

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

Program Records Retention and Disposition Schedule

The Program 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 PUBLIC HEALTH

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.

The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Health and Human Services agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

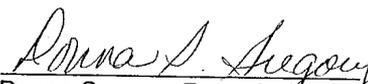
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

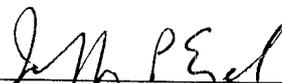
DIVISION OF PUBLIC HEALTH

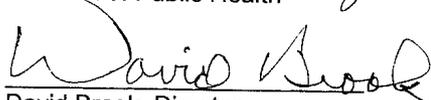
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

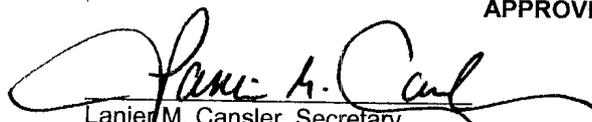

Monica Hughes, Chief Records Officer
Department of Health and Human Services

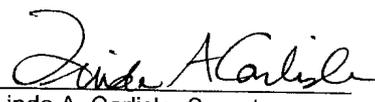

Donna Gregory, Records Officer
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APPROVED


Lanier M. Cansler, Secretary
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Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ADMINISTRATIVE, LOCAL AND COMMUNITY SUPPORT SECTION
LOCAL TECHNICAL ASSISTANCE AND TRAINING BRANCH
PUBLIC HEALTH NURSING AND PROFESSIONAL DEVELOPMENT UNIT**

ITEM 1767. CONTINUING EDUCATION RECOGNITION PROGRAM FILE

Applications and approvals of various courses. File includes lists of attendees and dates.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 7909. PUBLIC HEALTH ADMINISTRATIVE NURSING FILE

Records in paper and electronic formats, including e-mail, concerning guidelines for nurses and administrative guidelines for local health departments. File includes correspondence, manuals, forms, procedures, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, when received from printer, in accordance with G.S. 125-11.8(b). Destroy in office remaining records after 20 years.

ITEM 7911. NURSE CONSULTANTS FILE

Nurse consultants' conference minutes. File includes correspondence with nurse consultants and various papers and publications by nurse consultants.

DISPOSITION INSTRUCTIONS: Item Discontinued. Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library when received from publisher, in accordance with G.S. 125-11.8 (b) Transfer remaining records to the State Records Center for immediate transfer to the custody of the Archives. Transfer immediately records currently being held for agency in the State Records Center to the custody of the Archives.

ITEM 7912. PROFESSIONAL ORGANIZATIONS FILE

Correspondence and meeting minutes concerning American Public Health, Southern Health Association, North Carolina Public Health Association, and North Carolina Nursing Association.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records immediately to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 7915. PROBLEM ORIENTED HEALTH RECORDS FILE

Records in paper and electronic formats, including e-mail, of correspondence concerning Problem Oriented Health Records Committee. File includes samples of formats and orders for forms.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

ITEM 48541. HEALTH INFORMATION SYSTEM (HIS) DATABASE (ELECTRONIC) FILE

Electronic records providing an automated means of capturing, monitoring, reporting, and billing services provided in local health departments and the Children Developmental Service Agencies (CDSA's) and providing exchanges of data within the Division of Public Health. Electronic file includes patient medical and health status information, social security numbers, and taxpayer identification numbers. Data is entered into this database from local health departments, Children's Developmental Service Agencies (CDSA's), high-risk maternity clinics, and breast and cervical cancer programs. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information and 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ADMINISTRATIVE, LOCAL AND COMMUNITY SUPPORT SECTION
LOCAL TECHNICAL ASSISTANCE AND TRAINING BRANCH
PUBLIC HEALTH NURSING AND PROFESSIONAL DEVELOPMENT UNIT**

ITEM 48579. ADMINISTRATIVE ASSESSMENTS FILE

Records in paper and electronic formats, including e-mail, concerning administrative assessments of local health departments to ensure they are in compliance with state and federal guidelines. File includes correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

ITEM 48580. PUBLIC HEALTH NURSING LICENSURE FILE

Records in paper and electronic formats, including e-mail, concerning monthly verification of status of licensure for nursing consultant positions in the Division of Public Health. File includes correspondence, nursing consultant list, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years.

ITEM 48581. LOCAL HEALTH DEPARTMENT (LHD) FORMS COMMITTEE FILE

Records in paper and electronic formats, including e-mail, concerning reviews and approvals of forms prior to distributing to local health departments. File includes forms, tracking log, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

ITEM 48582. LOCAL HEALTH DIRECTOR QUALIFICATIONS FILE

Records in paper and electronic formats, including e-mail, concerning the reviews of credentials to ensure that local health directors meet the qualifications for the position. File includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years.

ITEM 48583. STATE ACCREDITATION FILE

Records in paper and electronic formats, including e-mail, concerning compliance with the state-level pilot accreditation program that occurred in North Carolina in 2007 and served as a prototype for other states in preparation for national voluntary accreditation and for the Multi-State Learning Collaborative funded through the Robert Wood Johnson Fellowship (RWJF). File includes financial data, publications, maps, manuals, statistical data, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records in 2018.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ADMINISTRATIVE, LOCAL AND COMMUNITY SUPPORT SECTION
PURCHASE OF MEDICAL CARE SERVICES**

ITEM 1775. MEDICAL CASES FILE

Records in paper and electronic formats, including e-mail, concerning Children's Special Health Services, Migrant Health, Human Immune Virus (HIV), Cancer, Kidney, Perinatal, and Sickle Cell, Adult Cystic Fibrosis (ACF), Early Hearing Detection and Intervention (EHDI), and Infant Toddler Programs (ITP), and other programs formerly administered by Purchase of Medical Care Services (POMCS). File includes applications, bills from the providers, refund data sheets, discharge summaries, financial eligibility records, correspondence, and other related records regarding patients. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments and 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information).

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer remaining paper records to the State Records Center after 2 years of inactivity and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 7927. ADMINISTRATIVE FILE

Records in paper and electronic formats, including e-mail, concerning the administration of Purchase of Medical Care Section. File includes correspondence regarding section programs and the historical development of program policies. File also includes mission statements, reference copies of administrative codes, and personnel policies.

DISPOSITION INSTRUCTIONS: Print e-mail and interfile with related paper records. Transfer correspondence and mission statements 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. Destroy in office remaining records when superseded or obsolete.

ITEM 8004. NET PAYMENTS TO HOSPITALS (PRINTOUTS) FILE

Computer printouts concerning net payments to hospitals summarized by vendor number and fund, object, Responsibility Cost Center, and program. (File is utilized to record retroactive settlement payment and refunds.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8005. CARRY FORWARD PRINTOUTS AND OTHER DATA FILE

Authorization/liquidation system printouts concerning obligations for Crippled Children and Cancer. Categories include cancellations, liquidations, and outstanding.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8008. CRIPPLED CHILDREN MEDICAL CLINIC INFORMATION SHEETS FILE

Medical clinic information forms concerning clinics under the Crippled Children Program. Forms include names of providers, descriptions of services rendered, dates of service, and other related data. (Comply with provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ADMINISTRATIVE, LOCAL AND COMMUNITY SUPPORT SECTION
PURCHASE OF MEDICAL CARE SERVICES**

**ITEM 36404. PURCHASE OF MEDICAL CARE SERVICES SUB-SYSTEM DATABASE
(ELECTRONIC) FILE**

Electronic records concerning eligibility, authorization, and claims data submitted to the section for processing. (Eligibility and authorization data is processed and managed by the Division of Public Health. The Office of the Controller handles claims related functions, including data management and claims payments.) Electronic file includes patient demographics, financial and medical information, which includes social security numbers, employer tax identification numbers, federal tax information, descriptions of services, dates of services, transaction amounts, and other related data. Data is entered into this database from the Medical Cases File (Item 1775). (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information and 5 USC Section 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 25 years.

ITEM 36405. ENCUMBRANCES PRINTOUTS (REFERENCE) FILE

Computer printouts concerning medical authorization requests and program encumbrances. Files includes patients' names and birthdates, counties of residence, and other related data. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years of inactivity and when released from all audits, whichever is later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ADMINISTRATIVE, LOCAL AND COMMUNITY SUPPORT SECTION
THE ROGER G. WHITLEY HEALTH EDUCATION FILM CENTER**

ITEM 7940. INDICES TO FILMS FILE

Index cards listing titles of films available for borrowing.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 7942. FILM BOOKING NOTICES FILE

Film booking notices listing titles, dates of shipment, dates used, date returned, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36759. FILM REVIEW COMMITTEE MINUTES FILE

Official minutes of meetings of the Film Review Committee. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer all records to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 36761. HEALTH EDUCATION FILMS FILE

Films, video tape recordings, slides, and film strips concerning health education subjects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY
HEALTH PROMOTION
FORENSIC TESTS FOR ALCOHOL**

ITEM 8154. DRIVER MEDICAL EVALUATION-FINISHED CASES FILE

Correspondence and forms concerning individuals required to have a medical evaluation before a driver's license is issued. File includes drivers' medical evaluation forms, medical report forms, discharge summaries from hospitals or mental health clinics, Medical Review Board correspondence, and pertinent records from the Division of Motor Vehicles. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Transportation, Division of Motor Vehicles.

ITEM 8155. DRIVER MEDICAL EVALUATION-CURRENT FILE

Incomplete information concerning individuals required to have a medical evaluation before a driver's license is issued. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services and local health departments.)

DISPOSITION INSTRUCTIONS: Records transferred to Driver Medical Evaluation-Finished Cases File (Item 8154).

ITEM 46756. BLOOD ANALYST FILE

Applications submitted by agencies for individuals to receive permits as blood analysts. File includes blood analysts' permit history and current applications.

DISPOSITION INSTRUCTIONS: Records transferred to Blood Analyst Application File (Item 8157).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION**

ITEM 8118. ADULT HEALTH SERVICES QUESTIONNAIRE FORMS FILE

Questionnaire forms used to record data collected in the Behavioral Risk Factor Surveillance System. (Forms were used exclusively when the system began in 1984 and are now used only occasionally as a backup to the computer system.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8119. KIDNEY PROGRAM (HOME PATIENT) FILE

Applications, authorization letters, correspondence, and paid bills for each patient sponsored by the Kidney Program.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8120. KIDNEY PROGRAM (TRANSPLANT) FILE

Applications, authorization letters, correspondence, and paid bills concerning each patient sponsored by the Kidney Program who has had kidney transplant surgery.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8121. KIDNEY PROGRAM (DECEASED PATIENTS) FILE

Records transferred from the Kidney Program (Home Patient) File and Kidney Program (Transplant) File when individual died.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8122. KIDNEY PROGRAM (INACTIVE PATIENTS) FILE

Records transferred from the Kidney Program (Home Patient) File or Kidney Program (Transplant) File when patient was designated inactive.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8123. MEDICAL CARE GENERAL FILE

Records concerning contracts with dialysis centers. File includes travel expense forms, purchase orders, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8124. KIDNEY TAX EXEMPTION FILE

Forms used to document kidney patients' claims for income tax deductions.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8125. GRAPHIC ARTS UNIT FILE

Originals and copies of printed work prepared by the Graphic Arts Unit. File includes artwork, lettering, pamphlets, and certificates.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8127. CANCER, GLAUCOMA, AND CANCER SCREENING FILE

Budget sheets concerning contracts, program plans, brochures, and information regarding cancer, glaucoma, and diabetes screening. File includes applications for special training.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8128. HYPERTENSION AND COMPREHENSIVE PROGRAM FILE

Budget sheets concerning contracts, program plans, brochures, and other related information regarding the Hypertension and Comprehensive Program.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION**

ITEM 8129. HOME HEALTH SERVICES FILE

Budget sheets concerning contracts, program plans, guidelines, brochures, and other related information regarding home health services.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8130. PUBLIC HEALTH EDUCATION FILE

Records concerning public health education programs administered by department. File includes addresses, various subject materials, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8131. MIGRANT HEALTH PROGRAM FILE

Budget sheets concerning contracts and memorandums of understanding with local health department consultants. File includes other migrant health program information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of the Secretary, Office of Rural Health Services.

ITEM 8132. HOME HEALTH PROGRAM FILE

Records concerning the Home Health Program. File includes correspondence, supervisor and nursing consultant records, home health agency documents, forms, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 8133. NORTH CAROLINA MEDICATION ASSISTANCE PROGRAM FOR THE DISABLED FILE

Records concerning recipients' declarations of eligibility for medication assistance. File includes status reports, correspondence, fiscal records, physician verification statements, and other related records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 34838. HEALTH CARE SERVICES HOME DEMONSTRATION PROGRAM FILE

Records concerning the administration of the program and patients who receive in-home health care services. File includes reports listing services provided to patients and their illnesses, expenditures made for patients, patients' eligibility qualifications, and other related information; pre-assessment reports; correspondence, federal grants, reference copies of purchase requests and requests for reimbursement of travel expenses, and other related records. Patients' identification numbers and statuses, services provided, and other related data are entered into the Health Care Services Home Demonstration Program Database (Electronic) File (Item 34839) and routinely updated. (Comply with applicable provisions of G.S. 8-53 and terms of federal grants regarding confidentiality of information.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 34839. HEALTH CARE SERVICES HOME DEMONSTRATION PROGRAM DATABASE
(ELECTRONIC) FILE**

Electronic records concerning patients who receive in-home health care services. Patients' identification numbers and statuses, services provided, and other related data are entered into this electronic file. (Comply with applicable provisions of G.S. 8-53 and terms of federal grants regarding confidentiality of information.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
CHRONIC DISEASE
ASTHMA**

ITEM 48519. ASTHMA GRANT AND EVENT FILE

Records in paper and electronic formats, including e-mail, concerning the state's asthma program. File includes event records, finance reports, grant reports and applications, surveillance communications, state asthma plan, spreadsheets, correspondence, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
CHRONIC DISEASE
BREAST AND CERVICAL CANCER CONTROL**

ITEM 48525. NATIONAL BREAST AND CERVICAL CANCER EARLY DETECTION PROGRAM FILE

Records in paper and electronic formats, including e-mail, concerning the operation of the program of screening under-insured and uninsured women throughout the state in order to detect breast and cervical cancer at the earliest stages. File includes correspondence, training material, technical assistance logs, data and master files, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 48526. BREAST AND CERVICAL CANCER MEDICAID (BCCM) FILE

Records in paper and electronic formats, including e-mail, concerning patient information and clinical diagnosis used to track Medicaid patients diagnosed with breast and cervical cancer. File includes DMA Form 5081 Verification of Screening, Diagnosis and Treatment; DMA Form 5081 R Recertification Application for continuing BCCM Eligibility, technical assistance logs, correspondence, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 48527. BREAST AND CERVICAL CANCER CONTROL PROGRAM AND WISEWOMAN COMPONENT FILE

Records in paper and electronic formats, including e-mail, concerning women eligible for cardiovascular screening across the state. File includes correspondence, technical assistance logs, reports, data and master files, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
CHRONIC DISEASE
BREAST AND CERVICAL CANCER CONTROL**

ITEM 48528. WISEWOMAN DATA FORMS FILE

Records in paper and electronic formats concerning the participants in the WISEWOMAN Program across the state. File includes enrollment records, screening and educational information of participants, forms 4049A, 4049B, 4050, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
CHRONIC DISEASE
COMPREHENSIVE CANCER**

ITEM 48520. COMPREHENSIVE CANCER CONTROL GRANT AND EVENT FILE

Records in paper and electronic formats, including e-mail, concerning the state's Comprehensive Cancer Program. File includes grant applications, notices of grant awards, meeting files and reports, state cancer plan, contractor reports, epidemiology reports, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
CHRONIC DISEASE
DIABETES PREVENTION AND CONTROL**

ITEM 48521. DIABETES PREVENTION AND CONTROL PROGRAM FILE

Records in paper and electronic formats, including e-mail, concerning the diabetes program in the state. File includes correspondence, population data, program operations and expenditures, monitoring systems, reports, activities, studies, compliance data, patient services, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 3 years.

ITEM 48950. KIDNEY AND EPILEPSY FILE

Records concerning the kidney and epilepsy programs. File includes quarterly reports, patients' names, ages, medications, correspondence, and other related records. (Records no longer being created because programs were abolished in July, 2009.) (Comply with applicable provisions of 42 USC 132d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
CHRONIC DISEASE
HEART DISEASE AND STROKE PREVENTION**

ITEM 48540. HEART DISEASE AND STROKE PREVENTION PROGRAM AND GRANT FILE

Records in paper and electronic formats concerning the mission of the branch to prevent premature disability and death from heart disease and stroke. File includes reference copies of records relating to the programs of Basic Implementation, Tri-State Stroke Network, NC Stroke Care Collaborative, and Justus-Warren Heart Disease and Stroke Prevention Task Force. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
DHHS WELLNESS**

ITEM 48472. EMPLOYEE WELLNESS PROGRAM ADMINISTRATIVE AND PROGRAM FILE

Records in paper and electronic formats, including e-mail, concerning the program's participation in the state's employee wellness program. File includes baseline and follow-up surveys, reports, presentations, policies, contract and financial data, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 2 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
FORENSIC TESTS FOR ALCOHOL**

ITEM 8157. BLOOD ANALYST FILE

Applications submitted by agencies for individuals to receive permits as blood analysts. File includes blood analysts' permit history and current applications. File also includes individuals' names, agency names, effective and expiration dates, and other related data. Data entered into the Blood Analyst Database (Electronic) File (Item 46869) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after individual receives permit.
Destroy in office disapproved application requests after 6 months.

