committee (AMAC) and Quality Assurance and Methodology (QUAM-I) Committee.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency.

Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF INFORMATION SYSTEMS
CLERICAL SUPPORT STAFF**

ITEM 6230. PROJECT STATUS REPORTS FILE.

Records concerning Division of Information Systems' projects. File concerns each specific agency project, inactive project numbers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6231. DIVISIONAL SUBJECT FILE.

Records concerning various subjects pertinent to divisional operations. File includes office correspondence, staff requests, bids, contracts, equipment cost records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 6232. LEGISLATION FILE.

Records concerning Administrative Procedures Act, General Assembly information, and legislation.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF INFORMATION SYSTEMS
SYSTEMS COORDINATOR**

ITEM 6255. SYSTEMS COORDINATOR'S CORRESPONDENCE FILE.

Correspondence and memorandums concerning technical services and various phase programs. File includes other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6256. ELIGIBILITY DEVELOPMENT FILE.

Records concerning the development of eligibility system documentation. File includes development materials, working papers, and other records pertaining to the initial implementation of the system.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 6257. COUNTY AND SYSTEMS PROBLEMS FILE.

Records concerning system problems related to the entry of data for Aid to Families with Dependent Children, Medicaid, Food Stamp, and other sections in the Department of Human Resources. File includes or concerns brief descriptions, working papers, and solutions.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after resolution of all problems.

ITEM 6258. ELIGIBILITY TECHNICAL REFERENCE MANUALS FILE.

Manuals, publications, and other printed documents concerning the Eligibility System Program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF INFORMATION SYSTEMS
TEAM STANDARD**

ITEM 6271. TEAM STANDARD CORRESPONDENCE FILE.

Memorandums and correspondence concerning the daily operation of the team. File includes bulletins, copies of meeting minutes, requests for changes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6272. PROGRAMMERS' SYSTEM DOCUMENTATION FILE.

Systems documentation concerning the Health Services Team.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6273. TECHNICAL MANUALS AND PROGRAMMERS' LANGUAGE FILE.

Technical manuals received from various vendors. File includes various program language records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6277. ELIGIBILITY PROJECT ANALYSIS FILE.

Computer printouts concerning project costs, production hours, computer time, and other related matters.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6278. ELIGIBILITY INCIDENT LOG FILE.

Records concerning listings of nightly production incidents which have occurred. Log lists each type of problem, i.e., hardware and software, along with the required solution.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6279. ELIGIBILITY TECHNICAL PUBLICATIONS FILE.

Technical publications, manuals, and other related materials used as reference.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6280. ELIGIBILITY TEAM LEADER REFERENCE FILE.

Reference copies of correspondence, travel requisitions, leave requests, and memorandums received in the normal operation of the office. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6281. SYSTEMS DOCUMENTATION PROGRAM FILE.

Program-related correspondence. File includes or concerns records layout, forms procedures, work requests, test results, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6282. COMPUTER TEST PRINTOUTS FILE.

Printouts generated by Division of Information Systems for various Department of Human Resources computer jobs as a test of jobs or systems.

DISPOSITION INSTRUCTIONS: Destroy in office when all testing has been completed and job is turned over to operations for production.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF INFORMATION SYSTEMS
TEAM STANDARD**

ITEM 6283. DATA FILE.

Pertinent data concerning the Department of Human Resources and its divisions. Tapes contain on-line database documentation, key sequential documentation, and other information used in the operation of the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Transfer to State Information Processing Services (SIPS) at the end of each week or month, whichever is appropriate, to be stored in the security vault and retrieved on a rotating basis. Erase in office when administrative value ends.

ITEM 6285. DEPARTMENT OF HUMAN RESOURCES OPERATIONAL COMPUTER PRINTOUTS FILE.

Printouts generated by Division of Information Systems for divisions within the Department of Human Resources. Printouts concern various subject matters and other pertinent data used in division's operations.

DISPOSITION INSTRUCTIONS: Transfer to originating division when produced.

ITEM 6286. DIVISION ADMINISTRATIVE COMPUTER PRINTOUTS FILE.

Printouts concerning security data used in conjunction with the administration of computer support systems for the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when updated report is generated and administrative value ends.

ITEM 6289. PROGRAMS FILE.

Computer tapes concerning various programs operated by Department of Human Resources divisions.

DISPOSITION INSTRUCTIONS: Transfer to State Information Processing Services (SIPS) at the end of each week to be stored in the security vault and retrieved on a rotating basis. Erase in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF INFORMATION SYSTEMS
TECHNICAL SUPPORT SECTION**

ITEM 6262. PERSONAL COMPUTER (PC) MAINTENANCE INVOICES FILE.

Invoices and memorandums sent to vendors concerning repair of the division's PC equipment.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 6263. STATISTICAL ANALYSIS FILE.

Monthly reports concerning cost savings, central processing unit time, job runs, and clock time necessary for the evaluation and comparison of new projects.
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6264. TECHNICAL SUPPORT EDUCATION FILE.

Class schedules from various institutions concerning skills improvement and upgrading as related to the Technical Support Section and Division of Information Systems.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6266. HISTORICAL AND STATISTICAL INFORMATION FILE.

Software history statistics concerning on-line and batch jobs.
DISPOSITION INSTRUCTIONS: Destroy in office when updated.

ITEM 6267. TECHNICAL SUPPORT SECTION PUBLICATIONS FILE.

Technical publications and bulletin updates as related to the Technical Support Section.
DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6268. CORRESPONDENCE FILE.

Correspondence and memorandums concerning the operation of the section. File includes reference copies of Technical Support Section monthly budget reports. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office correspondence and memorandums after 2 years.
Destroy in office monthly budget reports after 1 year.