

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
BUDGET AND ACCOUNTING SECTION

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

BUDGET AND ACCOUNTING 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

BUDGET AND ACCOUNTING 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 for five years from the date of approval and will then be reviewed and updated.

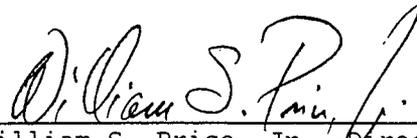
APPROVAL RECOMMENDED



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

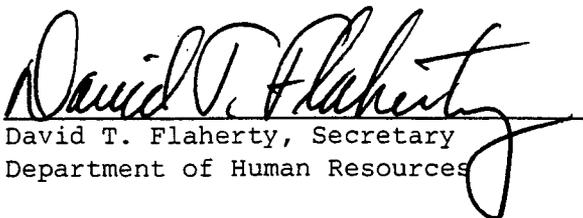


Mary K. Deyampert, Director
Division of Social Services

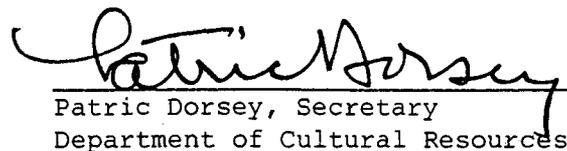


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

October 25, 1988

JH

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
BUDGET AND ACCOUNTING SECTION

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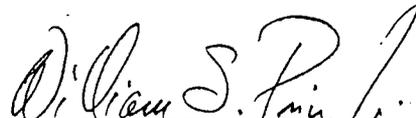
APPROVAL RECOMMENDED



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



Mary K. Deyampert, Director
Division of Social Services

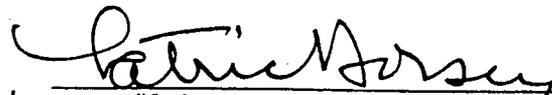


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human 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.

October 25, 1988

JH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Human Resources to Department of Health and Human Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Human Resources. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

DEPARTMENT OF HEALTH AND HUMAN SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

APPROVAL RECOMMENDED



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

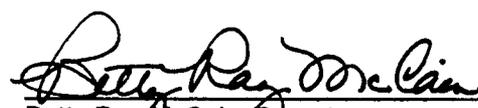


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



H. David Bruton, MD, Director
Department of Health and Human
Services



Betty Ray McCain, Secretary
Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
BUDGET AND ACCOUNTING SECTION**

ITEM 2122. TITLE XX EXPENDITURE REPORTS FILE.

Expenditure reports for Title XX Program. File includes copies of Title XX services and training reports, statement of direct recipient related expenses and fees, and invoice for agency purchased services.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2125. TITLE XX REIMBURSEMENT SUMMARIES FILE.

Reimbursement summaries indicating amount reimbursed monthly to each project/division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 4008. GENERAL FUND JOURNAL RECORDS FILE.

Records concerning budget transactions. File includes Budget and Allocation Journal (J-20), General Journal (J-10), Payroll Distribution Journal (J-71), Cash Disbursement Journal (J-50), and Cash Receipts Journal (J-50).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 7242. EQUIPMENT AND COST OF SPACE FILE.

Equipment invoices, rent approval letters, and other information concerning equipment and rentals for Title XX projects.

DISPOSITION INSTRUCTIONS: Destroy in office equipment records 3 years after final disposition of the equipment. Destroy in office rental records 3 years after the final expenditure report has been submitted. Destroy in office remaining records when administrative value ends.

ITEM 7243. AUDIT FILE.

Department of Human Resources Title XX project audits.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7244. CORRESPONDENCE FILE.

Correspondence and memorandums concerning program and office administration of Title XX Fiscal Unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7246. FEDERAL REPORTS FILE.

Reports (actual expenditures, estimates, and federal 50% rule report) as required for federal regulations.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7247. STIPEND PROGRAM FILE.

Legal agreement concerning student participating in the Stipend Program. File includes correspondence and other records concerning the student's loan.

DISPOSITION INSTRUCTIONS: Destroy in office when the loan has been repaid and released from all audits.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
BUDGET AND ACCOUNTING SECTION**

ITEM 7248. EMERGENCY FOOD AND SHELTER PROGRAM FILE.

Budget reports and related correspondence for provider agencies. This was a temporary program. Funds were available to provide emergency food and shelter for four months (June 1 - October, 1983).

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office after 1 year(s).

ITEM 25424. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) SUBSYSTEM AUDIT CONTROL FILE.

Voucher register for county administration checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

ITEM 25427. MONTHLY UPDATE FILE.

Code sheets for monthly master file with updates and weekly control sheets for Journals 10, 40, and 50.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 25428. CHECK NUMBER CONTROL FILE.

Records listing check numbers. (File is used to account for all checks issued and voided.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 25429. GENERAL ACCOUNTING LOGS FILE.

Records listing total receipts and expenditures on a monthly basis. File includes accounting control procedures for both Journals 40 and 50.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.