ITEM 8158. BLOOD ANALYST CARD FILE

Records in paper and electronic formats listing names, addresses, permit numbers, employers, approval dates, and expiration dates of individuals registered to perform chemical analyses of blood.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

ITEM 8159. CHEMICAL ANALYST FILE

Applications submitted by agencies for individuals to attend Intoxilyzer 5000 training. File includes chemical analysts' permit history and current applications. Training dates and locations, names, addresses, birthdates, gender, race, agency names, and effective and expiration dates of permits are entered into the Chemical Analyst Database (Electronic) File (Item 46757) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office applications after 2 years. Destroy in office chemical analysts' permit history 5 years after inactive date.

ITEM 8160. CHEMICAL ANALYST CARD FILE

Cards identifying chemical analysts and names of agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8161. NOTEBOOKS FILE

Listings of all breath analysts by permit number. File includes listings of analysts in police departments within the state and within the State Highway Patrol. File also includes listings of operators' schools and retraining schools.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46757. CHEMICAL ANALYST DATABASE (ELECTRONIC) FILE

Electronic records concerning individuals' identification and permit numbers. Electronic file includes individuals' names, agencies, locations and dates of training, gender, race, birthdates, effective and expiration dates of permits, and permit numbers. Data is entered into this database from the Chemical Analyst File (Item 8159).

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 5 years after permit expiration date.

ITEM 46758. ALCOHOL SCREENING TEST DEVICE TRAINING DATABASE (ELECTRONIC) FILE

Electronic records concerning individuals and agencies who attended training. Electronic file includes training locations, dates of training, students' names, agency names, and county names. Data is entered into this database from the Alcohol Screening Test Device Training File (Item 47007).

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
FORENSIC TESTS FOR ALCOHOL**

ITEM 46759. GOVERNOR'S HIGHWAY SAFETY GRANT FILE

Records in paper and electronic formats, including e-mail, concerning requests for funding support from the Governor's Highway Safety Program. File includes records for funding positions and acquiring equipment. File also includes correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records for approved grant requests 3 years following date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, or audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller. Destroy in office rejected grant requests after 6 months.

ITEM 46760. ALCOHOL SCREENING TEST DEVICE SIMULATOR AND ETHANOL GAS CANISTER LOG FILE

Records in paper and electronic formats concerning calibration checks of alcohol screening test devices. File includes dates, time, and locations of calibration checks.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years 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 46761. ALCOHOL SCREENING TEST DEVICE MANUALS FILE

Records in paper and electronic formats concerning operational manuals for alcohol screening test devices.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

ITEM 46762. CHEMICAL ANALYST PERMIT NUMBER FILE

Records concerning permit numbers assigned to chemical analysts.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 46764. DRIVING WHILE IMPAIRED CHECKPOINT EVENT FILE

Records in paper and electronic formats, including e-mail, concerning requests for the Breath Alcohol Testing Mobile Unit to participant in a checkpoint event. File includes correspondence, inspection equipment sign-out sheet, inventory, checkpoint statistics, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 3 years 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 46765. INTOXILYZER 5000 INSPECTION FILE

Records concerning inspection of Intoxilyzer 5000 by Forensic Tests for Alcohol. File includes completed test record tickets, dates of tests, and time of tests.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
FORENSIC TESTS FOR ALCOHOL**

ITEM 46766. INTOXILYZER 5000 TRAINING MANUAL FILE

Records in paper and electronic formats concerning training manual containing evidential breath alcohol testing information.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

ITEM 46767. INTOXILYZER 5000 REPAIR FILE

Records concerning repairs to the Intoxilyzer 5000. File includes serial numbers, repair location, names of technicians, and descriptions of the repair.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years 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 46768. INTOXILYZER 5000 SCHOOL FILE

Records in paper and electronic formats, including e-mail, concerning individuals receiving a chemical analyst permit. File includes school roster, correspondence, school information, and other related records. Pertinent data is entered into the Chemical Analyst Database (Electronic) File (Item 46757) and routinely updated.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 5 years after completion of training.

ITEM 46769. INTOXILYZER 5000 PREVENTIVE MAINTENANCE FILE

Records concerning preventive maintenance conducted on the Intoxilyzer 5000. File includes serial numbers, locations of maintenance, simulator changes, and diagnostic checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years 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 46770. HIGHWAY SAFETY AND EDUCATIONAL EVENT FILE

Records in paper and electronic formats, including e-mail, concerning requests for the Breath Alcohol Testing Mobile Unit to participate in highway safety and educational events. File includes correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years.

ITEM 46771. SCIENTIFIC LABORATORY FILE

Records in paper and electronic formats concerning laboratory tests conducted by branch personnel. File includes calibration checks, simulator stock solutions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
FORENSIC TESTS FOR ALCOHOL**

ITEM 46848. INTOXILYZER 5000 DATABASE (ELECTRONIC) FILE

Electronic records concerning data collected from the Intoxilyzer breath alcohol test instruments in the state in order to create the annual Driving While Impaired (DWI) Statistical Report. Electronic file includes locations of Intoxilyzers, test dates, time of tests, type of tests, names of counties, test results, agency names, and other related data are entered into the database by local law enforcement officers.

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 3 years after Annual Driving While Impaired Statistical Report is completed and 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 46849. ANNUAL DRIVING WHILE IMPAIRED STATISTICAL REPORT FILE

Records concerning annual summary of Driving While Impaired arrests throughout the state. Report is generated from the Intoxilyzer 5000 Database (Electronic) File (Item 46848).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 46869. BLOOD ANALYST DATABASE (ELECTRONIC) FILE

Electronic records concerning applications submitted by agencies for individuals to receive permits as blood analysts. Electronic file includes history of permit. File also includes analysts' names, dates of birth, testing dates, permits issued, effective and expiration dates, and other related data. Data is entered into this database from the Blood Analyst File (Item 8157).

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

ITEM 47007. ALCOHOL SCREENING TEST DEVICE TRAINING FILE

Records concerning individuals who attended alcohol screening test training. File includes student rosters, names of agencies, dates of training, locations, and other related data. Data is entered into the Alcohol Screening Test Device Training Database (Electronic) File (Item 46758).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 48523. DRUG RECOGNITION EXPERT (DRE) FILE

Records in paper and electronic formats, including e-mail, concerning mandated training of individuals in order to become certified as a drug recognition expert. File includes certifications, drug evaluations, curriculum vitae, contact information, correspondence, and other related records. (Comply with applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA) 42 USC 1320d-2(d)(2) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
INJURY AND VIOLENCE PREVENTION**

ITEM 48473. NATIONAL VIOLENT DEATH REPORTING SYSTEM (NVDRS) FILE

Reference copies of records in paper and electronic formats concerning information gathered to document all violent deaths in North Carolina. File includes death records, medical examiner reports, and other related data. (Official copies are located in the State Center for Health Statistics.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 48474. ENHANCING AND MAKING PROGRAMS AND OUTCOMES WORK TO END RAPE (EMPOWER) FILE

Reference copies of records in paper and electronic formats used to develop a statewide sexual violence prevention plan. File includes assessments, strategies, goals, outcomes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 3 years after each grant year ends 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 48475. GET ALARMED PROGRAM FILE

Records in paper and electronic formats, including e-mail, concerning surveys with local fire departments to determine smoke alarms are tested and confirmed to be working properly. File includes completed surveys and related correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 48476. RAPE PREVENTION AND EDUCATION PROGRAM FILE

Reference copies of records in paper and electronic formats, including e-mail, concerning technical assistance provided to the Rape Prevention and Education contractors. File includes progress reports, community assessments, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 5 years after each grant year ends 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
PHYSICAL ACTIVITY AND NUTRITION**

**ITEM 48577. EAT SMART AND MOVE MORE NORTH CAROLINA COMMUNITY GRANTS
PROGRAMMATIC FILE**

Records in paper and electronic formats, including e-mail, concerning funding to local health departments who are committed to implementing the recommendations of the North Carolina 2010 Health Objectives. File includes grant applications, contract addendums, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 48578. STATEWIDE HEALTH PROMOTION PROGRAM ADMINISTRATIVE FILE

Records in paper and electronic formats, including e-mail, concerning the administration of the Health Promotion Program. File includes program monitoring reports, action plans, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 4 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
REFUGEE HEALTH**

ITEM 48468. REFUGEE HEALTH PATIENT RECORDS FILE

Records concerning information on newly arriving refugees to North Carolina provided by the Center for Disease Control and Prevention and local health departments. File includes medical records of refugees. Data is entered into the Refugee Health Epi Info Database (Electronic) File (Item 48470). (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 18 months.

ITEM 48469. REFUGEE HEALTH ELIGIBILITY AND RESETTLEMENT VERIFICATION FILE

Records concerning newly arriving refugees; and used to notify local health departments and verify eligibility for services and benefits. File includes immigration status, age, sex, county of residence, contact information for each refugee, and other related data. Data is entered into the Refugee Health Epi Info Database (Electronic) File (Item 48470). (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years 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 48470. REFUGEE HEALTH EPI INFO DATABASE (ELECTRONIC) FILE

Electronic records concerning results and findings of refugee health assessments from the Center for Disease Control and Prevention and local health departments. Electronic file includes refugees' medical records, biographical information, health screening results, and services provided to refugees by local health departments. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 48471. REFUGEE HEALTH PROGRAM FILE

Records in paper and electronic formats, including e-mail, concerning non-confidential information regarding the refugee health program funded by the Office of Refugee Resettlement. File includes reports to funder, subrecipient monitoring information, correspondence, refugee technical guidance manual, summary reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 5 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTH PROMOTION
TOBACCO PREVENTION AND CONTROL**

ITEM 48529. PROGRAM AND GRANTS FILE

Records in paper and electronic formats, including e-mail, concerning the program's efforts to improve the health of North Carolina residents by four goal areas: prevent tobacco use among the youth; eliminate exposure to environmental tobacco smoke; promote quitting among adults; and eliminate tobacco attributable health disparities services. File includes grant applications, notice of grant awards, reports to funders, subrecipient monitoring information, budgetary estimates, correspondence, training and technical material, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 7 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the seven-year period, the records shall be retained until all issues are resolved, or until the end of the regular seven-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
HEALTHY CAROLINIANS/HEALTH EDUCATION**

ITEM 48522. COMMUNITY HEALTH ASSESSMENT, CERTIFICATION/RECERTIFICATION, AND REQUESTS FOR APPLICATIONS FILE

Records in paper and electronic formats, including e-mail, concerning the Healthy Carolinians program. File includes correspondence, referral letters, certification/recertification applications, applications to receive grant, county data, financial data, reports, graphics and charts, requests for applications, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
STATE CENTER FOR HEALTH STATISTICS
ADMINISTRATION**

ITEM 36646. CORRESPONDENCE FILE

Reference copies of correspondence in paper and electronic formats, including e-mail, sent to and received from various individuals requesting information from the State Center for Health Statistics.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years.

ITEM 36647. GRANTS FILE

Records in paper and electronic formats, including e-mail, concerning grant related documentation. File includes applications, correspondence, and other grant related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records 10 years following the date of submission of the final expenditure report for an approved grant for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the ten-year period, the records shall be retained until all issues are resolved, or until the end of the regular ten-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller. Destroy in office rejected grants 1 year after grant proposals are rejected.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
STATE CENTER FOR HEALTH STATISTICS
ENVIRONMENTAL, HEALTH 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. All records transferred to the State Records Center for immediate transfer to the custody of the Archives.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE CENTER FOR HEALTH STATISTICS
HEALTH STATISTICS

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved July 11, 2011, by amending Item 3400, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Eleanor Howell, Director
State Center for Health Statistics



Danny Staley, Director
Division of Public Health



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Rick Brajer, Secretary
Department of Health and Human Services



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE CENTER FOR HEALTH STATISTICS
HEALTH STATISTICS**

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. Information is entered into the Cancer Database (Electronic) File (Item 36787). (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments and 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.) Amended 03-01-2016

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 30 days paper copies of scanned records. Destroy in office remaining paper records and scanned images after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
STATE CENTER FOR HEALTH STATISTICS
HEALTH STATISTICS**

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

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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: Item discontinued. Transfer records immediately to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 8020. INDUCED ABORTIONS CASE REPORTING FILE

Completed reporting forms received from clinics concerning induced abortions. File includes 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 the Abortions Database (Electronic) File (Item 36786).

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, divorces, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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 annually to the Publications File (Item 35385).

ITEM 36786. ABORTION DATABASE (ELECTRONIC) FILE

Electronic records concerning induced abortions among North Carolina residents. Electronic file includes dates of abortions, ages of women, gestation periods, and other related data. (Note: Database does not include names of individuals.) (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments and 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
STATE CENTER FOR HEALTH STATISTICS
HEALTH STATISTICS**

ITEM 36787. CANCER DATABASE (ELECTRONIC) FILE

Electronic 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 disease, and other related data. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments and 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

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

Electronic 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. (Note: Database does not include names of individuals. Source documents for communicable diseases, births, deaths, marriages, and divorces are maintained by the Epidemiology Section.) (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
STATE CENTER FOR HEALTH STATISTICS
STATISTICAL DATA PROCESSING**

ITEM 8016. DATA ENTRY PROGRAMS FILE

Instructions concerning all software applications utilized by the section.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8017. COMPUTER PROGRAMMING CORRESPONDENCE FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8018. DATA PROCESSING CORRESPONDENCE FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8019. STATISTICAL TAPES (BACKUP) FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY SECTION
STATE CENTER FOR HEALTH STATISTICS
SURVEY AND SURVEILLANCE**

ITEM 8021. ORIGINAL TABLES - STATISTICS FILE

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

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 8022. INTERNAL REPORTS (PRINTOUTS) FILE

Computer generated printouts produced at the request of agency personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 8024. STATISTICAL REQUESTS FILE

Activity reports in paper and electronic formats 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 paper and electronic records 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 includes assessment of each county's local health needs, biennial reports, abstracts, health status reporting forms, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
DIVISION OF HUMAN RESOURCES
PERSONNEL OFFICE**

ITEM 44004. PERSONNEL (INACTIVE) FILE

Records concerning former employees. File includes applications, resumes, job descriptions, personnel action forms, information concerning termination of service, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently being held for agency in the State Records Center 30 years from date of record.

ITEM 44009. REPORTS FILE

State and federal reports concerning personnel within the division. File includes the department's annual plan of work and personnel audit worksheets.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44014. VOLUNTARY SHARED LEAVE FILE

Records concerning voluntary leave requested and donated. File includes names of shared leave participants, leave donations made, letters qualifying participants, and other related records. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
COMMUNICABLE DISEASE BRANCH**

ITEM 1800. PERSONNEL FILE

Personnel records for federal and state employees with the Sexually Transmitted Disease Control Program. File includes leave report forms, payment vouchers, and evaluations of employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently being held in the State Records Center 30 years from date of record.

ITEM 8143. COMMUNICABLE (TUBERCULOSIS) DISEASE REPORT CARDS FILE

IBM punch cards concerning North Carolina residents diagnosed as having tuberculosis. Cards list code numbers, patients' names, addresses, sex, age, race, places of treatment, and medical information. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease records and 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8145. REPORT CARDS FOR ALL REPORTABLE COMMUNICABLE DISEASES OTHER THAN TUBERCULOSIS FILE

Reference copies of IBM punch cards concerning North Carolina residents diagnosed as having a reportable disease other than tuberculosis. Cards list code numbers, patients' names, addresses, sex, age, race, places of treatment, and medical information. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease records and 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years 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 8146. TYPHOID CASES AND SUSPECTED CASES-CLOSED FILE

Investigation reports and related correspondence concerning typhoid cases. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8147. TYPHOID CARRIERS-ACTIVE AND CLOSED FILE

Typhoid carrier status reports, typhoid and paratyphoid fever carrier histories, and related correspondence. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8148. EPIDEMIOLOGIC NOTES FILE

Technical newsletter published by the Epidemiology Section.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
COMMUNICABLE DISEASE BRANCH**

ITEM 8151. COMMUNICABLE DISEASE ADMINISTRATIVE BRANCH FILE

Reference copies of records in paper and electronic formats, including e-mail, of budget information concerning branch requisitions, telephone, parking, printing orders, radiation reports, and agency funds. File includes reference copies of payments of federal funds for project counties and information concerning travel, supplies, equipment, physician fees, and salaries. File also includes correspondence, Communicable Disease Branch bulletins, Contract Expenditure Reports, Morbidity Reports, and other records used in the administration of the branch.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years 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 8152. REPORTS FILE

Reference copies of completed Weekly Surveillance Reports and Weekly Salmonella Surveillance Reports, federal employees' monthly activity reports, staff weekly activity reports, and other reports used by the branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8304. ALPHABETICAL LISTINGS, SURVEYS, AND REPORTS FILE

Listing of dates of surveys, project codes, names, ages, sex, and race of individuals x-rayed. File includes film numbers, dates of film, and results of x-rays. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease 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 applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease 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: Records transferred to the Communicable Disease Administrative Branch File (Item 8151).

