

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT 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

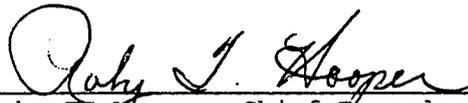
CHILD SUPPORT ENFORCEMENT SECTION

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

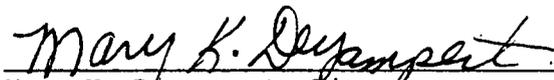
CHILD SUPPORT ENFORCEMENT SECTION

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.

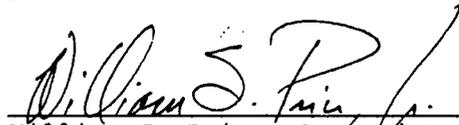
APPROVAL RECOMMENDED



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. Flanerty, Secretary  
Department of Human Resources



Patric Dorsey, Secretary  
Department of Cultural Resources

November 14, 1988

JH

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT 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

CHILD SUPPORT ENFORCEMENT SECTION

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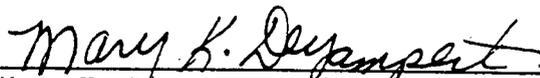
CHILD SUPPORT ENFORCEMENT SECTION

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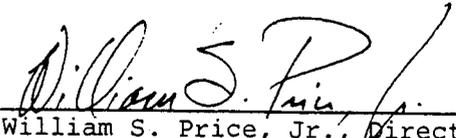
APPROVAL RECOMMENDED



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

  
Patric Dorsey, 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.

November 14, 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**

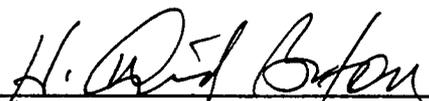
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

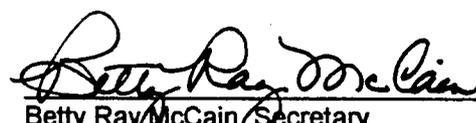
**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
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  
CHILD SUPPORT ENFORCEMENT SECTION**

**ITEM 7134. ADMINISTRATION FILE.**

Federal and state agencies correspondence and maintenance agreements with certain counties. File includes county correspondence and reference copies of monthly budget reports.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 7135. BRADFORD SERVICES CONTRACT FILE.**

Correspondence concerning the work and contract with Bradford Services.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after contract is terminated or when audit clears. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 7136. COUNTY LETTER AND MANUAL FILE.**

County letters and change notices for manuals from the Division of Social Services.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 7137. LEGAL FILE.**

Memorandums of understanding between the Division of Social Services and counties within the state, contracts between counties and private attorneys, and correspondence regarding legal procedures in the Title IV-D Program. File includes leave and travel forms for attorneys from the Attorney General's Office assigned to the Title IV-D Program.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

**ITEM 7138. OUT-OF-STATE FILE.**

Correspondence, affidavits, and other information concerning the Title IV-D Program but not to a specific case.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7144. PROGRAM MONITORING FILE.**

Program Monitoring Checklist forms, Results of Program Monitoring Review forms, and letters of recommendation from the Child Support Enforcement Section to each county.

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

**ITEM 7145. CHILD SUPPORT ENFORCEMENT ACTIVITIES AND STAFF UNDER TITLE IV-D OF THE SOCIAL SECURITY ACT FILE.**

Records concerning child support enforcement activities and staff under Title IV-D of the Social Security Act. File includes child support case action reports and Title IV-D management information by county tabulation sheets.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 44321. CENTRALIZED COLLECTIONS FILE.**

Records in paper and electronic formats concerning child support payments. File includes child support checks and documentation received from employers, individuals, and out of state payers. (File maintenance and backup procedures are conducted by outside vendor.) Amended 7-31-00

DISPOSITION INSTRUCTIONS: Paper records will be scanned and recorded to optical disk and/or magnetic tape by outside vendor. Paper records will be destroyed by outside vendor 30 days after all quality control procedures have been completed. Erase/destroy in office optical disk and/or magnetic tape after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT SECTION  
GENERAL ADMINISTRATION UNIT**

**ITEM 2104. TITLE IV-D PROGRAM EXPENDITURE REPORTS, STATE-OPERATED AGENCIES FILE.**

Expenditure reports for State-Operated IV-D programs (Personnel Costs and Fees Collected). File includes copies of Statement of Program Expenditures, Child Support Enforcement Program, and IV-D and Monthly Report of Service Delivery (formerly "Statement of Direct Recipient Related Expenses and Fees").

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 2105. TITLE IV-D PURCHASE OF LEGAL SERVICES EXPENDITURE REPORTS, STATE-OPERATED AGENCIES FILE.**

Expenditure reports for purchase of legal services and cooperative agreements. Information includes attorney and sheriffs legal fees and blood tests.

