

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

Records Retention and Disposition Schedule

Changes of Administrative Name and Structure

This Records Retention and Disposition Schedule reflects only changes in administrative names and structure from Department of Environment, Health, and Natural Resources/Assistant Secretary for Health and State Health Director/Division of Epidemiology/Vital Records Section to Department of Environment, Health, and Natural Resources/Assistant Secretary for Health and State Health Director/State Center for Health and Environmental Statistics/Vital Records Section. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule for the Vital Records Section dated July 31, 1991. In accordance with the provisions of Chapter 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

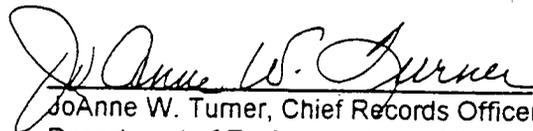
Vital Records Section

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

Vital Records Section

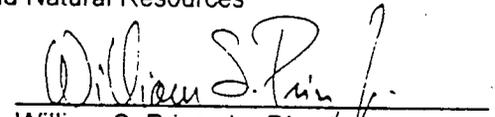
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

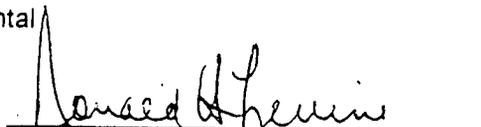
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer

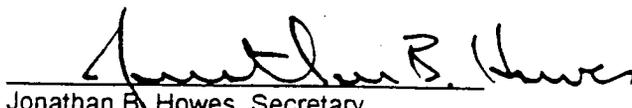
Department of Environment, Health, and Natural Resources

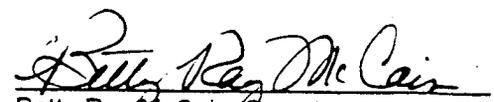

Delton Atkinson, Director
State Center for Health and Environmental
Statistics


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


Ronald H. Levine, MD, MPH,
Assistant Secretary for Health and State
Health Director

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

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

Date of Administrative Name/Structure Change
April 11, 1995

Date of Current (Most Recent) Schedule:
July 31, 1991

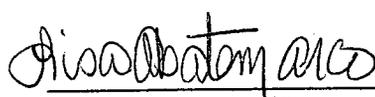
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

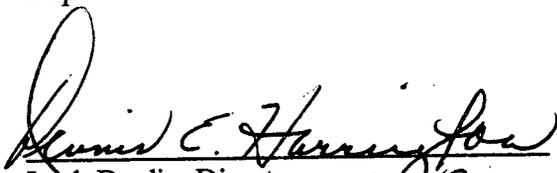
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE CENTER FOR HEALTH STATISTICS
VITAL RECORDS BRANCH
CENTRAL FILES UNIT

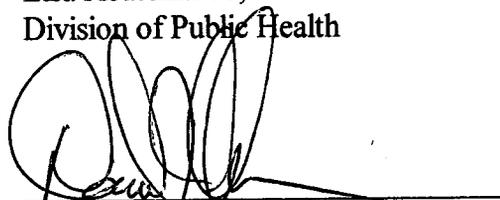
Amend the program records retention and disposition schedule approved May 24, 1994 by changing the disposition instructions for Items 1802, 4022, 8343, 8345, and 8347 and adding Item 46547 as shown on substitute page dated October 31, 2002.

APPROVAL RECOMMENDED

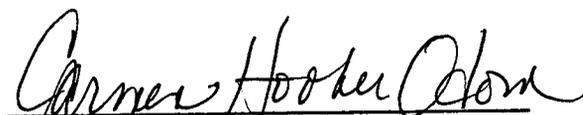

Anna Washdell, Chief Records Officer
Department of Health and Human Services


Lisa Abatemarco, Records Officer
Division of Public Health


Leah Devlin, Director
Division of Public Health
for Leah Devlin


David J. Olson, Director
Division of Historical Resources

APPROVED


Carmen Hooker Odom, Secretary
Department of Health and Human Services


Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 31, 2002

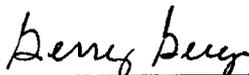
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

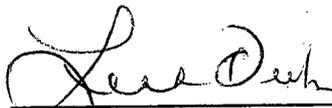
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE CENTER FOR HEALTH STATISTICS
VITAL RECORDS BRANCH
CENTRAL FILES UNIT

Amend the program records retention and disposition schedule approved April 9, 1999 by changing the disposition instructions for Item 1804 as shown on substitute page dated August 20, 2002.