ITEM 8307. PROJECT COUNTY INFORMATION FILE

Agreements between the county and the Department of Health and Human Services. File includes requests from counties for the continuation of the projects and quarterly reports from counties.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
COMMUNICABLE DISEASE BRANCH**

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: Records transferred to the Communicable Disease Administrative Branch File (Item 8151).

ITEM 8322. SYPHILIS CENTRAL REGISTER FILE

Syphilis morbidity cards listing names, addresses, statistics, and medical information. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of individuals' medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office after tabulated.

ITEM 8323. EPIDEMIOLOGIC REPORT FORMS FILE

Cards listing names of out-of-state contacts with individuals diagnosed as having syphilis or individuals exposed to syphilis and gonorrhea. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of individuals' medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8324. STATISTICAL REPORTS FILE

Computer printouts listing information from the Syphilis Central Register. (Information is used in reporting to the Centers for Disease Control (CDC) to apply for grants and other administrative purposes.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8325. COUNTY DISEASE REPORT CARDS FILE

Disease report cards sent from local health departments to the branch for recording and tabulation.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of last entry on cards.

ITEM 8326. CORRESPONDENCE FILE

Correspondence written and received by the branch. File includes reference copies of Public Health Services Morbidity Reports and other information used in the administration of the branch.

DISPOSITION INSTRUCTIONS: Records transferred to the Communicable Disease Administrative Branch File (Item 8151).

ITEM 8328. REACTIVE SEROLOGY FILE

Reactive serology records. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of individuals' medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 8359. RABIES VACCINES FILE

Records in paper and electronic formats, including e-mail, of memorandums and correspondence concerning approved rabies vaccines, dosage, and bites inflicted by animals on humans.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
COMMUNICABLE DISEASE BRANCH**

ITEM 8360. RABIES EXAMINATIONS FILE

Listings by county concerning animal rabies cases and positive laboratory reports from the State Laboratory.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years 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 8434. CASE REGISTER-ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) CASES FILE

Records concerning suspected Acquired Immune Deficiency Syndrome (AIDS) cases in North Carolina. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease records.)

DISPOSITION INSTRUCTIONS: Destroy in office when death of client has been officially confirmed.

ITEM 8464. CASE SURVEILLANCE FORMS FOR CERTAIN REPORTABLE COMMUNICABLE DISEASES (EXCLUDING TUBERCULOSIS AND AIDS) FILE

Completed case surveillance forms concerning certain diseases. (Original forms are mailed to the Centers for Disease Control (CDC) in Atlanta, Georgia each month without personal identifiers.) (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8465. COMPUTER PRINTOUTS OF INDIVIDUAL CASE RECORDS WEEKLY, MONTHLY, AND ANNUAL SUMMARIES FILE

Data collected from the local health departments, entered into the North Carolina Electronic Disease Surveillance System, and extracted by the branch concerning communicable diseases. File includes weekly reports, monthly reports, annual summary reports, and individual case records. (Comply with applicable provisions of G.S. 130A-143 regarding the confidentiality of communicable disease records.)

DISPOSITION INSTRUCTIONS: Destroy in office individual case records and weekly and monthly reports after 2 years or when Communicable Disease Morbidity Statistics are published. Destroy in office annual summary reports after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
GENERAL COMMUNICABLE DISEASE CONTROL BRANCH**

ITEM 3609. SPECIALTY HOSPITAL INDEX FILE

Official copy of card index records concerning patients at McCain, Eastern, and Western Tuberculosis Hospitals.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in the State Records Center immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
ADMINISTRATION**

ITEM 36045. GRANTS FILE

Records concerning grant awards received by the section. File includes applications, award letters, final reports of activities, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
DUSTY TRADES**

ITEM 1797. MEDICAL RECORDS DUSTY TRADES FILE

X-ray film, x-ray diagnoses, discharge summaries, and other related data concerning individuals exposed to occupational health diseases. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Hold records currently being held for agency in the State Records Center 30 years from date of record pending return to agency for destruction.

ITEM 8174. MEDICAL RECORDS (INACTIVE) FILE

Records concerning individuals who wish to be employed by companies which work in dusty trades. File includes medical reports, x-rays, requests for x-ray retakes, negative Advisory Medical Committee (AMC) reports, and other related records. Employees' names, addresses, social security numbers, places of employment, dates x-rays were taken, and other related data are entered into the Dusty Trades Database (Electronic) File (Item 36041) and routinely updated. Agency will be responsible for destroying records. Dusty Trades Program abolished as of June, 2003 (records are no longer being created). (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records, 5 USC Sec. 552a and G.S. 132-1.10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer all records to the State Records Center immediately. Records will be held for agency in the State Records Center 30 years from date of record pending return to agency for destruction.

ITEM 8175. CASES FILE

Records concerning individuals with confirmed cases of asbestosis or silicosis. File includes physicians' reports, correspondence, employment history, medical reports, x-rays, and other related records. Agency will be responsible for destroying records. Dusty Trades Program abolished as of June, 2003 (records no longer being created). (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records, 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer all records to the State Records Center immediately. Records will be held for agency in the State Records Center 30 years from date of record pending return to agency for destruction.

ITEM 8180. COMPANIES (DUSTY TRADES) CORRESPONDENCE FILE

Correspondence to companies notifying them that they are classified as a company, which works in dusty trades. File also includes correspondence from the section and reference copies of Industrial Commission orders.

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.

ITEM 8181. REQUESTS FOR X-RAY RETAKES FILE

Requests from radiologists for x-ray retakes.

DISPOSITION INSTRUCTIONS: Records transferred to either the Medical Records (Inactive) File (Item 8174) or Cases File (Item 8175), as appropriate.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
DUSTY TRADES**

ITEM 36041. DUSTY TRADES DATABASE (ELECTRONIC) FILE

Electronic records concerning companies' employees who have been x-rayed and issued a dusty trades card. Employees' names, addresses, social security numbers, places of employment, dates x-rays were taken, and other related data are entered into the database from the Medical Records (Inactive) File (Item 8174). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.) (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records, 5 USC Sec. 552a and G.S. 132-1.10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 30 years after date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
HEALTH HAZARDS CONTROL**

ITEM 4060. PERMITS FILE

Permits issued to contractors in accordance with the National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations for the removal and demolition of asbestos and permits issued in accordance with Lead-Based Paint Hazard Management Program. File also includes NESHAP notifications, correspondence, permit applications, inspection reports, and other related records. Permit numbers, contractors' names, amounts of asbestos or lead-based paint removed, inspection dates, and other related data are entered into the Permits Database (Electronic) File (Item 36062) and routinely updated. Records and function previously transferred to the Department of Health and Human Services from the former Department of Environment, Health, and Natural Resources, Assistant Secretary for Environmental Protection, Division of Environmental Management, Air Quality Section, Technical Services Branch. Records dated prior to July 1997 were transferred to the State Records Center by the former agency under the existing item number but with the title of "Asbestos Removal Project File."

DISPOSITION INSTRUCTIONS: As part of the transfer process, print out appropriate portions of the Permits Database (Electronic) File (Item 36062) to serve as an index to the records and transfer simultaneously with the records. Transfer to the State Records Center 3 years after completion of asbestos removal, lead-based paint removal, or demolition project if no litigation, claim, audit, or other official action involving the records has been initiated. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. If official action has been initiated, transfer to the Asbestos/National Emissions Standards for Hazardous Air Pollutants (NESHAP) Inspections and Enforcements File (Item 17384).

ITEM 8169. ENGINEERING FILE

Records in paper and electronic formats concerning exposure to occupational diseases and conditions of work areas. File includes industrial hygiene reports, laboratory test results, consultants' reports, and other related records.

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office paper and electronic records permanently.

ITEM 8314. ACCREDITATIONS FILE

Records concerning individuals' accreditation and reaccreditation to write management plans, perform air sampling, inspect for asbestos in the state, and individuals' certifications and recertifications to conduct lead-based paint activities. File includes request letters, reference copies of training certificates, reference copies of individuals' educational transcripts, and other related records. Individuals' names, social security numbers, contractors' names, disciplines in which individuals are accredited or certified, dates of training, dates of issuance of accreditations or certifications, and other related data are entered into the Accreditations Database (Electronic) File (Item 36051) and routinely updated. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records and USC Section 552a and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after expiration date of accreditation or certification. Records will be held for agency in the State Records Center 20 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
HEALTH HAZARDS CONTROL**

ITEM 8315. MANAGEMENT PLANS FILE

Management plans submitted by North Carolina schools listing areas in school buildings suspected of asbestos contamination, results of sampling, response actions, and other related information. Dates of receipt, whether plan is accepted or rejected, and other related data are entered into the Asbestos Hazard Emergency Response Act (AHERA) Tracking System Database (Electronic) File (Item 36064) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after plan is accepted and pertinent information has been entered into the Asbestos Hazard Emergency Response Act (AHERA) Tracking System Database (Electronic) File (Item 36064). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 8316. PUBLIC AND PRIVATE SCHOOLS FILE

Correspondence to and from public and private schools in North Carolina concerning the submittal and receipt of management plans. File also includes data entry sheets confirming receipt and acceptance of management plans.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 years.

ITEM 8317. HEALTH HAZARDS CONTROL UNIT SUBJECT FILE

Reference copies of records concerning subjects of interest to the office. File includes requests for information, rules and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office rules and regulations when superseded or obsolete. Destroy in office remaining records when reference value ends.

ITEM 17384. ASBESTOS/NATIONAL EMISSIONS STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) INSPECTIONS AND ENFORCEMENTS FILE

Records in paper and electronic formats, including e-mail, concerning asbestos removal and demolition projects that violate National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations. File includes permits, NESHAP notifications, correspondence, permit applications, inspection reports, photographs, sampling results, listings of enforcement actions taken, findings, decisions, floppy disks, and other related records. Permit numbers, contractors' names, dates and types of violations, amounts of penalty assessments, and other related data are entered into the Permits Database (Electronic) File (Item 36062) and routinely updated. (Records and function previously transferred to the Department of Health and Human Services from the former Department of Environment, Health, and Natural Resources, Assistant Secretary for Environmental Protection, Division of Environmental Management, Air Quality Section, Technical Services Branch. Records dated prior to July 1997 were transferred to the State Records Center by the former agency under the existing item number but with the title of "Asbestos Demolition and Renovation Report File.")

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. As part of transfer process, print out appropriate portions of the Permits Database (Electronic) File (Item 36062) to serve as an index to records and transfer simultaneously with records. Transfer to the State Records Center 3 years after completion of official actions involving the records. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy floppy disks currently stored in the State Records Center immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
HEALTH HAZARDS CONTROL**

ITEM 36046. HAZARDOUS SUBSTANCE EMERGENCY EVENTS FILE

Completed questionnaires concerning emergency events involving non-petroleum substances. (Questionnaires are filled out in conjunction with grants received by the section.)

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

ITEM 36051. ACCREDITATIONS DATABASE (ELECTRONIC) FILE

Electronic records concerning individuals' accreditation and reaccreditation to write management plans, perform air sampling, and inspect for asbestos. Individuals' names and social security numbers, contractors' names, disciplines in which individuals are accredited or certified, dates of training, dates of issuance of accreditations or certifications, and other related data are entered into this database from the Accreditations File (Item 8314). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.) (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 25 years after expiration date of accreditation or certification.

ITEM 36052. ACCREDITATIONS (INACTIVE) FILE

Records concerning individuals whose accreditation to write management plans, perform air sampling, and inspect for asbestos has not been updated or renewed. File includes request letters, reference copies of training certificates, reference copies of individuals' educational transcripts, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36053. BUILDINGS DATABASE (ELECTRONIC) FILE

Electronic records concerning accepted management plans for schools in North Carolina. Amounts of asbestos found, locations of school buildings, types of actions taken, and other related data are entered into this electronic file. (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed. Information now tracked in the Asbestos Hazard Emergency Response Act (AHERA) Tracking System Database (Electronic) File (Item 36064).

ITEM 36054. CORRESPONDENCE FILE

Correspondence to and from the office and other state or federal agencies.

DISPOSITION INSTRUCTIONS: Transfer 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
HEALTH HAZARDS CONTROL**

ITEM 36056. GRANTS FILE

Records in paper and electronic formats, including e-mail, concerning grants received from the United States Environmental Protection Agency (EPA). File includes award letters, applications, grant proposals, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 36058. LOCAL EDUCATION AGENCIES DATABASE (ELECTRONIC) FILE

Electronic records concerning management plans for schools in Wake County. Dates of receipt, whether plan is accepted or rejected, and other related data are entered into this electronic file. (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Records transferred to AHERA Tracking System Database (Electronic) File (Item 36064).

ITEM 36061. PERMITS AND INSPECTIONS PRINTOUTS FILE

Computer generated printouts listing contractors' names, locations of asbestos removal projects, inspection dates, and other related information. (Computer printouts are generated from the Permits Database (Electronic) File (Item 36062) in response to requests for information or for inspectors.)

DISPOSITION INSTRUCTIONS: Destroy in office after 30 years.

ITEM 36062. PERMITS DATABASE (ELECTRONIC) FILE

Electronic records concerning permits issued to contractors for the removal of asbestos and lead-based paint, demolition of buildings and projects, which violate National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations or Lead-Based Paint Hazard Management Program rules. Permit numbers, contractors' names, amounts of asbestos or lead-based paint removed, inspection dates, dates and types of violations, amounts of penalty assessments, and other related data are entered into this database from the Permits File (Item 4060) and the Asbestos/National Emissions Standards for Hazardous Air Pollutants (NESHAP) Inspections and Enforcements File (Item 17384). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Print and transfer appropriate portions of the database (permit numbers and related information) to the State Records Center with Permits File (Item 4060) in order to serve as an index to the records. Also, print and transfer appropriate portions of the database to the State Records Center with Asbestos/National Emissions Standards for Hazardous Air Pollutants (NESHAP) Inspections and Enforcements File (Item 17384) in order to serve as an index to the records. Destroy in office remaining records after 8 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
HEALTH HAZARDS CONTROL**

**ITEM 36064. ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) TRACKING SYSTEM
DATABASE (ELECTRONIC) FILE**

Electronic records concerning management plans for schools in North Carolina. Dates of receipt, whether plan is accepted or rejected, and other related data are entered into this database from the Management Plans File (Item 8315). May also include information formerly maintained in the Buildings Database (Electronic) File (Item 36053). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY
OCCUPATIONAL AND INJURY SURVEILLANCE**

ITEM 8352. PESTICIDE CASE REPORTS FILE

Reports and correspondence concerning pesticide poison investigations. File includes emergency room and hospital reports, and copies of death certificates, if death occurred.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8353. PESTICIDE CASE LOG FILE

Case logs listing the counties, names of individuals, names of pesticides, and dates concerning reported pesticide poisonings.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8354. PESTICIDE COMMITTEE FILE

Records in paper and electronic formats concerning minutes of Pesticide Committee meetings.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

ITEM 8355. WELL WATER SAMPLE FILE

Records in paper and electronic formats, including e-mail, concerning pesticide analysis reports, Department of Agriculture Laboratory reports, and correspondence sent to county sanitarians concerning well water samples.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 3 years.

ITEM 36042. EPI-INFO DATABASE (ELECTRONIC) FILE

Electronic records concerning farm injuries. Names, ages, social security numbers, descriptions of injuries, and other related data are entered into this database from the Farm Injury Reports File (Item 36043). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.) (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 30 years.

ITEM 36043. FARM INJURY REPORTS FILE

Completed forms listing names, ages, social security numbers, descriptions of injuries, and other related information for individuals suffering from farm-related injuries. Names, ages, social security numbers, descriptions of injuries, and other related data are entered into the Epi-Info Database (Electronic) File (Item 36042) and routinely updated. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after pertinent data is entered into the Epi-Info Database (Electronic) File (Item 36042).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OCCUPATIONAL AND ENVIRONMENTAL EPIDEMIOLOGY BRANCH
DUSTY TRADES PROGRAM**

ITEM 8173. X-RAY FILM FILE

X-ray film used for retakes, pre-employment physicals, and suspected occupational diseases. (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Medical Records (Inactive) File (Item 8174).

ITEM 8178. EXAMINATION LISTS FILE

Completed forms listing examinations made by the section's mobile x-ray unit, company names, dates x-rays were taken, and other related information. Names of companies are entered into Companies Database (Electronic) File (Item 36039).

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 36039. COMPANIES DATABASE (ELECTRONIC) FILE

Electronic records concerning companies whose employees were examined by the section's mobile x-ray unit. Names of companies are entered into database from Examination Lists File (Item 8178). (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OFFICE OF THE CHIEF MEDICAL EXAMINER
ADMINISTRATIVE**

ITEM 1779. CENTRAL OFFICE INVESTIGATIVE CASES FILE

Records concerning investigations and autopsies conducted by the agency. File includes official copies of toxicology reports indicating date, file number, name, material submitted, submitted by, date received, results, and signature of individual who reported results. Data is entered into the Medical Examiner Information System (MEIS) Database (Electronic) File (Item 48539). (Comply with applicable provisions of G.S. 130A-389(d) regarding the confidentiality of records of next-of-kin requested autopsies.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Records will be held for agency in the State Records Center 50 additional years and then destroyed.