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 3519. REPORTS (PRINTOUTS AND MICROFICHE) FILE.**

Computer printouts and microfiche concerning Title IV-D program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center security copies of microfiche monthly. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 3569. TITLE IV-D REIMBURSEMENT OF ADMINISTRATIVE EXPENDITURES SUMMARIES, STATE-OPERATED AGENCIES FILE.**

Reimbursement summaries indicating amount reimbursed monthly to attorneys, sheriffs, clerk of courts, biomedical laboratories, and for costs incurred relative to state-operated Title IV-D agencies.

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 3679. 100 REPORT FILE.**

Title IV-D accounting forms listing Title IV-D payment statistics for each county.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of microfilm in agency permanently and transfer copy of microfilm to the State Records Center for permanent security storage in the Archives vault. Destroy paper records in office after microfilm has been verified and quality control procedures completed.

**ITEM 7139. CASH CARD TO DISTRIBUTE CONTROL TOTALS FILE.**

Cards concerning distribution control totals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years or when released from all audits. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**ITEM 7140. UPDATE CASE CORRECTION REPORTS (MICROFICHE) FILE.**

Microfiche concerning update case correction reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years or when released from all audits. 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 SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT SECTION  
GENERAL ADMINISTRATION UNIT**

**ITEM 7152. TERMINATED AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) GRANTS AND FOSTER CARE CASES (MICROFICHE) FILE.**

Records concerning AFDC terminated grants and foster care cases.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).

**ITEM 7153. TITLE IV-D CASES TERMINATED FOR COLLECTION FOR THE COUNTY (MICROFICHE) FILE.**

Records concerning Title IV-D cases terminated for collection for the county.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).

**ITEM 7154. UPDATE CONTROL (ERROR MESSAGES BY CASE) (MICROFICHE) FILE.**

Microfiche concerning update control.  
DISPOSITION INSTRUCTIONS: Destroy in office after 2 month(s).

**ITEM 7155. CONTROL ITEMS (MICROFICHE) FILE.**

Microfiche concerning control items.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7156. EDIT REPORTS FILE.**

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

**ITEM 7157. MASTER FILE SUMMARY REPORTS (MICROFICHE) FILE.**

Microfiche concerning master file summary reports.  
DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 7158. MAINTENANCE BATCH BALANCE FILE.**

Records concerning maintenance batch balance.  
DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**ITEM 7159. AID TO FAMILIES WITH DEPENDENT CHILDREN AND FOSTER CARE (AFDC AND FC) CHILD AGE STATUS (MICROFICHE) SIX MONTHS WARNING FILE.**

Records concerning AFDC and FC child age status.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7160. ABSENT PARENTS WITH INTERIM ORDERS (MICROFICHE) FILE.**

Interim orders (microfiche) concerning absent parents.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7161. PROBLEM REPORTS (MICROFICHE JACKETS) FILE.**

Microfiche concerning problem reports.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7162. ABSENT PARENTS REFERENCE POST LISTING COUNTY FILE.**

Reference post listing concerning absent parents.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT SECTION  
GENERAL ADMINISTRATION UNIT**

**ITEM 7164. PAYMENTS MADE TO STATE FOSTER HOME FUND (SFHF) CHILDREN (MICROFICHE) FILE.**

Records concerning payments made to State Foster Home Fund.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 7165. CASE ERROR JOURNAL BY COLLECTING COUNTY (MICROFICHE) FILE.**

Microfiche concerning case error journal by collecting county.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 7166. CASH SUMMARY UPDATE CONTROLS (MICROFICHE) FILE.**

Microfiche concerning cash summary update control.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 7167. SUMMARY OF RECEIPTS BY AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) PAYMENT COUNTY (MICROFICHE) FILE.**

Microfiche concerning summary of receipts by AFDC payment county.

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

**ITEM 7168. TERMINATION/DELETION DISTRIBUTION (MICROFICHE) FILE.**

Microfiche concerning termination/deletion distribution.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7169. INCENTIVE PAYMENT BY COUNTY AS OF (MONTH) (MICROFICHE) FILE.**

Microfiche concerning incentive payment by county.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 7170. DISTRIBUTION OF CHILD SUPPORT SUMMARY AS OF (MONTH) (MICROFICHE) FILE.**

Microfiche concerning distribution of child support.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 7171. FOSTER CARE IV-E (MICROFICHE) FILE.**

Microfiche concerning foster care.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7172. DELINQUENT ABSENT PARENT NO BILLED (MICROFICHE) FILE.**

Microfiche concerning delinquent absent parent.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7173. CONTROL MAINTENANCE REPORTS (MICROFICHE) FILE.**

Microfiche concerning control maintenance reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7174. A AND B STATEWIDE CROSS REFERENCE FILE.**

Records used as a statewide cross reference in child support enforcement.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT SECTION  
GENERAL ADMINISTRATION UNIT**

**ITEM 7175. ABSENT PARENTS CROSS REFERENCE AS OF (MONTH) (MICROFICHE) FILE.**

Microfiche concerning absent parents.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).