APPROVAL RECOMMENDED



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

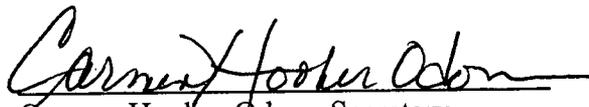


Leah Devlin, Director
Division of Public Health

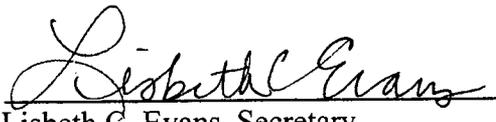


David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 20, 2002

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE CENTER FOR HEALTH STATISTICS
VITAL RECORDS BRANCH
CENTRAL FILES UNIT**

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. (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.) Amended 10-31-02

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 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 names, sexes, places of birth, causes 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.) Amended 8-20-02

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 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, and place of birth; name(s) of parent(s); and list of evidence submitted. (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.) Amended 10-31-02

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.

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ITEM 8334. INDEX TO CERTIFICATES OF LIVE BIRTH FILE.

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

DISPOSITION INSTRUCTIONS: Microfiche in agency to state standards and guidelines as issued by the Division of Archives and History 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. Erase in office magnetic tapes 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 outside of the state, provided by other states for statistical purposes and in order 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: Microfiche in agency to state standards and guidelines as issued by the Division of Archives and History after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in 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 individual 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: Microfiche in agency to state standards and guidelines as issued by the Division of Archives and History after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in 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.

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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.) Amended 10-31-02

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 agency and destroyed in office when administrative value ends.

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.) Amended 10-31-02

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 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: Microfiche in agency to state standards and guidelines as issued by the Division of Archives and History after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in 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 being created.) Amended 10-31-02

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. Destroy in office microfilmed paper records after all quality control procedures have been completed.

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ITEM 8348. INDEX TO DIVORCES FILE.

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

DISPOSITION INSTRUCTIONS: Microfiche in agency to state standards and guidelines as issued by the Division of Archives and History after all reviews and statistical processing have been completed. Retain 1 diazo copy of microfiche in 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 which are 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.

ITEM 31366. REPORT SHEETS (BIRTHS AND DEATHS) FILE.

Reports of births and deaths indicating numbers of births and deaths, as received from each county registrar.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 31367. CUSTOMER REQUESTS FILE.

Requests for copies of vital records. File includes correspondence, accounting receipts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 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 31446. PROCESSED PATERNITY COURT ORDERS FILE.

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

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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

Machine readable records concerning birth certificates. Database indexes original and microfilm copies of North Carolina birth certificates (Item 1802). Electronic database systems are connected via a local area network (LAN). Electronic files are backed up by Information Technology Services (ITS). (Comply with applicable provisions of G.S. 48-9-107c,d, and 130A-93a regarding confidentiality of information.)

DISPOSITION INSTRUCTIONS: Erase in office electronic database indexes when superseded or obsolete. Agency representative will update periodically. Destroy in office microfilm when superseded or obsolete.

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

Machine readable records concerning birth records. Database indexes original North Carolina birth certificates (Item 1802), and produces certified copies of birth certificates. (Electronic database systems are connected via a local area network (LAN).) (Electronic files are backed up by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 48-9-107c, d, and 130A-93a regarding confidentiality of information.)

DISPOSITION INSTRUCTIONS: Erase in office electronic database indexes when superseded or obsolete. Agency representative will update periodically.

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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. 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.) Amended 10-31-02

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 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.