ITEM 1780. NON-CENTRAL OFFICE INVESTIGATIVE CASES FILE

Records concerning investigations and autopsies conducted on behalf of the office by external agencies. File includes official copies of toxicology reports indicating date, file number, name, material submitted, submitted by, date received, results, and signature of individual who reported results. Data is entered into the Medical Examiner Information System (MEIS) Database (Electronic) File (Item 48539). (Comply with applicable provisions of G.S. 130A-389(d) regarding the confidentiality of records of next-of-kin requested autopsies.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 55 additional years and then destroyed.

ITEM 8292. MAJOR SUBJECTS FILE

Records concerning general subjects. File includes agendas, rules, regulations, legal records, bids, statistics, workshop records, medical examiner system information, work plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records with short-term value after 1 year. Transfer remaining records when reference value ends to the State Records Center. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 8293. INTERNAL OFFICE FILE

Records concerning the daily operations of the office. File includes annual reports, automobile records, budget information, contracts, project records, duplicating requests, mailing records, meeting and publicity records, workshop records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records with short-term value after 1 year. Transfer remaining records when reference value ends to the State Records Center. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 8294. MAJOR ORGANIZATIONAL FILE

Records in paper and electronic formats, including e-mail, detailing actions or communication with organizations. File includes information about other state agencies, intra-agencies, associations, boards, councils, leagues, societies, and commissions. File also includes vital records, legislation, and correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office records with short-term value after 1 year. Transfer records when reference value ends to the State Records Center. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OFFICE OF THE CHIEF MEDICAL EXAMINER
ADMINISTRATIVE**

ITEM 8296. COUNTY MEDICAL EXAMINERS FILE

Records in paper and electronic formats, including e-mail, of appointment letters, reappointment letters, and all correspondence sent to county medical examiners, which is not related to a specific medical examiner case.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 10 years.

ITEM 48539. MEDICAL EXAMINER INFORMATION SYSTEM (MEIS) DATABASE (ELECTRONIC) FILE

Electronic records concerning investigations conducted by the North Carolina Medical Examiner into deaths that are unattended, suspicious, or the result of violence (accident, homicide, or suicide). Electronic file includes each decedent's name, date, time and location of death, cause/manner of death, toxicology test results, digital photographs, x-rays, payments to medical examiner, pathologists, body transportation providers, and hospitals. Data is entered into the database from the Central Office Investigative Cases File (Item 1779) and Non-Central Office Investigative Cases File (Item 1780). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OFFICE OF THE CHIEF MEDICAL EXAMINER
PATHOLOGY**

ITEM 1781. X-RAY FILE

Record copies of x-rays of central office autopsies. (Agency personnel will arrange x-rays by year and prepare an index prior to boxing for transfer to the State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Hold records for agency in the State Records Center 50 years pending return to agency for destruction.

ITEM 1782. CENTRAL OFFICE MICROSCOPIC SLIDES AND PARAFFIN BLOCKS FILE

Record copies of microscopic slides and paraffin block sections on cases autopsied at the Central Office. (Comply with applicable provisions of G.S. 130A-389(d) regarding the confidentiality of records of next-of-kin requested autopsies.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Hold records for agency in the State Records Center 55 years pending return to agency for destruction.

ITEM 1783. NON-CENTRAL OFFICE MICROSCOPIC SLIDES AND PARAFFIN BLOCKS FILE

Record copies of microscopic slides and paraffin block sections on cases autopsied on behalf of the office by external agencies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Hold records for agency in the State Records Center 55 years pending return to agency for destruction.

ITEM 8297. PATHOLOGY SUBJECT FILE

Record copies of printed anatomic, forensic, and toxicology information, organization records, project information, teaching materials, reprints, personal materials, output records, calendars, county statistical materials, library requests, and various other records maintained by the Pathology Coordinator.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8298. LIBRARY CARD FILE

Record copies of indexes to printed sources in the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8299. PHOTOGRAPHY FILE

Records in paper and electronic formats, including e-mail, of 2x2 slides and negatives, correspondence, evidence receipts, photographic equipment, and material information.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer slides to the Investigative Case File (Item 1779). Destroy in office negatives after 60 years. Destroy in office photographic literature and material information when superseded. Destroy in office remaining records after 5 years.

ITEM 8300. LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA) PROJECT FILE

Records in paper and electronic formats, including e-mail, of correspondence, directives, and other records relating to the Law Enforcement Assistance Administration (LEAA) Project.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Review in office annually. Destroy records of no continuing reference value after 10 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OFFICE OF THE CHIEF MEDICAL EXAMINER
PATHOLOGY**

ITEM 47246. MECKLENBURG COUNTY MICROSCOPIC SLIDES AND PARAFFIN BLOCKS FILE

Records concerning microscopic slides and paraffin blocks on cases autopsied at the Office of the Medical Examiner in Charlotte from 1986-1997. File includes microscopic slides and paraffin blocks.

DISPOSITION INSTRUCTIONS: Retain in Mecklenburg County Office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
OFFICE OF THE CHIEF MEDICAL EXAMINER
TOXICOLOGY**

ITEM 43260. TOXICOLOGY CASE FILE

Records concerning toxicological analyses. File includes official Request for Toxicological Analysis, chain of custody, data sheets, analyst's worksheets, reference copies of the final reported results, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
PUBLIC HEALTH PREPAREDNESS AND RESPONSE
PROGRAM ADMINISTRATION**

ITEM 48464. PUBLIC HEALTH PREPAREDNESS AND RESPONSE PROGRAM ACTIVITY FILE

Records in paper and electronic formats concerning state/regional/local all-hazards plans, activities, exercises, expenditure reports, and assessments concerning state/regional/local preparedness and response capabilities. File includes population statistics, community resource inventories, program operations, tests, exercise results, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action involving the records has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 48465. PUBLIC HEALTH PREPAREDNESS PROGRAM ADMINISTRATIVE FILE

Records in paper and electronic formats, including e-mail, of correspondence concerning state/regional/local public health preparedness and response issues. File includes correspondence regarding public health policies and procedures, program activities and compliance, prior approval authorizations, conferences/meetings/training, and other related topics. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records after 3 years 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 48466. BIOTERRORISM GRANT AND EVENT FILE

Records in paper and electronic formats concerning public health preparedness to combat bioterrorism and natural disasters in the state. File includes grant applications, grant reports, training, conference information, emergency event reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years after submission of the final expenditure report 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. Destroy in office records associated with grants only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
SECTION OFFICE**

ITEM 1796. "PERMANENT" SUBJECT FILE

Long-term value records created or accumulated by the Epidemiology Section Office. File includes historical records concerning programs operated by the section.

DISPOSITION INSTRUCTIONS: Transfer 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.

ITEM 8137. CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence and memorandums written and received by the Epidemiology Section Office. File includes department, division, section, and branch correspondence and recorded minutes of central management team and staff meetings.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY
CANCER CYTOLOGY UNIT**

ITEM 8407. MONTH-TO-DATE REPORTS FILE

Computer printouts which were produced prior to January 1, 1984, listing patients screened by the Cancer Cytology Branch. Printouts list each patient's name, county of residence, race, sex, birthdate, type of smear, provider, quality of specimen, and other related information. (Records subsequent to January 1, 1984, are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8413. POSITIVE/FOLLOW-UP FILE

Photocopies of PAP smear screening forms produced prior to January 1, 1984, for individuals diagnosed as Class III, Class IV, and Class V. (Original form was returned to the provider and official copies of cancer screening follow-up reports were sent from branch to the provider and returned to the branch.) (Records subsequent to January 1, 1984, are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office immediately.

ITEM 8414. PENDING PATHOLOGY FILE

Photocopies of PAP smear screening forms produced prior to January 1, 1984, which were awaiting follow-up results. (Subsequent records are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8417. PATIENT MICROFICHE FILE

Historical file which lists patients, dates of birth, clinics visited, and laboratory results. (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
ADMINISTRATIVE SERVICES**

ITEM 1826. LABORATORY COMPUTER SYSTEM TAPES FILE

Computer tapes concerning the Laboratory Branch.

DISPOSITION INSTRUCTIONS: Records no longer being created. Tapes returned to agency in 1992.

ITEM 8384. PAID ORDERS FILE

Records concerning laboratory supplies sold and not charged to users of laboratory services. Information includes amounts of money paid, names of payers, addresses, and dates of payments.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8385. CLINIC CORRESPONDENCE FILE

Correspondence concerning requests for supplies from clinics.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8386. HOSPITAL CORRESPONDENCE FILE

Correspondence concerning requests for supplies from hospitals.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8387. HEALTH DEPARTMENTS CORRESPONDENCE FILE

Correspondence concerning requests for supplies from local health departments.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8388. OUT-OF-STATE CORRESPONDENCE FILE

Correspondence to and from individuals in other states.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8389. PHYSICIANS CORRESPONDENCE FILE

Correspondence concerning requests for supplies from physicians.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
CANCER CYTOLOGY**

ITEM 3499. PAP SCREENING FORMS FILE

Records in paper and electronic formats concerning PAP screening forms submitted with PAP specimens. Forms include dates received, demographic information, statistical reports, and patients' history. Information is entered into the Laboratory Information Management System (LIMS) when received and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 2 years. Destroy in office electronic records 10 years after date of report.

ITEM 8391. PAP SMEAR SCREENING FORMS MAGNETIC TAPES FILE

Magnetic tapes concerning PAP smear screening. (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8408. ACTIVITY REPORT FILE

Records in paper and electronic formats concerning the unit's monthly activity. File includes total number of patients screened, results of tests without individuals' names, providers, and other related information. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

ITEM 8409. CANCER SCREENING FOLLOW-UP DATABASE (ELECTRONIC) FILE

Electronic records listing patients with abnormal PAP reports who have not completed follow-up to the initial screening. Information is entered into the Laboratory Information Management System (LIMS) when received and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after date of report.

ITEM 8410. POSITIVE FILE

Computer card file of open and closed cases prior to January 1, 1984, for each individual diagnosed as Class III Marked Dysplasia, Class IV, and Class V. (When a biopsy was performed, the pathological results were keypunched onto the individual's card and the case was closed.) (Records subsequent to January 1, 1984, are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46728. CANCER CYTOLOGY FOLLOW-UP (FORM 1011) FILE

Records concerning patient follow-up to abnormal reports. File includes patient demographics, PAP history, follow-up information, and treatment. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
CANCER CYTOLOGY**

ITEM 46729. CANCER CYTOLOGY PAP REPORTS DATABASE (ELECTRONIC) FILE

Electronic records concerning PAP test results. Electronic file includes test results, patient demographics, type of specimens, report dates, collection dates, and other related data. Information is entered into the Laboratory Information Management System (LIMS) when received and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after date of report.

ITEM 46730. CANCER CYTOLOGY QUALITY ASSURANCE (QA) FILE

Records in paper and electronic formats concerning the quality control activities of the unit. File includes quality control rescreen misses, positive screening log, rescreen reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

ITEM 46738. CANCER CYTOLOGY CONTRACT LABORATORY PAP REPORTS FILE

Records in paper and electronic formats concerning PAP reports from laboratories contracted to screen State Laboratory overflow work. File includes PAP report findings and patient demographics. When received, this data is entered into the Laboratory Information Management System (LIMS) and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 10 years after date of report.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES**

ITEM 1833. MICROBIOLOGY - PUBLIC WATER SUPPLY REPORTS FILE

Reports listing results of bacteriologic analyses of water samples.

DISPOSITION INSTRUCTIONS: Transfer to the Department of Environment and Natural Resources, Assistant Secretary for Environmental Protection, Division of Environmental Health after 1 year.

ITEM 1834. MICROBIOLOGY - PRIVATE WATER SUPPLY REPORTS FILE

Reports listing results of bacteriologic analyses of water supply systems. Name of property owner, county, address, test results, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 1835. ENVIRONMENTAL INORGANIC CHEMISTRY - PUBLIC WATER SUPPLY REPORTS FILE

Chemical analyses of water reports listing results of partial and complete chemical analyses of water samples, and potentially hazardous waste samples. Name of facility, county, address, test results, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 1836. ENVIRONMENTAL INORGANIC CHEMISTRY - PRIVATE WATER SUPPLY REPORTS FILE

Chemical analyses of water reports listing results of partial and complete chemical analyses of water samples for private water supply systems. Name of property owner, county, address, test results, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 1837. ENVIRONMENTAL INORGANIC CHEMISTRY - FLUORIDE REPORTS FILE

Reports listing results of analyses of water for fluoride content for towns, health departments, and pediatric and dental patients. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 1838. RADIATION SURVEILLANCE UNIT REPORTS FILE

Reports of analyses for radioisotope presence in environmental samples.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 9 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES**

ITEM 1840. ENVIRONMENTAL ORGANIC CHEMISTRY - INDUSTRIAL HYGIENE REPORTS FILE

Environmental Epidemiology reports and raw data listing industrial hygiene surveys in North Carolina. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2097. ENVIRONMENTAL ORGANIC CHEMISTRY - PESTICIDE REPORTS (PRIVATE AND PUBLIC WATER SUPPLIES) FILE

Reports and raw data listing pesticide results of water samples from private and public water supplies in North Carolina. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3485. ENVIRONMENTAL ORGANIC CHEMISTRY - PRIVATE AND PUBLIC WATER SUPPLY REPORTS FILE

Reports listing results of organic analyses of water from private and public water supplies in North Carolina. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3486. ENVIRONMENTAL ORGANIC CHEMISTRY - PESTICIDE REPORTS (PUBLIC WATER SUPPLIES) FILE

Reports listing pesticide results of water samples from public water supplies in North Carolina.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to Environmental Organic Chemistry - Pesticide Reports (Private and Public Water Supplies) File (Item 2097).

ITEM 3487. ENVIRONMENTAL ORGANIC CHEMISTRY - HAZARDOUS WASTE REPORTS AND RAW DATA FILE

Raw data and reports listing results of organic analyses of potentially hazardous wastewater samples from numerous sources. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 8423. MILK PROFICIENCY TESTING FILE

Records in paper and electronic formats, including e-mail, of correspondence and completed copies of Split Sample Reports and Proficiency Testing Performance Reports.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 4 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES**

ITEM 8424. LABORATORY CERTIFICATION - MILK LABORATORY FILE

Records in paper and electronic formats, including e-mail, concerning laboratory certification. File includes on-site evaluation reports, corrections and deviations information, letters and certificates for certification, and correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 4 years.

ITEM 8425. LABORATORY CERTIFICATION (OUT-OF-STATE WATER) AND SPECIAL WATER LABORATORIES FILE

Records listing reciprocal certification for out-of-state water laboratories and certification for special water laboratories.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 8426. LABORATORY CERTIFICATION - COUNTY HEALTH DEPARTMENTS WATER LABORATORIES FILE

Records concerning laboratory certification. File includes on-site evaluation reports, corrections and deviations information, letters and certificates for certification, and correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to Laboratory Certification-Commercial and Municipal Water Laboratories File (Item 8431).

ITEM 8428. CERTIFICATION - MUNICIPAL WATER LABORATORIES FILE

Records concerning laboratory certification. File includes on-site evaluation reports, corrections and deviations information, letters and certificates for certification, and correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to Laboratory Certification-Commercial and Municipal Water Laboratories File (Item 8431).

ITEM 8431. LABORATORY CERTIFICATION - COMMERCIAL AND MUNICIPAL WATER LABORATORIES FILE

Records in paper and electronic formats, including e-mail, concerning laboratory certification. File includes on-site evaluation reports, corrections and deviations information, letters and certificates for certification, and correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

ITEM 8432. ENVIRONMENTAL INORGANIC CHEMISTRY - HAZARDOUS WASTE REPORTS FILE

Reports listing results of inorganic analyses of potentially hazardous wastes and wastewater samples from numerous sources.

DISPOSITION INSTRUCTIONS: Records transferred to Environmental Inorganic Chemistry-Public Water Supply Reports File (Item 1835).

ITEM 8485. MICROBIOLOGICAL ANALYSES OF WATER REPORTS (FORM 1704) FILE

Records listing results of microscopic examinations and culture test analyses of water samples.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES**

ITEM 27420. ENVIRONMENTAL INORGANIC CHEMISTRY (RAW DATA) FILE

Records concerning inorganic parameters tested in water samples and hazardous waste samples. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into the Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 44323. ENVIRONMENTAL INORGANIC CHEMISTRY-LEAD INVESTIGATIONS AND RAW DATA REPORTS FILE

Reports and raw data listing lead results of samples from environmental lead investigations in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 9 additional years and then destroyed. Destroy records currently being held for agency in the State Records Center 10 years from date of record.