**ITEM 7176. CLIENTS CROSS REFERENCE AS OF (MONTH) (MICROFICHE) FILE.**

Cross reference information (microfiche) concerning clients.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).

**ITEM 7177. ONGOING CASH ON HAND (MICROFICHE) FILE.**

Microfiche concerning ongoing cash on hand.

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

**ITEM 7178. POTENTIAL DETERMINATION - DELETIONS FILE.**

Records concerning potential determination/deletions from program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7179. SELECT CHARACTERISTICS OF ABSENT PARENTS IN TITLE IV-D (MICROFICHE) FILE.**

Microfiche concerning select characteristics of absent parent.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7180. ALPHA MASTERFILE BY ABSENT PARENTS AS OF (MONTH) (MICROFICHE) FILE.**

Alpha (microfiche) masterfile listing absent parents.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7181. ALPHA MASTERFILE BY ABSENT PARENTS AS OF (MONTH) BY COLLECTING COUNTY (MICROFICHE) FILE.**

Alpha (microfiche) masterfile listing absent parents by collecting county.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 9433. FEDERAL STATISTICAL REPORTS (MICROFICHE) FILE.**

Records concerning federal statistical reports.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 9435. AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) FEDERAL FISCAL REPORT (MICROFICHE) FILE.**

Microfiche copies of federal fiscal reports concerning child support enforcement funds for AFDC programs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25400. NON-AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) FEDERAL FISCAL REPORT (MICROFICHE) FILE.**

Microfiche copies of federal fiscal reports concerning child support enforcement funds for non-AFDC programs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT SECTION  
GENERAL ADMINISTRATION UNIT**

**ITEM 25402. JOURNALS 40'S AND 50'S FILE.**

Journals listing deposits, disbursements, and refunds from county clerks of court. File includes deposit slips, incentive checks, and any copy of any check received for payment.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of microfilm in agency permanently and transfer copy of microfilm to the State Records Center for permanent security storage in the Archives vault. Destroy paper records in office after microfilm has been verified and quality control procedures completed.

**ITEM 25403. GREEN SHEETS FILE.**

Ledger sheets listing money distribution according to code.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of microfilm in agency permanently and transfer copy of microfilm to the State Records Center for permanent security storage in the Archives vault. Destroy paper records in office after microfilm has been verified and quality control procedures completed.

**ITEM 25405. CHECK ACTION REQUEST FILE.**

Check action requests used in manual check system.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 25406. CLERK OF COURT REGISTERS FILE.**

Monthly remittance child support forms received from Clerk of Court's office. (Forms are received from the 31 counties which have automated systems.)

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of microfilm in agency permanently and transfer copy of microfilm to the State Records Center for permanent security storage in the Archives vault. Destroy paper records in office after microfilm has been verified and quality control procedures completed.

**ITEM 25407. TITLE IV-D CASE FILE.**

Forms and correspondence used to document payment under the Title IV-D Program.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of microfilm in agency permanently and transfer copy of microfilm to the State Records Center for permanent security storage in the Archives vault. Destroy paper records in office after microfilm has been verified and quality control procedures completed.

**ITEM 36290. TAX INTERCEPT FILE.**

Records concerning tax intercepts. File includes correspondence, court documents, and memorandums relating to closed tax intercept cases.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT SECTION  
PARENT LOCATOR SYSTEM**

**ITEM 3606. UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT FILE.**

Correspondence concerning interstate child support cases. File includes petition for child support.

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

**ITEM 7146. PENDING FILE.**

Request and Response State Parent Locator information received from the county with all attachments and correspondence. (File is used in locating absent parents.)

DISPOSITION INSTRUCTIONS: Retain in agency until the absent parent has been located and correct address noted, or it has been determined the absent parent cannot be located, then transfer file to the appropriate county.

**ITEM 7147. CONTROL FILE.**

Request and Response State Parent Locator information received from the county.

DISPOSITION INSTRUCTIONS: Transfer to Completed File when the absent parent has been located and the current address noted, or it has been determined the absent parent cannot be located.

**ITEM 7148. COMPLETED FILE.**

Request and Response State Parent Locator information that have been completed.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after completion of form.