

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
NUTRITION SERVICES BRANCH
SPECIAL NUTRITION PROGRAMS

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

SPECIAL NUTRITION PROGRAMS

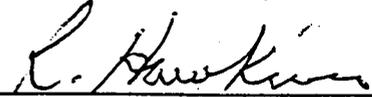
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

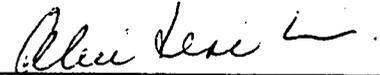
SPECIAL NUTRITION PROGRAMS

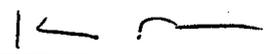
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

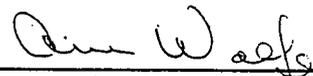
APPROVAL RECOMMENDED

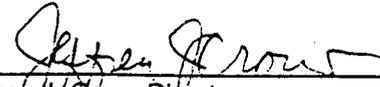

Gale Polk, Chief Records Officer
Department of Health and Human Services


Raymond Hawkins, Head
Special Nutrition Programs

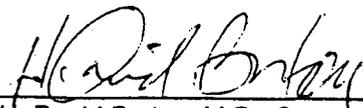

Alice V. Lenihan, Head
Nutrition Services Branch

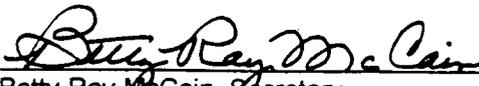

Kevin Ryan, M.D., Chief
Women's and Children's Health Section


Ann F. Wolfe, M.D., M.P.H., Director
Division of Public Health


Jeffrey W. Crow, Director
Division of Archives and History

APPROVED


H. David Bruton, M.D., Secretary
Department of Health and Human Services


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.**

January 28, 2000

KLS

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
NUTRITION SERVICES BRANCH**

ITEM 1772. COUNTY REPORTS FILE.

Records in paper and electronic formats concerning county reports generated by Nutrition Services Branch. File includes reports concerning participation in program, enrollment, action taken, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

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 will be scanned and recorded to optical disk by Federal Reserve Bank or third party vendor. Paper records will be destroyed by third party vendor 90 days after all quality control procedures have been completed. Erase/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. Destroy paper records for dates from October 1, 1996 through December 31, 1999 currently stored in the State Records Center on or after March 25, 2005 only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

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 are generated by Health Services Information System from information entered into system from local health agencies and regional staff.)

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 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**

ITEM 7999. WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM FILE.

Records in paper and electronic formats concerning the administration of the WIC program. File includes correspondence, federal procedures, special reports, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

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 8000. WOMEN, INFANTS AND CHILDREN (WIC) BUDGET 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). (File maintenance and backup procedures conducted by LAN administrator.)

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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
NUTRITION SERVICES BRANCH
SPECIAL NUTRITION PROGRAMS**

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.

Machine readable 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. (File maintenance and backup procedures are conducted by Department of Health and Human Services, Division of Public Health, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Erase/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, schools' identification numbers, review codes, dates of reviews, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44229. MANUALS AND CATALOGS FILE.

Reference copies of office manuals and catalogs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.