ITEM 44324. ENVIRONMENTAL SCIENCES-PRIVATE AND PUBLIC WATER SUPPLY DATABASE (ELECTRONIC) FILE

Electronic records concerning analyses of water samples for private and public water supply. Electronic file includes type of establishment, name of facility, name of property owner, name of county, address, date and time of collection, health department person, results of test, and other related data. (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

ITEM 47691. ENVIRONMENTAL RADIOCHEMISTRY, PUBLIC DRINKING WATER SUPPLY REPORTS FILE

Reports and raw data listing results of analyses for radioisotope presence in public drinking water samples in North Carolina. File includes name of individual facility, county, address, test results, date and time of collection, worksheets, logs, and final reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 7 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
LABORATORY IMPROVEMENT**

ITEM 8442. PROFICIENCY TESTING FILE

Records in paper and electronic formats, including e-mail, of individual test report forms, lists of participants, summary analyses, and correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years.

ITEM 8443. STOCK CULTURE REQUESTS FILE

Records concerning samples mailed by the Laboratory Improvement Branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 8444. TRAINING COURSES FOR LABORATORY PERSONNEL FILE

Records in paper and electronic formats, including e-mail, of correspondence, course manuals, lists of participants, and other related records concerning training courses offered by the branch.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years.

ITEM 8445. TRAINING COURSE CARDS FILE

Cards listing each training course attended by branch personnel. Information on cards includes locations of facilities and participants' names.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 8446. LABORATORY FILE

Quarterly newsletters published by the Laboratory Improvement Branch.

DISPOSITION INSTRUCTIONS: Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.8(b). Destroy in office remaining copies and related records when reference value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
MICROBIOLOGY**

ITEM 8448. ACTIVE POSITIVE TUBERCULOSIS FILE

Patient records containing copies of positive Mycobacterium Tuberculosis and other Mycobacteria reports forms and identification worksheets used to record test results. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the Inactive Tuberculosis File (Item 8449) after 10 years or when notified of death of patient or when patient is diagnosed as inactive.

ITEM 8449. INACTIVE TUBERCULOSIS FILE

Records transferred from the Active Tuberculosis File. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after date of test or when notified of death of patient.

ITEM 8450. SALMONELLA/SHIGELLA FILE

Positive laboratory reports listing each patient's name, provider information, and test results. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8451. TYPHOID CARRIERS FILE

Positive laboratory reports listing each patient's name, provider information, and test results. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8452. COMMUNICABLE DISEASE CONTROL (CDC) REPORTS FILE

Test results obtained from specimens sent by the Microbiology Section to CDC in Atlanta, Georgia, for diagnosis. (Results are used for reference by the branch staff.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8453. TUBERCULOSIS UNIT WORKSHEETS FILE

Copies of 3-weeks reading forms and 6-weeks reading forms used to record test results.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8454. TUBERCULOSIS LOG FILE

Log listing all specimens for tuberculosis testing received by the section.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8455. ANAEROBIC UNIT FILE

Anaerobic Unit worksheets and laboratory data cards used to record test results. File includes monthly reports.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8456. ENTERIC UNIT FILE

Enteric bacteriologic worksheets, monthly reports, and bacteriologic examination of food worksheet reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
MICROBIOLOGY**

ITEM 8457. MYCOLOGY UNIT FILE

Fungus laboratory data cards, yeast identification data cards, and monthly reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8458. PARASITOLOGY UNIT WORKSHEETS FILE

Monthly reports and parasitology log sheets.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8459. SPECIAL BACTERIOLOGY FILE

Special bacteriology laboratory data cards, microscopic worksheets, special bacteriology worksheets, and special bacteriology monthly reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8460. STREPTOCOCCUS/STAPHYLOCOCCUS FILE

Monthly reports concerning streptococcus/staphylococcus diseases.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8462. MICROBIOLOGY - SPECIAL REQUEST REPORTS FILE

Reports listing special requests test results.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
NEWBORN SCREENING/CLINICAL CHEMISTRY**

ITEM 1829. GALACTOSEMIA WORKSHEETS FILE

Reports listing Galactosemia test results. File includes dates of testing, test results, log sheets with dates of tests, types of specimens tested, quality control values, and other related information. Test results, dates tests were performed, dates information was entered into the computer, and names of data entry operators are entered into the Administration Branch, Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 1832. HEMOGLOBIN ELECTROPHORESIS REQUISITIONS FILE

Reports concerning hemoglobin electrophoresis. File includes dates of testing, patient demographic information, accession numbers, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8393. NEWBORN SCREENING SPECIMEN FORMS WITH FILTERS FILE

Specimen information forms with filters. File includes dates of receipt, demographic information on newborns, and accession numbers. Patients' names and addresses, race and sex designations, names of hospitals where patients were born, physicians' names, dates when specimens collected, hospital patient numbers, and other related data are entered into the Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. Forms are processed for health care providers and hospitals and contain specimen collection device. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8395. NEWBORN SERUM THYROID FUNCTION TESTS FILE

Records concerning newborn thyroid function tests. File includes log worksheets and cards with laboratory number and test results. Serum thyroid results, dates of testing, names of data entry operators, and data entry dates are entered into the Administration Branch, Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8398. IMMUNOHEMATOLOGY WORKSHEETS FILE

Worksheets listing patients by A, B, and O blood groups and by RH type. Worksheets include names of local health departments, patients' names, specimen numbers, and work results. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
NEWBORN SCREENING/CLINICAL CHEMISTRY**

ITEM 8400. HEMOGLOBIN CARDS FILE

Card index to Hemoglobin Electrophoresis Reports File (Item 1832). File includes patients' names and pertinent laboratory information. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments and 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8402. HEMOGLOBINOPATHY WORKSHEETS FILE

Worksheets used to record hemoglobinopathy test results. Test results, dates tests were performed, dates test results are entered into the computer, and names of data entry operators are entered into the Administration Branch, Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8404. BLOOD LEAD TEST REQUISITIONS FILE

Test requisitions listing patients' names and pertinent laboratory information. Patients' names and addresses, social security numbers, race and sex designations, dates specimens were collected, names of individuals submitting information, and other related data are entered into the Administration Branch, Blood Lead Database (Electronic) File (Item 37159) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments and 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 36126. HYPOTHYROID AND CONGENITAL ADRENAL HYPERPLASIA (CAH) WORKSHEETS FILE

Reports listing Neonatal T4, TSH, and CAH test results. Test results, dates tests were performed, names of data entry operators, and data entry dates are entered into the Administration Branch, Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 36127. URIDYL TRANSFERASE WORKSHEETS FILE

Reports listing Uridyl Transferase test results. File includes dates of testing, test results, log sheets with dates of tests, types of specimens tested, quality control values, and other related information. Test results, dates tests were performed, dates information was entered into computer, and names of data entry operators are entered into the Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
NEWBORN SCREENING/CLINICAL CHEMISTRY**

ITEM 36608. NEWBORN SCREENING (MICROFICHE) FILE

Microfiche concerning newborn screening tests. Microfiche includes accession numbers, newborn screening test results, and patient demographics. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (Microfiche is produced by commercial vendor.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36609. BLOOD LEAD WORKSHEETS FILE

Worksheets concerning blood lead cases. File includes results of blood lead testing. Testing dates, names of data entry operators, and other related data are entered into the Administration Branch, Blood Lead Database (Electronic) File (Item 37159) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 37159. BLOOD LEAD DATABASE (ELECTRONIC) FILE

Electronic records concerning blood lead testing. Electronic file includes test results, laboratory numbers, dates blood tests were performed, names of data entry operators, data entry dates, and other related data. (File maintenance and backup procedures are conducted by the Division of Public Health, Information Technology.) (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services and local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 37160. BLOOD LEAD (PRINTOUT) FILE

Computer generated printouts concerning blood lead testing. File includes test results, laboratory numbers, dates when blood tests were performed, names of data entry operators, data entry dates, and other related data. (Printout is generated from Blood Lead Database (Electronic) File, (Item 37159.) (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 month.

ITEM 37161. NEWBORN SCREENING DATABASE (ELECTRONIC) FILE

Electronic records concerning newborn screening tests. Electronic file includes names and addresses of patients, names of hospitals where patients were born, test results, hospital patient numbers, dates tests were performed, names of data entry operators, dates of data entry, and other related data. (File maintenance and backup procedures are conducted by the Division of Public Health, Information Technology.) (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 37162. NEWBORN SCREENING DEMOGRAPHIC ENTRY (PRINTOUT) FILE

Computer generated printouts concerning newborn screening tests. File includes names and addresses of patients, dates of tests, patient numbers, and other related information. (Printout is generated from the Newborn Screening Database (Electronic) File (Item 37161). (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 month.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
NEWBORN SCREENING/CLINICAL CHEMISTRY**

ITEM 37163. URIDYL TRANSFERASE AND PHOSPHOGLUCOMUTASE (PGM) WORKSHEETS FILE

Reports listing uridyl transferase and phosphoglucomutase simultaneous assay results. File includes dates of testing, test results, log sheets with dates of tests, types of specimens tested, quality control values, and other related information. Test results, dates tests were performed, dates information was entered into the computer, and names of data entry operators are entered into the Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 37169. SERUM THYROID FUNCTION TESTS FILE

Records concerning serum thyroid function tests submitted by county health departments across North Carolina. File includes log worksheets, cards including laboratory identification numbers and test results, and reference copies of serum thyroid function reports. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46094. AMINO ACID AND ACYLCARNITINE WORKSHEETS FILE

Reports listing amino acid and acylcarnitine profile test results. File includes testing dates, test results, log sheets with test dates, types of specimens tested, quality control values, and other related records. Test results, dates tests were performed, dates information was entered into the database, and names of data entry operators are entered into the Newborn Screening Database (Electronic) File (Item 37161) immediately upon receipt and routinely updated. (Comply with applicable provisions of G.S. 130A-12 and 130A-212 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 46095. NEWBORN SCREENING CERTIFIED MAIL RETURN RECEIPT CARDS FILE

Records in paper and electronic formats concerning certified mail return receipts. File includes documentation of status of certified mail.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
VIROLOGY/SEROLOGY**

ITEM 1842. SPECIAL SEROLOGY REPORTS FILE

Reports concerning non-syphilis serology. Reports include patient's name, date of birth, county, submitter, results, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 1843. RUBELLA IMMUNE STATUS SEROLOGY FILE

Reports concerning rubella immune status serology. Reports include patient's name, date of birth, county, submitter, results, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently being held in the State Records Center 5 years from date of records.

ITEM 1844. SYPHILIS SEROLOGY SCREENING TEST FILE

Reports concerning syphilis serology screening test. Reports include patient's name, date of birth, county, submitter, results, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently held in the State Records Center 5 years from date of records.

ITEM 1845. SYPHILIS SEROLOGY CONFIRMATORY TEST FILE

Reports concerning confirmation and results of syphilis screening test. Reports include patient's name, date of birth, county, submitter, results, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently held in the State Records Center 5 years from date of records.

ITEM 1846. RABIES REPORTS FILE

Reports concerning rabies. Reports include lab number, type of animal, date received, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 1847. SYPHILIS SEROLOGY INDEX CARDS FILE

Cards used to cross-reference numerical patient records stored in the State Records Center. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
VIROLOGY/SEROLOGY**

ITEM 8467. VIRAL CULTURE FORM FILE

Reports concerning patient results received from county health department's whose specimens were submitted to the Virology/Serology Branch for viral culture detection. Reports include patient's name, date of birth, clinic and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 8468. HUMAN IMMUNODEFICIENCY VIRUS (HIV) FILE

Requisition slips submitted to the State Laboratory of Public Health with specimens to be tested for HIV antibodies. File includes patient's identification number, site location number, race, sex, collection dates, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently in the State Records Center 5 years from date of records.

ITEM 8469. ADMINISTRATIVE FILE

Records concerning the administration of the office. File includes correspondence, memorandums, policies, procedures, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 8470. MONTHLY REPORTS FILE

Total tabulation results of specimens, examinations, workloads, and performance indicators.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8471. PERSONNEL FILE

Records concerning office personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 8472. WORKSHEETS FILE

Records used to document results of tests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8473. QUALITY ASSURANCE FILE

Test control results for Clinical Laboratory Improvement Amendments (CLIA). File includes lab number, date tested, date received, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8474. SPECIMEN LOG SHEETS FILE

Entry sheets listing numbers assigned to specimens and test requests. File includes special serology, viral culture, and rabies entry sheets.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
VIROLOGY/SEROLOGY**

ITEM 8475. SURVEILLANCE REPORTS FILE

Reports concerning influenza surveillance data, enterovirus surveillance data, and encephalitis surveillance data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8476. CENTERS FOR DISEASE CONTROL (CDC) SPECIMEN RECEIPT LOG FILE

Listings of all specimens received by CDC facilities from the North Carolina State Laboratory of Public Health.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 30693. CHLAMYDIA/GONORRHEA DETECTION PATIENT RECORDS FILE

Submission forms received from health departments requesting Chlamydia/GC detection tests. Reports include patient's name, date of birth, social security number, and other related data. Information is entered into the Chlamydia/GC Detection Patient Records Database (Electronic) File (Item 44502). (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases, 5 USC Section 552a, and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently held in the State Records Center 5 years from date of records.

ITEM 30694. HEPATITIS SEROLOGY PATIENT RECORDS FILE

Submission forms received from health departments requesting serological tests for hepatitis. Reports include patient's name, date of birth, social security number, and other related data. Information is entered into the Hepatitis Serology Patient Records Database (Electronic) File (Item 44504). (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases, 5 USC Section 552a, and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently held in the State Records Center 5 years from date of records.

ITEM 44317. HUMAN IMMUNODEFICIENCY VIRUS (HIV) SEROLOGY PATIENT RECORDS DATABASE (ELECTRONIC) FILE.

Electronic records concerning serological test needs for HIV serology. Electronic file includes patient's identification number, site location number, race, sex, collection date, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

ITEM 44501. CEREBROSPINAL FLUID (CSF) SYPHILIS SEROLOGY FILE

Reports concerning syphilis results of spinal fluid samples. Reports include patient's name, date of birth, social security number, test results, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases, 5 USC Section 552a, and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY OF PUBLIC HEALTH
VIROLOGY/SEROLOGY**

ITEM 44502. CHLAMYDIA ANTIGEN DETECTION PATIENT RECORDS DATABASE (ELECTRONIC) FILE

Electronic records concerning listings of chlamydia reports. Electronic file includes patient's name, social security number, county, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases, 5 USC Section 552a, and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

ITEM 44503. DIRECT FLUORESCENT ANTIBODY TEST FOR TREPONEMA PALLIDUM FILE

Reports received from health departments for syphilis test. Reports include patient's name, date of birth, social security number, results, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases, 5 USC Section 552a, and G.S.132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 44504. HEPATITIS SEROLOGY PATIENT RECORDS DATABASE (ELECTRONIC) FILE

Electronic records concerning serological test needs for hepatitis serology. Electronic file includes name of health department, patient's name, social security number, Medicaid number, date of birth, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of records concerning individuals with communicable diseases, 5 USC Section 552a, and G.S.132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

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

ITEM 46101. WESTERN NORTH CAROLINA HOSPITAL PERSONNEL JACKETS (INACTIVE) FILE

Official records with all information transferred from the Active Personnel File. Records no longer being created. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 4-26-02

DISPOSITION INSTRUCTIONS: Destroy records currently held in the State Records Center 25 years from date received.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
OFFICE OF THE STATE HEALTH DIRECTOR**

ITEM 7910. STATE HEALTH DIRECTOR FILE

Reference copies of directives, administrative memorandums, correspondence with various sections, and Central Management Team meeting records concerning the State Health Director.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 30264. DIRECTOR'S REFERENCE FILE

Records maintained by the Director for reference purposes. File includes informational bulletins and publications from local health departments and the National Center for Health Education.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 30265. AUDIOVISUAL (AV) PRODUCTIONS FILE

Records concerning AV productions undertaken by the office. File includes scripts, production notes, talent release forms, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office all records immediately.

ITEM 30266. AUDIOVISUAL (AV) REQUESTS FILE

Requests for assistance with AV work. File also includes rate schedules and lists of fees charged by different AV companies.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office all records immediately.

ITEM 30270. PUBLIC HEALTH MONTH COMMITTEE FILE

Records concerning the Public Health Month Committee. File includes listings of members, correspondence, meeting minutes, listings of recommendations passed by the committee, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer all records to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 30272. ARTWORK AND TYPESETTING FILE

Artwork and typesetting masters which are used in health education-related publications prepared by the unit.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office all records immediately.

ITEM 30273. EDUCATIONAL RESOURCES COMMITTEE FILE

Records concerning the committee which meets monthly to review proposed educational materials. File includes listings of members, meeting minutes, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer all records to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 30274. CORRESPONDENCE FILE

Correspondence to and from the office concerning its activities and projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer all records to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 30275. GRAPHICS (ELECTRONIC) FILE

Electronic records used to generate graphic designs for publications. Graphic designs created using Adobe Illustrator, Aldus Freehand, and other related software programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office all records immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
OFFICE OF THE STATE HEALTH DIRECTOR
OFFICE OF LEGAL AND REGULATORY AFFAIRS**

ITEM 1764. MINUTES FILE

Official minutes of meetings of the Commission for Public Health. File also includes audio tape records of meetings of the Commission. (Records transferred from Office of the Secretary, Office of General Counsel.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed governing board minutes to the State Records Center after 1 year to be imaged. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed in the State Records Center after imaging. Retain signed (original) governing board minutes in office permanently.

