

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICES SECTION

Records Retention and Disposition Schedule

Addition of Organizational Heading

An organizational heading has been added to this Records Retention and Disposition Schedule and is hereby approved. 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 dated September 23, 1988. 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

ADMINISTRATIVE SERVICES SECTION

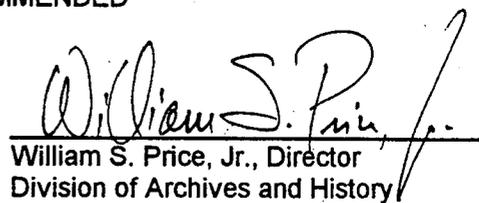
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

ADMINISTRATIVE SERVICES 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 This schedule is to remain in effect until superseded.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


Mary K. DeJampert, Director
Division of Social Services


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

APPROVED


C. Robin Britt, Secretary
Department of Human Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

March 8, 1993

JH

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICES SECTION

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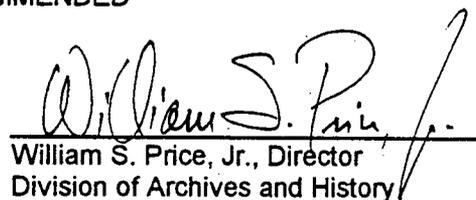
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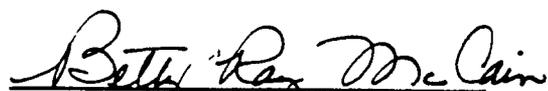
APPROVAL RECOMMENDED


Mary K. Deyampert, Director
Division of Social Services


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

APPROVED


C. Robin Britt, Secretary
Department of Human Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

March 8, 1993

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.

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

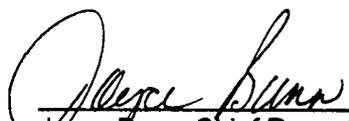
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

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APPROVAL RECOMMENDED

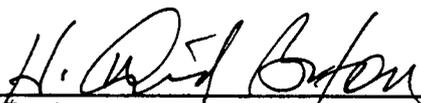


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

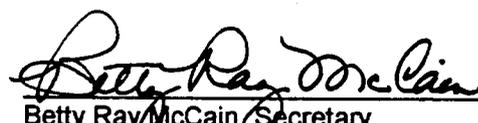


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1997

MS

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICES SECTION
ADMINISTRATION**

ITEM 6895. COUNTY LETTER INDEX FILE.

Index used to identify county letters, manuals, and manual changes.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 6896. ADMINISTRATIVE SERVICES SUBJECT FILE.

Correspondence, memorandums, and various other reference materials used by the office in day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6897. ADMINISTRATIVE PROCEDURES MANUAL FILE.

Administrative procedures manual and backup material.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 32094. EVACUATION PLANS FILE.

Current evacuation plans of Division of Social Services offices.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 32095. FIRE INVESTIGATION REPORTS FILE.

Correspondence and reports concerning fires in the Division of Social Services offices. File includes Form DSS2576 (Fire Report) used to report fires in social services offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 32096. SEMI-ANNUAL EVACUATION DRILLS FILE.

Composite reports concerning evacuation drills in the Division of Social Services offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.