ITEM 7916. CORRESPONDENCE, REPORTS, AND MINUTES FILE

Records in paper and electronic formats, including e-mail, of correspondence and reports created or received by the Office of Legal and Regulatory Affairs. File includes minutes of staff meetings, the secretary's daily working files, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ORAL HEALTH SECTION**

ITEM 1784. ORAL HEALTH SECTION PROGRAM FILE

Records in paper and electronic formats, including e-mail, of correspondence, memorandums, and reference copies of research information (including grant information) concerning the Oral Health Section's programs and related programs in other sections in the Division of Public Health.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records 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.

ITEM 1785. NORTH CAROLINA DENTAL SOCIETY FILE

Records in paper and electronic formats, including e-mail, of correspondence, speeches, and committee information concerning programs which are a joint effort of the North Carolina Dental Society and the Oral Health Section.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer immediately to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 8362. RESEARCH MATERIALS FILE

Records in paper and electronic formats, including e-mail, of correspondence, memorandums, and reference copies of research information concerning the Oral Health Section's Preventive Dentistry Program, the Frank Law Report, and the Fulton-Hughes Study.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer immediately to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 8363. ASSOCIATIONS AND SOCIETIES FILE

Records in paper and electronic formats, including e-mail, of correspondence and reference copies of information from various dental health organizations which the Oral Health Section is associated. File includes information concerning the Association of State and Territorial Dental Directors, N.C. Public Health Association, and the North Carolina Dental Society.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 10 years.

ITEM 8365. NORTH CAROLINA COMMITTEE FOR DENTAL HEALTH FILE

Minutes, correspondence, and memorandums of the committee.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8366. RESOURCE FILE

Publications, newsletters, newspaper clippings, and dental health publications from other states. File includes other information of interest to the Oral Health Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8367. COMMUNITY FLUORIDATION FILE

Correspondence and memorandums concerning the fluoridation programs in local communities. File includes Sanitary Engineering Section's approval letters; fluoridation agreements and financial aid agreements between communities and the Division of Public Health; and community surveillance reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ORAL HEALTH SECTION**

ITEM 8368. SCHOOLS FLUORIDATION FILE

Correspondence, memorandums, fluoridation agreements, and financial agreements concerning schools that have their own water supplies and fluoridation systems. File includes school surveillance reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8369. COUNTY FILE

Records in paper and electronic formats, including e-mail, of correspondence and memorandums between the Oral Health Section and county health departments. File includes quarterly progress reports and field trip reports.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office after 10 years.

ITEM 8370. WEEKLY REPORTS OF DENTAL SERVICES FILE

Weekly reports of dental services provided by dentists and hygienists. Reports include information concerning all dental care services rendered and job-related meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 8371. DENTAL SERVICES QUARTERLY SUMMARY REPORT FILE

Dental Services Quarterly Summary Reports submitted to the section.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8372. DENTAL EQUIPMENT/SUPPLY FILE

Records concerning equipment issued by the section to Oral Health Section dentists and public health hygienists.

DISPOSITION INSTRUCTIONS: Destroy in office when equipment is returned.

ITEM 48678. ORAL HEALTH ASSESSMENT DATABASE (ELECTRONIC) FILE

Electronic records of Completed School Calibrated Dental Assessment forms received from state and local public health dental hygienists. Electronic file includes number of students enrolled, number of students screened, number of teeth filled and missing, number of teeth with untreated decay, number of children with no untreated decay and no treatment, and number of students with untreated decay for Kindergarten students. Data is entered into the database from the Community Fluoridation File (Item 8367) and the Schools Fluoridation File (Item 8368). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
ADMINISTRATIVE**

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 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. 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, 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: Retain in office permanently.

ITEM 31381. FRAUD FILE

Records in paper and electronic formats, including e-mail, 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: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. 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 recaptulations of services provided to legislators, Governors, and administrators after 10 years.

ITEM 31396. SECTION CORRESPONDENCE FILE

Correspondence sent or received by the office concerning the administration of the section.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. 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 in paper and electronic formats, including e-mail, 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, 5 USC Section 552a, and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
CENTRAL FILES**

ITEM 1802. CERTIFICATES OF LIVE BIRTH FILE

Official paper and microfilmed copies of certificates of birth for each individual born in the state. Each certificate lists date and place of birth, sex, name(s) of parent(s), and other related information. Data is entered into the Vital Records Automated System (VRAS) Database (Electronic) File, Item 49486. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Destroy in office confidential health information after statistical processing. Microfilm in agency remaining records to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault. A duplicate copy of microfilm will be retained in the agency permanently. Transfer microfilmed original certificates to the State Records Center after 100 years for immediate transfer to the custody of the State Archives.

ITEM 1803. REPORTS OF FETAL DEATH FILE

Reports concerning fetal deaths reported in each county. Each report lists name, sex, place of birth, cause of deaths, name(s) of parent(s), and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center records dated prior to July 1979 after 25 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 subsequent records after 2 years.

ITEM 1804. CERTIFICATES OF DEATH FILE

Official paper and microfilmed copies of certificates of death for each individual who died in the state. Each certificate lists name of deceased, place of death, place of burial or removal, cause of death, and other related information. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault. A duplicate copy of microfilm will be retained in the agency permanently. Transfer microfilmed original certificates to the State Records Center after 25 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the State Archives.

ITEM 4022. DELAYED CERTIFICATE OF BIRTH FILE

Official certificate of birth for each individual born in the state whose certificate was prepared one year or later after birth. Each certificate lists name, date, place of birth, name(s) of parent(s), and list of evidence submitted. Data is entered into the Vital Records Automated System (VRAS) Database (Electronic) File, Item 49486. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault. A duplicate copy of microfilm will be retained in agency permanently. Transfer microfilmed original certificates to the State Records Center 100 years after the official date recorded on the cover of the birth book for immediate transfer to the custody of the State Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
CENTRAL FILES**

ITEM 8334. INDEX TO CERTIFICATES OF LIVE BIRTH FILE

Birth certificate indices maintained on microfiche and electronic formats. File also includes printouts providing current listings of certificates of live births. These indices include reference to Certificates of Live Birth File (Item 1802). (Comply with applicable provisions of G.S.48-9-102 regarding the confidentiality of records and disclosure of information.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in agency for reference use. Transfer original copy (silver-halide) of microfiche to an off-site location for security storage. Destroy in office microfiche and printouts when superseded or obsolete. Destroy in office electronic records when superseded or obsolete.

ITEM 8335. CERTIFICATES OF BIRTHS AND DEATHS OCCURRING OUTSIDE OF NORTH CAROLINA FILE

Duplicate copies of birth and death certificates recording births and deaths of North Carolinians occurring out-of-state. Information is provided by other states for statistical purposes and to cross-index births and deaths.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 8340. INDEX TO DELAYED CERTIFICATE OF BIRTH FILE

Microfiche and printout indices of delayed births. Indices include reference to Delayed Certificate of Birth File (Item 4022). File is maintained separately from Index to Certificates of Live Birth File (Item 8334). (Comply with applicable provisions of G.S.130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in the agency permanently. Transfer original copy (silver-halide) of microfiche to the State Records Center when Delayed Certificate of Birth File (Item 4022) is transferred for immediate transfer to the custody of the Archives. Microfilmed paper records will be destroyed in office when superseded or obsolete.

ITEM 8342. INDEX TO CERTIFICATES OF DEATH FILE

Indices on microfiche and printouts listing deaths of individuals who died in the state. Indices include reference to Certificates of Death File (Item 1804). (Comply with applicable provisions of G.S.130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in the agency permanently. Transfer original copy (silver-halide) of microfiche to the State Records Center when Certificate of Death File (Item 1804) is transferred for immediate transfer to the custody of Archives. Microfilmed paper records will be destroyed in office when superseded or obsolete.

ITEM 8343. DIVORCE RECORDS FILE

Records concerning divorces reported in the state. File includes copies of individual certificates of divorce and listings of divorces by county. (Original records are maintained in the counties.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Destroy in office microfilmed paper records after all quality control procedures have been completed. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault. A duplicate copy of microfilm will be retained in the agency and destroyed in office when reference value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
CENTRAL FILES**

ITEM 8344. REGISTRARS' REPORT SHEETS FILE

List of monthly reports on births and deaths that are made by county registrars and sent to the branch. Reference to Report Sheets (Birth and Death) File (Item 31366).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 8345. LICENSES AND CERTIFICATES OF MARRIAGE FILE

Copies of licenses and certificates of marriages listing names of brides and grooms, license numbers, dates of marriages, counties in which married, parents' names, and other related data. (Original records are maintained in the counties.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault. Destroy in office microfilmed paper records after all quality control procedures have been completed. A duplicate copy of microfilm will be retained in the agency and destroyed in office when administrative value ends. Destroy paper records currently held in the State Records Center immediately.

ITEM 8346. INDEX TO LICENSES AND CERTIFICATES OF MARRIAGE FILE

Index to licenses and certificates of marriage stored on microfiche. Indices include reference to Licenses and Certificates of Marriage File (Item 8345).

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in the agency permanently. Transfer original copy (silver-halide) of microfiche to the State Records Center when Licenses and Certificates of Marriages File (Item 8345) is transferred for immediate transfer to the custody of the Archives.

ITEM 8347. MONTHLY LISTINGS OF DIVORCES GRANTED FILE

Records concerning divorces recorded in each county each month. Each list provides information regarding plaintiffs and defendants, residences, types of divorces, grounds for divorces, numbers of minor children, dates of decrees, and judgment docket numbers. (Records no longer created.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault. A duplicate copy of microfilm will be retained in the agency permanently. Destroy in office microfilmed paper records after all quality control procedures have been completed.

ITEM 8348. INDEX TO DIVORCES FILE

Microfiche index of divorces recorded in Vital Records. Indices include reference to Divorce Records File (Item 8343).

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in the agency permanently. Transfer original copy (silver-halide) of microfiche to the State Records Center when Monthly Listings of Divorces Granted File (Item 8343) is transferred for immediate transfer to the custody of the Archives.

ITEM 8349. REPORT SHEETS (MARRIAGE AND DIVORCE) FILE

Reports of marriages and divorces used to compile monthly reports. Each report lists numbers of marriages and divorces reported by each county.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
CENTRAL FILES**

ITEM 31366. REPORT SHEETS (BIRTHS AND DEATHS) FILE

Reports listing the number of births and deaths received from each county registrar.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 31367. CUSTOMER REQUESTS FILE

Records in paper and electronic formats, including e-mail, of requests for copies of vital records. File includes correspondence, accounting receipts, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining correspondence received without payments after 1 year. Destroy in office accounting receipts when released from all audits. Destroy in office remaining records after 2 years.

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.

ITEM 31434. REPORTS OF FETAL DEATH FILE

Reports of fetal deaths received from each county.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 31446. PROCESSED PATERNITY COURT ORDERS FILE

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

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 41182. RECORDS VITAL (RV) DATABASE (ELECTRONIC) FILE

Electronic records concerning birth records. This database indexes original and microfilm copies of North Carolina Birth Certificates (Item 1802). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.) (Comply with applicable provisions of G.S. 48-9-107c,d, and 130A-93a regarding confidentiality of information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

ITEM 41183. RECORDS VITAL SYSTEM (RVS) DATABASE (ELECTRONIC) FILE

Electronic records concerning birth records. This database indexes of original North Carolina Birth Certificates (Item 1802), and produces certified copies of birth certificates. (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.) (Comply with applicable provisions of G.S. 48-9-107c, d, and 130A-93a regarding confidentiality of information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
CENTRAL FILES**

ITEM 46547. BELATED CERTIFICATES OF DEATH FILE

Official bound paper and microfilmed copies of certificates of death for each individual who died in the state. Certificates list name of deceased, place of death, place of burial or removal, cause of death, and other related information. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards and guidelines as issued by the Division of Historical Resources after all reviews and statistical processing have been completed. Transfer original copy (silver-halide) of microfilm to the State Records Center for permanent storage in the State Archives vault. A duplicate copy of microfilm will be retained in the agency permanently. Transfer microfilmed original certificates to the State Records Center after 25 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the State Archives.

ITEM 48509. INDEX TO DIVORCE RECORDS AND LICENSES AND CERTIFICATES OF MARRIAGE DATABASE (ELECTRONIC) FILE

Electronic index to Divorce Records (Item 8343) and Licenses and Certificates of Marriage (Item 8345). Electronic file includes index entries of Divorce Records (1958 to present) and Licenses and Certificates of Marriage (1962 to present) in order to identify and locate original paper versions and microfilm copies. (Comply with applicable provisions of G.S. 130A-93 regarding the confidentiality of information and eligibility for receipt of certified copies.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 48510. CERTIFICATES OF FOREIGN BIRTH FILE

Records in paper and microfilm formats concerning certificates of children of foreign birth who have been adopted. File includes names of children and parents, dates and places of birth, genders of children, and other related information. Certificates are from 1972 to present. (Comply with applicable provisions of G.S. 130A-108, G.S. 48-9-107, and 48-9-102 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 48511. DELAYED CERTIFICATES OF BIRTH DATABASE (ELECTRONIC) FILE

Electronic records concerning index to delayed birth records in order to locate records. Electronic file includes entries of delayed certificates of birth from 1930 to present. Data is entered into this database from the Delayed Certificate of Birth File, Item 4022. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 48512. NORTH CAROLINA DEATH INDEX DATABASE (ELECTRONIC) FILE

Electronic records concerning index for locating the hard copy of death records. Electronic file includes entries of individual death records. Data is entered into this database from the Certificates of Death File, Item 1804. (Comply with applicable provisions of G.S. 130A-93 regarding the confidentiality of information and eligibility for receipt of certified copies.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
CENTRAL FILES**

ITEM 48513. NORTH CAROLINA FETAL DEATH INDEX DATABASE (ELECTRONIC) FILE

Electronic records concerning fetal deaths index in order to locate hard copy of death records. Electronic file includes entries of individual fetal death records. Data is entered into this database from the Reports of Fetal Death File, Item 1803. (Comply with applicable provisions of G.S. 130A-93 regarding the confidentiality of information and eligibility for receipt of certified copies.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 48517. ELECTRONIC BIRTH CERTIFICATE (EBC) DATABASE (ELECTRONIC) FILE

Electronic records concerning a birth data system that enables birthing facilities in the state to register birth certificates electronically with Vital Records. Electronic file includes names, dates and places of birth, genders, name(s) of parent(s), and other related data. (Comply with applicable provisions of G.S. 130A-93 regarding the confidentiality of information and eligibility for receipt of certified copies.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Records Transferred to Vital Records Automated System (VRAS) Database (Electronic) File, Item 49486.

ITEM 49486. VITAL RECORDS AUTOMATED SYSTEM (VRAS) DATABASE (ELECTRONIC) FILE

Electronic records concerning birth certificates and fetal deaths. Electronic file includes each child's name, date of birth, names of parents, volume and page numbers of birth certificates, and other related data. (Comply with applicable provisions of G.S. 130A-93 regarding confidentiality of information and eligibility for receipt of certified copies.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
COMMUNICATIONS**

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 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 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 31428. WRITTEN VERIFICATION FILE

Records in paper and electronic formats, including e-mail, of correspondence concerning verifications of eligibility for certified copies of vital records, clarification of information requested, and other related topics.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
CUSTOMER SERVICE**

ITEM 48504. MEDICAID REQUESTS TRACKING DATABASE (ELECTRONIC) FILE

Electronic records concerning Medicaid requests for certificates and services provided by Vital Records. Electronic file includes requests and production data. (Comply with applicable provisions of G.S. 130A-93 and G.S. 48-9-107 regarding the confidentiality of disclosure of information and eligibility for receipt of certified copies.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

ITEM 48506. AUTOMATED COLLECTIONS AND TRACKING SYSTEM (ACTS) DATABASE (ELECTRONIC) FILE

Electronic records concerning the Division of Social Services, Child Support Enforcement's Automated Collections and Tracking System (ACTS) for requests for certificates and services provided by Vital Records. Electronic file includes requests and production data. (Comply with applicable provisions of G.S. 130A-93 and G.S. 48-9-107 regarding the confidentiality of disclosure of information and eligibility for receipt of certified copies.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
MEDICAL CODING**

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 used for statistical purposes and for matching with appropriate birth certificates.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years or 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 used for matching proper cause-of-death listed on the appropriate death certificate.)

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
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
RECORDS PROCESSING**

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

Records in paper and electronic formats, including e-mail, of correspondence to mothers requesting information omitted from birth certificates (usually the father's name).

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 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 used for statistical purposes only.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
SPECIAL REGISTRATIONS**

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 include names of adoptive parents, court orders of legitimation and sex change, and other related records. (Comply with applicable provisions of G.S. 48-9-105, 48-9-107, 48-9-102, and 130A-118(e) regarding confidentiality of information and maintenance of adoption records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8332. INDEX CARDS TO ADOPTIONS AND LEGITIMATIONS FILE

Index of adoptions and legitimations processed by Vital Records. Information in index includes each child's name, names of adoptive parents, court order number, volume and page number of birth certificates, and other entries regarding adoptions and legitimations (see Item 8331). (Comply with applicable provisions of G.S. 48-9-107 and 130A-118 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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 North Carolina resident death certificates received from other states, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after death records are matched with birth records.

ITEM 31405. NAME CHANGES FILE

Records concerning changes of names on birth, death, marriage, and divorce certificates. File includes pending court orders to be processed.

DISPOSITION INSTRUCTIONS: Destroy in office after death court orders are processed on applicable certificates.

ITEM 31406. REGISTERS OF DEEDS CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of 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: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office accounting information when released from all audits. Destroy in office remaining records after 3 years.

ITEM 31436. INCOMPLETE ADOPTION FILE

Records in paper and electronic formats, including e-mail, concerning each pending or incomplete adoption. File includes court orders, correspondence, receipts, and other related records. (Comply with applicable provisions of G.S. 48-9-105, 48-9-107, and 48-9-102 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
SPECIAL REGISTRATIONS**

ITEM 31438. NORTH CAROLINA ADOPTION CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence concerning in-state adoptions. (Comply with applicable provisions of G.S. 48-9-105, 48-9-102, and 48-9-107 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after adoption has been processed.

ITEM 31439. NORTH CAROLINA PENDING ADOPTION ORDERS FILE

Records in paper and electronic formats, including e-mail, of pending orders for in-state adoptions and related correspondence. (Comply with applicable provisions of G.S. 48-9-105, 48-9-107, and 48-9-102 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. 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

Records in paper and electronic formats, including e-mail, of correspondence concerning out-of-state adoptions. (Comply with applicable provisions of G.S. 48-9-105, 48-9-107, and 48-9-102 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to Sealed Adoption, Legitimation, and Sex Changes File (Item 8331) after adoption has been processed.

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

Records in paper and electronic formats, including e-mail, of pending orders for out-of-state adoptions and related correspondence. (Comply with applicable provisions of G.S. 48-9-105, 48-9-107, and 48-9-102 regarding confidentiality of adoption records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. 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

Records in paper and electronic formats, including e-mail, of correspondence concerning the recording of paternity on birth certificates in accordance with the applicable provisions of G.S. 130A-119 and Administrative Procedures T10: 07G .0804.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
SPECIAL REGISTRATIONS**

ITEM 31443. PENDING LEGITIMATIONS FILE

Records in paper and electronic formats, including e-mail, of correspondence concerning legitimations of births processed in accordance with the applicable provisions of G.S. 49-10, 49-12, and 49-13.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer records concerning completed legitimations to Processed Legitimations File (Item 31445) after legal requirements are completed. Destroy in office records concerning incomplete 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 applicable 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 applicable 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

Records in paper and electronic formats, including e-mail, of correspondence concerning the preparation of new birth certificates in accordance with the applicable provisions of G.S. 130A-118(b) (4) reflecting gender changes due to sex reassignment surgery.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. 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 incomplete requests for birth certificate gender changes after 2 years.

ITEM 31448. SEX CHANGES INDEX FILE

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

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 31449. OTHER SPECIAL REGISTRANTS INDEX FILE

Index of birth certificates issued to other special registrants in accordance with the applicable 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
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
SPECIAL REGISTRATIONS**

**ITEM 48502. NORTH CAROLINA VITAL RECORDS ADOPTION TRACKING DATABASE
(ELECTRONIC) FILE**

Electronic records concerning adoption birth certificates. Electronic file includes status of pending adoption orders and index. (Comply with applicable provisions of G.S. 48-9-107 and G.S. 130A-93 regarding the confidentiality of disclosure of information.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

ITEM 48503. LEGITIMATION TRACKING DATABASE (ELECTRONIC) FILE

Electronic records concerning pending legitimation requests. Electronic file includes status of pending legitimation orders, affidavits, and index to locate requests. (Comply with applicable provisions of G.S. 130A-93 regarding the confidentiality vital records.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
VITAL RECORDS
SPECIAL SERVICES**

ITEM 31410. RETURNED CERTIFICATES FILE

Records in paper and electronic formats, including e-mail, of certified and uncertified copies of birth, death, marriage, and divorce certificates returned by the U.S. Postal Service. File includes related correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office immediately certificates returned by the U.S. Postal Service. Destroy in office remaining correspondence after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILD NUTRITION PROGRAMS (CACFP AND SFSP)**

ITEM 35877. CHILD AND ADULT CARE FOOD PROGRAM FILE

Records concerning federal food service programs for each sponsor (kindergarten, adult day care centers, and other qualified groups). File includes copies of Child Care Food Program Claim for Reimbursement forms, Cash Receipts and Disbursements Journal forms, applications for participation forms, and administrative budget forms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 35888. SUMMER FOOD SERVICE PROGRAM FILE

Records concerning federal food service programs for sponsors (adult day care centers, and other qualified groups) of summer feedings. File includes reimbursement claim forms, site approval forms, sponsor questionnaires, visitation certification forms, and monitoring visitation reporting forms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 36036. REVIEW TRACKING SYSTEM ELECTRONIC (DATABASE) FILE

Electronic records concerning the evaluation of food service operations within each child and adult care programs, and summer programs. Electronic file includes child and adult care programs, and summer programs sponsors' identification numbers, review codes, dates of reviews, and other related data.

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 4 years.

ITEM 44207. REVIEW TRACKING SYSTEM (PRINTOUTS) FILE

Computer generated printouts produced from Review Tracking System Database (Electronic) File (Item 36036). Printouts list local education agency sponsor numbers, school identification numbers, review codes, dates of reviews, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after audit has been closed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
ASHEVILLE**

ITEM 36965. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 36969. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-BOONE**

ITEM 36980. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 36984. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
CENTRAL OFFICE**

ITEM 8224. DEVELOPMENTAL EVALUATION CENTERS BUDGET FILE

Contracts, leases, memorandums of understanding, travel reimbursement forms, correspondence, and budget information concerning each Developmental Evaluation Center.

DISPOSITION INSTRUCTIONS: Transfer contracts to Contracts File (Item 36947) immediately. Transfer leases to Leases File (Item 36951) immediately. Transfer memorandums of understanding to Memorandums of Understanding File (Item 36953) immediately. Transfer travel reimbursements forms to Travel Reimbursement File (Item 36959) immediately. Transfer remaining records to Budget File (Item 36945) immediately.

ITEM 8284. ADMINISTRATIVE FILE

Records concerning the administration or operation of Developmental Evaluation Centers. File includes financial, personal, legal, office administration, and public relations records. (Official copies of all records are maintained by the State Health Director.)

DISPOSITION INSTRUCTIONS: Transfer financial records to Budget File (Item 36945) immediately. Transfer personnel records to Personnel File (Item 36955) immediately. Transfer legal records to Contracts File (Item 36947) immediately. Transfer office administration records to Policies and Procedures File (Item 36956) immediately. Transfer public relations records to Development Evaluation Program Resource (Reference) File (Item 8225) immediately.

ITEM 36946. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of developmental evaluation center clients. Forms include names of clients, dates of birth, race, descriptions of types of services provided by the center, accounting histories, and other related information. Names of clients, descriptions of types of services provided, accounting histories, and other related information are entered into the Health Services Information System Database (Electronic) File (Item 36949) monthly. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into computer and quality control procedures are completed.

ITEM 36949. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of each developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, descriptions of types of services provided by the center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 36950. HEALTH SERVICES INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by each developmental evaluation center to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the center. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
CENTRAL OFFICE**

ITEM 36954. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
CONCORD**

ITEM 36995. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 36999. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
DURHAM**

ITEM 37010. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37014. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
FAYETTEVILLE**

ITEM 37025. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37029. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
GREENSBORO**

ITEM 37040. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37044. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
MORGANTON (AND HICKORY)**

ITEM 37055. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37059. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-NEW
BERN**

ITEM 37070. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37074. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
RALEIGH**

ITEM 37085. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37089. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-ROCKY
MOUNT**

ITEM 37100. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37104. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
SHELBY**

ITEM 37115. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37119. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
WADESBORO**

ITEM 37130. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37134. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN AND YOUTH BRANCH
SPECIALIZED SERVICES UNIT/DEVELOPMENTAL EVALUATION CENTER-
WILMINGTON**

ITEM 37140. BUDGET FILE

Reference copies of records concerning the developmental evaluation center's budgets. File includes budget reports, budget expansion requests, budget proposals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after each biennium.

ITEM 37145. HEALTH SERVICES INFORMATION SYSTEM DATABASE (ELECTRONIC) FILE

Electronic records concerning clinical, financial, and demographic profiles of the developmental evaluation center's clients. Electronic file includes names of clients, dates of birth, race, description of types of services provided by the developmental evaluation center, accounting histories, and other related information. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Administrative, Local and Community Support Section, Health Information System (HIS) Database (Electronic) File, Item 48541.

ITEM 37149. MINUTES FILE

Reference copies of minutes received from various organizations and associations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN'S HEALTH SERVICES
ADMINISTRATION**

ITEM 8206. PROGRAM FILE

Records concerning the administration of the Children's Health Services programs. File includes correspondence, policies, guidelines, procedures, mission statements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 8227. SUPPLEMENTAL SECURITY INCOME DISABLED CHILDREN'S PROGRAM
ADMINISTRATOR'S FILE**

Records in paper and electronic formats, including e-mail, of correspondence with federal, state, and local authorities and with the Department of Environment and Natural Resources and the State Health Director concerning program administration.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Item discontinued. Destroy in office remaining records immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN'S HEALTH SERVICES
GENETICS HEALTH CARE**

ITEM 8219. NEWBORN SCREENING FOLLOW-UP FILE

Forms concerning babies at risk for metabolic disorders. Forms include names of infants, laboratory identification numbers, laboratory results, and other related data. (Note: This information is to notify infants' physicians immediately regarding at risk newborn screening results.) (Comply with applicable provisions of G.S. 130A-374 regarding confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 33637. PROGRAM CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence written to and/or received by the office concerning branch guidelines, procedures, and/or protocols.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records 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.

ITEM 38666. STATISTICAL REPORTS FILE

Statistical reports concerning services provided by the branch. Reports include narrative descriptions, number of patients served, number of services provided by year and quarter, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. 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
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN'S HEALTH SERVICES
NORTH CAROLINA ORTHOPEDIC HOSPITAL**

ITEM 1923. NORTH CAROLINA ORTHOPEDIC HOSPITAL INACTIVE PATIENT FILE

Folder for each patient contains record copies of admission information, results of examinations, treatment instituted, response to treatment, diagnosis, goals and follow-up care, and any other information pertaining to the patient. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 29 years from date of record.

ITEM 1924. NORTH CAROLINA ORTHOPEDIC HOSPITAL INACTIVE X-RAY FILE

X-ray films.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 4001. NORTH CAROLINA ORTHOPEDIC HOSPITAL ACTIVE PATIENT FILE

Folder for each patient contains record copies of admission information, results of examinations, treatment instituted, response to treatment, diagnosis, and any other information pertaining to the patient. The North Carolina Orthopedic Hospital closed June 30, 1979. Most of the hospital's records are stored in the State Records Center. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 29 years from date of record.

ITEM 4002. NORTH CAROLINA ORTHOPEDIC HOSPITAL (NCOH) ACTIVE X-RAY FILE

X-ray films. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records returned to agency for immediate destruction.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN'S HEALTH SERVICES
PREVENTATIVE SERVICES/CHILD HEALTH**

ITEM 8190. RESOURCE FILE

Journals, articles, and other related records concerning maternal health and child care.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 8196. CHILD HEALTH FILE

Records concerning chronic and congenital diseases and disabilities.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8198. NURSE SUPERVISION FILE

Correspondence concerning supervision and evaluation of nursing associations and meetings.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8199. ASSOCIATIONS AND COMMITTEES FILE

Records concerning committees and associations of interest to nursing consultants.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 8201. STATE PLAN FILE

Resource information used in preparing the official state plan for the branch.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8205. CHILD HEALTH PROGRAMS/PROJECTS FILE

Records in paper and electronic formats, including e-mail, of reference copies of correspondence concerning child health-adolescent health advocacy groups, child day care, child health programs, Guilford Training Program, High Priority Infant Tracking, Nurse/Child Assessment Satellite Training, Pediatric Primary Care, school health, school health funding, and Child Fatality Prevention Teams.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

ITEM 8275. MEDICAID FILE

Records in paper and electronic formats, including e-mail, concerning Medicaid. File includes correspondence, Division of Medical Assistance Memorandums of Understanding, Early Periodic Screening Diagnostic Treatment Reports, Medicaid publications, and information concerning coverage for pregnant women.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN'S HEALTH SERVICES
PREVENTATIVE SERVICES/SCHOOL HEALTH**

ITEM 8195. SCHOOL NURSE PROGRAM FILE

Correspondence, committee information, continuing education records, proposals, job descriptions, directives, and reports concerning the School Nurse Program.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN'S HEALTH SERVICES
PREVENTATIVE SERVICES/SCHOOL HEALTH FUND**

ITEM 8197. SCHOOL HEALTH PAYMENT (FORMS) FILE

Provider authorization forms approved by county health departments and forwarded to the State Health Director for computation. (Copies are returned to the counties for payment.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records immediately.

ITEM 8202. SCHOOL HEALTH FILE

Regulations, guidelines, and other related records concerning public health nurses.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
CHILDREN'S HEALTH SERVICES
SPECIALIZED SERVICES UNIT/CHILDREN'S SPECIAL HEALTH SERVICES**

ITEM 8208. ROSTERED PHYSICIANS CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence from physicians requesting to be placed on the approved roster to provide services for children with special needs.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Retain approved requests in office permanently. Destroy in office rejected requests after 1 year.

ITEM 8212. CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence between program administrators, patients, and providers concerning the clarification of agency policies, standard benefits, and other related topics.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records 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.

ITEM 8213. CHILDREN'S SPECIAL HEALTH SERVICES POLICY MEMORANDUM FILE

Policy memorandums from the Children's Health Services to all providers who have contact with the State Health Director.

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

ITEM 8214. CHILDREN'S SPECIAL HEALTH SERVICES CLINIC FILE

Records in paper and electronic formats, including e-mail, of correspondence between the Children's Health Services and clinics providing services to children with special needs. File includes regional office correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 6 years.

ITEM 8216. CHILDREN'S SPECIAL HEALTH SERVICES ADMINISTRATOR'S CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence and memorandums with state and federal agencies, Department of Health and Human Services, Department of Environment and Natural Resources, and the State Health Director concerning the development of agency policies and procedures, program initiatives, and other related topics.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records 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.

ITEM 45426. PATIENT (CLINICAL) FILE

Audiology and speech pathology clinical records of children seen in the Children's Special Health Services (CSHS) Speech and Hearing Clinic. (Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after designated inactive. Records will be held for agency in the State Records Center 15 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CENTRAL OFFICE**

ITEM 8221. CENTRAL OFFICE GENERAL FILE

Records in paper and electronic formats, including e-mail, of correspondence, memorandums, grant applications, reporting, reimbursement reports, and other related records concerning the administration of the program.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer all grant related records to CD's. Retain in office CD's permanently. Destroy in office remaining records when reference value ends.

ITEM 8225. PROGRAM RESOURCE (REFERENCE) FILE

Reference copies of records used by branch personnel for reference purposes. File includes newsletters, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 36953. MEMORANDUMS OF UNDERSTANDING (REFERENCE) FILE

Reference copies of Memorandums of Understanding between each Children's Developmental Service Agency (CDSA) and vendors for contracted services.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after expiration if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office 1 year after completion of action and resolution of issues involved.

ITEM 36957. STATEWIDE FISCAL YEAR SUMMARY REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluation and treatments provided by each Children's Developmental Service Agency (CDSA) to its clients. Printouts include summaries of all evaluations, treatments, and other services provided by each CDSA.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – ASHEVILLE**

ITEM 1808. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 36961. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 36966. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – BOONE**

ITEM 3651. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 36976. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 36981. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – CONCORD**

ITEM 1810. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 36991. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 36996. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – DURHAM**

ITEM 3620. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37006. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37011. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - ELIZABETH CITY**

ITEM 1811. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and destroyed.

ITEM 48584. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 48588. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – FAYETTEVILLE**

ITEM 1812. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37021. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37026. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – GREENSBORO**

ITEM 1813. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37036. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37041. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) -
MORGANTON/HICKORY**

ITEM 1814. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37051. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37056. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - NEW BERN**

ITEM 1815. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37066. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37071. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – RALEIGH**

ITEM 1816. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37081. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37086. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - ROCKY MOUNT**

ITEM 29683. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37096. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37101. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – SANDHILLS**

ITEM 1818. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37126. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37131. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – SHELBY**

ITEM 1817. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37111. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37116. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – SMOKIES**

ITEM 45872. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 48590. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 48592. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – STANDARD**

ITEM 8283. PATIENT FILE

Records concerning admissions, medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, treatment received, responses to treatment, follow-up care, and other related patient records. (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

SUPERSEDED
January 6, 2016

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – WILMINGTON**

ITEM 1819. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 37141. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 37146. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - WINSTON-SALEM**

ITEM 48183. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after designated inactive. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 48585. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office immediately after entry into database and all quality control procedures are completed.

ITEM 48677. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
IMMUNIZATION BRANCH**

ITEM 8163. CORRESPONDENCE (ELECTRONIC) FILE

Electronic records of correspondence sent to or received by the branch concerning the administration of activities, policies and procedures, and promotion of public relations for the branch.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Contact the North Carolina State Archives, Electronic Records Branch prior to transfer of electronic records.

ITEM 8166. VACCINE REPORTS AND ORDERS FILE

Records concerning the ordering and shipping of vaccines by the local health departments and private health care providers. File includes vaccines administered logs, individual vaccine order forms, material order forms, semi-annual inventory reports, monthly doses administered reports, benchmark data, pilot data and related forms, annual surveys, and other related records. File also includes dates vaccines ordered and shipped. Data is entered into the North Carolina Immunization Registry Database (Electronic) File (Item 48536). (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records 60 days after information keyed into database and all quality control procedures have been completed.

ITEM 8167. READING FILE

Reference copies of letters written by Immunization Activity personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 39780. PROCUREMENT FILE

Reference copies of records concerning the procurement process for services and goods. File includes purchase requests, purchase orders, service contracts, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 39781. KINDERGARTEN/FIRST-GRADE IMMUNIZATION STATUS FILE

Records concerning immunization status of kindergarten and first-grade students. File includes students' names, addresses, and other related data. Data is entered into the Kindergarten/First-Grade Database (Electronic) File (Item 39783). (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 6 months.

ITEM 39782. DAYCARE IMMUNIZATION STATUS FILE

Records concerning immunization status of children in daycare facilities. File includes children's names, addresses, birthdates, and other related data. Data is entered into the Daycare Database (Electronic) File (Item 39785). (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 6 months.

ITEM 39783. KINDERGARTEN/FIRST-GRADE DATABASE (ELECTRONIC) FILE

Electronic records concerning the immunization of children in daycare facilities, kindergarten, and first-grade students. Electronic file includes children's names, addresses, and immunization status. (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
IMMUNIZATION BRANCH**

ITEM 39784. KINDERGARTEN/FIRST-GRADE FILE

Computer generated printouts produced from Kindergarten/First-Grade Database (Electronic) File (Item 39783). Printout lists whether a day care facility has submitted its report, and when the next report is due.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 39785. DAYCARE DATABASE (ELECTRONIC) FILE

Electronic records concerning the immunization of children in daycare facilities. Electronic file includes children's names, addresses, and immunization status. (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 39786. DAYCARE FILE

Computer generated printouts produced from the Daycare Database (Electronic) File (Item 39785). Printouts lists whether a daycare facility has submitted its report, and when the next report is due.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 44517. AGENCY VACCINE FILE

Records in paper and electronic formats, including e-mail, concerning yellow fever vaccine, vaccine adverse events reporting system documents, and vaccine bulk order documents. File includes correspondence and documentation on who can administer and how to administer the yellow fever vaccine. File also includes reports on bulk vaccine orders and reports due to adverse events occurring in North Carolina. Data is entered into the North Carolina Yellow Fever Database (Electronic) File (Item 48535).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 44518. INDIVIDUAL PROVIDERS FILE

Records concerning local health departments' and private healthcare providers' participation in the state's immunization programs. File includes private healthcare providers' and local health departments' agreements, sign-up documents, inactivation documents, provider profiles, wasted vaccine reports, site visit data, and other related records. Data is entered into the VACMAN Database (Electronic) File (Item 48534).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 48534. VACMAN DATABASE (ELECTRONIC) FILE

Electronic records concerning physicians in North Carolina who provide vaccines to children in the state through the Vaccine Distribution Program. Electronic file includes the physicians' names, addresses, license numbers, phone and fax numbers, and enrollment data for patients. Data is entered into this database from the Individual Provider's File (Item 44518). (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 48535. NORTH CAROLINA YELLOW FEVER DATABASE (ELECTRONIC) FILE

Electronic records concerning physicians licensed to administer the Yellow Fever vaccine in North Carolina. Electronic file includes the physicians' names, addresses, license numbers, and additional contact information. Data is entered into this database from the Agency Vaccine File (Item 44517). (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
IMMUNIZATION BRANCH**

ITEM 48536. NORTH CAROLINA IMMUNIZATION REGISTRY DATABASE (ELECTRONIC) FILE

Electronic records concerning tracking, ordering, and shipping of vaccines to be administered to children in the state. Electronic file includes shot records, doses shipped, doses administered, vaccine orders, vaccine transfers, vaccine inventory for each provider, and other related data. Data is entered into this database from the Vaccine Reports and Orders File (Item 8166). (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
NUTRITION SERVICES BRANCH**

ITEM 7998. DEVELOPMENTAL EDUCATION CENTERS REGIONAL OFFICES FILE

Correspondence, reports, budget information, policies and procedures, and agency programs records concerning Developmental Evaluation Centers and Regional Offices.

DISPOSITION INSTRUCTIONS: Function and records transferred to Early Intervention Branch.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
NUTRITION SERVICES BRANCH
SPECIAL NUTRITION PROGRAMS**

ITEM 44229. MANUALS AND CATALOGS FILE

Reference copies of office manuals and catalogs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
SPECIAL SUPPLEMENTAL NUTRITION PROGRAMS FOR WOMEN, INFANTS AND
CHILDREN (WIC)**

ITEM 1772. COUNTY REPORTS FILE

Records in paper and electronic formats concerning county reports generated by the section. File includes reports concerning participation in program, enrollment, action taken, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 1774. WOMEN, INFANTS AND CHILDREN (WIC) FOOD INSTRUMENTS FILE

Records in paper and electronic formats of WIC checks.

DISPOSITION INSTRUCTIONS: Paper copies of checks are to be scanned by a third party vendor. Paper records will be destroyed 90 days after all quality control procedures are completed. Destroy in office records in electronic format after 3 years. Destroy paper records currently held in the State Records Center dated through September 30, 1996 immediately after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 1825. WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM FILE

Records in paper and electronic formats, including e-mail, of agreements, applications, budget revisions, audit reports, and expenditure reports. File includes official copies of local program plans, monitoring reports, participants' reports, and correspondence.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Item discontinued. Destroy all records in office immediately.

ITEM 7996. WOMEN, INFANTS AND CHILDREN (WIC) FILE

WIC vendor agreements and termination records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 7997. WOMEN, INFANTS AND CHILDREN PROGRAM (PRINTOUT) FILE

Computer generated printouts concerning program operations. (Printouts are numbered 440-2, 440-3, 440-4, 450-2, 470-0, 470-2, 470-3, 470-4, 471-1, 473-1, 473-2, 473-3, 473-4, 475-1 and 475-2.) (Printouts generated by the Health Services Information System from information entered into system from local health agencies and regional staff.) (Note: The Health Services Information System database will be replaced by the Health Information System (HIS) Database (Electronic) File (Item 48541).

DISPOSITION INSTRUCTIONS: Destroy in office 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
SPECIAL SUPPLEMENTAL NUTRITION PROGRAMS FOR WOMEN, INFANTS AND
CHILDREN (WIC)**

ITEM 7999. PROGRAM ADMINISTRATIVE FILE

Records in paper and electronic formats, including e-mail, concerning the administration of the WIC program. File includes correspondence, federal procedures, special reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office records in paper and electronic formats 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 8000. WOMEN, INFANTS AND CHILDREN (WIC) FISCAL FILE

Records in paper and electronic formats concerning the WIC program's fiscal operations. File includes federal drawdowns, expenditure reports, WIC vendor refunds, Department of State Treasurer bank statements, WIC advance deposits, and requisitions (closing entries by month).

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 3 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 8261. FIELD STUDENTS FILE

Records in paper and electronic formats, including e-mail, of correspondence concerning job placement of students and graduates from schools of public health.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 8 years.

ITEM 8262. WOMEN, INFANTS, AND CHILDREN (WIC) ADMINISTRATIVE FILE

Reference copies of records concerning the development of the WIC Program.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8264. SUBJECT FILE

Requisitions and other related records concerning the branch.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 8266. TITLE XX FILE

Records in paper and electronic formats, including e-mail, of correspondence, local agreements, reimbursement records, and other related records concerning the Title XX Program.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
SPECIAL SUPPLEMENTAL NUTRITION PROGRAMS FOR WOMEN, INFANTS AND
CHILDREN (WIC)**

ITEM 8267. SECTION EMPLOYEES AND LOCAL NUTRITIONISTS FILE

Correspondence and information concerning recruitment and employment of personnel. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 8268. NUTRITION EDUCATION FILE

Records in paper and electronic formats, including e-mail, of correspondence and materials used by education consultants.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 5 years.

ITEM 8270. GENERAL WOMEN, INFANTS, AND CHILDREN FILE

Records in paper and electronic formats, including e-mail, of correspondence with the United States Department of Agriculture (USDA), transmittal letters to all local programs, and reports to the USDA. File includes numbered policy letters.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office numbered policy letters when updated. Destroy in office remaining records after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
WOMEN'S HEALTH BRANCH**

ITEM 7896. PEDIATRIC/OBSTETRICS SEMINAR FILE

Correspondence and information concerning annual pediatric/obstetrics seminars.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8184. TEMPORARY PROJECT - FAMILY PLANNING WAIVER INITIATIVE FILE

Records concerning the federal government program of the Family Planning Waiver Initiative; pilot ends December 31, 2010. File includes patients' names and addresses, medical information, counselors' evaluations, medical assistance information, and other data related to the initiative. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years 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 8186. SUDDEN INFANT DEATH GRANT (OTHER RECORDS) FILE

Records in paper and electronic formats, including e-mail, of grant applications, correspondence, and other related records concerning sudden infant deaths.

DISPOSITION INSTRUCTIONS: Records transferred to the Sudden Infant Death Syndrome Program File (Item 8187).

ITEM 8187. SUDDEN INFANT DEATH SYNDROME PROGRAM FILE

Records in paper and electronic formats, including e-mail, of records concerning the administration of the Sudden Infant Death Syndrome (SIDS) Program. File includes correspondence, reference copies of autopsy reports, case reports prepared by counselors, infant death logbook listing names and addresses, dates of deaths, counties, Sickle Cell Syndrome correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records after 3 years. Destroy records currently being held for agency in the State Records Center immediately.

ITEM 8188. SUDDEN INFANT DEATH LOGBOOK FILE

Logbook listing all reported sudden infant deaths. Logbook lists names, dates of deaths, pathologists' names, counties, dates reported, and other related data.

DISPOSITION INSTRUCTIONS: Records transferred to Sudden Infant Death Syndrome Program File (Item 8187).

ITEM 8189. SUDDEN INFANT DEATH GRANT (FIRST GRANT PROPOSAL) FILE

Records in paper and electronic formats, including e-mail, of grant applications, correspondence, and other related records concerning sudden infant death syndrome grants.

DISPOSITION INSTRUCTIONS: Records transferred to Sudden Infant Death Syndrome Program File (Item 8187).

ITEM 8191. PERINATAL FILE

Records concerning authorizations for program services. File includes authorization numbers and patient and infant information received from local health departments and hospitals. (Bills for services are filed separately.) (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
WOMEN'S HEALTH BRANCH**

ITEM 8192. PERINATAL PROGRAM GENERAL FILE

Equipment inventories for hospitals participating in the perinatal program. File includes program plans, progress reports, task force information, and other related records used in the administration of the program.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 8193. PERINATAL CONTRACT FILE

Budget sheets concerning contracts. File includes budget pages, contract narratives, attachments for each contract, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 8194. PERINATAL STATEWIDE ADVISORY COUNCIL FILE

Records in paper and electronic formats, including e-mail, of correspondence, agendas, minutes, and other related records concerning the Perinatal Statewide Advisory Council.

DISPOSITION INSTRUCTIONS: Transfer 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.

ITEM 8220. SICKLE CELL SYNDROME CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, of correspondence concerning the administration of the Sickle Cell Program.

DISPOSITION INSTRUCTIONS: Records transferred to Sudden Infant Death Syndrome Program File (Item 8187).

ITEM 8229. TEEN PREGNANCY PREVENTION INITIATIVE (TPPI) DATABASE (ELECTRONIC) FILE

Electronic records concerning the Teen Pregnancy Prevention Initiative Program. Electronic file includes extensive data on the participants; such as names, addresses, subrecipient monitoring reviews, and other related data. Data is entered into database from the Women's Health Program File (Item 8277). (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office subrecipient monitoring reviews after 5 years 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. Retain in office remaining records permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
WOMEN'S HEALTH BRANCH**

ITEM 8277. WOMEN'S HEALTH PROGRAM FILE

Records in paper and electronic formats, including e-mail, concerning the Women's Health Program and the services to improve women's health, reduce infant mortality and morbidity, promote health of persons with sickle cell disease, and reduce related health disparities. File includes Family Planning program services; Teen Pregnancy Prevention Initiative (excludes medical information, entered into Item 8229); an internal comprehensive list of current and past providers of Maternity Care Coordinators and Maternal Outreach Workers; internal access database (Healthy Start Baby Love Plus Access) for grant related documentation (excludes medical information); and other program services and initiatives. File also includes program correspondence, reports, studies, projects, women and children health plans, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 5 years 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 8280. SUDDEN INFANT DEATH SYNDROME (SIDS) DATABASE (ELECTRONIC) FILE

Electronic records concerning Sudden Infant Death Syndrome (SIDS) counselors. Data is used for Local Health Department Maternal Health Contract Agreement Addenda approval. Electronic file includes listing of counselors in North Carolina counties, training information, and other related data. (File maintenance and backup procedures conducted by the Division of Public Health, Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

ITEM 33635. NORTH CAROLINA COUNCIL ON SICKLE CELL SYNDROME AND RELATED GENETIC DISORDERS MINUTES FILE

Official minutes of the council.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Transfer original records to the State Records Center after 15 years for immediate transfer to the custody of the Archives. Destroy duplicate copies in the off-site storage location after the original records have been transferred.

ITEM 38667. SICKLE CELL PATIENT CASE MANAGEMENT DATABASE (ELECTRONIC) FILE

Electronic records concerning services provided by the state and community-based sickle cell counselors to patients identified through the State Newborn Screening Program as having sickle cell disease. Electronic file includes laboratory results and dates, names and addresses of patients, dates of results, and types of various services provided by the staff. Electronic data is entered into this database from the State Laboratory, field staff, and administrative office. (Comply with applicable provisions for G.S. 130A-374 regarding the confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 21 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
WOMEN'S HEALTH BRANCH**

ITEM 38668. SICKLE CELL PATIENT CASES FILE

Records concerning services to sickle cell patients as provided by the state and community-based counselors. File includes annual hemoglobinopathy life status forms, six-month update forms, laboratory results reporting forms, and other related records. Laboratory data results include names and addresses of patients, dates of results, and types of services provided by the staff are entered into the Sickle Cell Patient Case Management Database (Electronic) File (Item 38667) immediately upon receipt. (Comply with applicable provisions for G.S. 130A-374 regarding the confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Destroy in office adult patient records 10 years from the date of last service. Destroy in office pediatric patient records when individual reaches 28 years of age and has not received services within the last 10 years. Destroy in office deceased patient records 10 years from date of last service. Destroy records currently held for agency in the State Records Center immediately.

ITEM 48563. WOMEN'S HEALTH BRANCH GENERAL ADMINISTRATION FILE

Records in paper and electronic formats concerning the administration of the branch. File includes branch policies, procedures, logic models, speeches, business continuity plan, working and reference papers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action involving the records has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 48564. WOMEN'S HEALTH BRANCH HISTORY FILE

Records in paper and electronic formats, including e-mail, concerning program activities and program funding history. File includes original funding authorities; legislation and grant guidance for new funding; grant proposals not funded; maternal health policy and procedure manuals; copy of maternal health contract addenda for each fiscal year; correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Retain paper records in office permanently.

ITEM 48565. MATERNAL HEALTH FILE

Records in paper and electronic formats concerning services to low-income pregnant women who are encouraged to begin early prenatal care. File includes correspondence, patients' names and addresses, test results and findings, and other related records. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 29 years from patient's date of birth 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
WOMEN'S HEALTH BRANCH**

ITEM 48566. HEALTHY START BABY LOVE PLUS FILE

Records in paper and electronic formats concerning federal grant information used for federal reporting requirements. File includes participants' names, infant and mother screening information, infant participant information, which includes personal health information. (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 48567. TEEN PREGNANCY PREVENTION INITIATIVE DATABASE (ELECTRONIC) FILE

Electronic file concerning educational and health care support services for teen pregnancy prevention through evaluations and subrecipient monitoring reviews. Electronic file includes personal and health information; services provided data; and other related data. Data is entered into database from Women's Health Program File (Item 8277). (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office subrecipient monitoring data after 5 years 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. Retain in office evaluation data permanently.