

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
PROGRAM ADMINISTRATION
EMPLOYMENT PROGRAMS 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

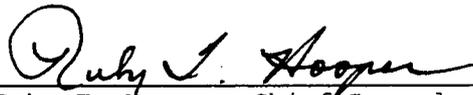
EMPLOYMENT PROGRAMS SECTION

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

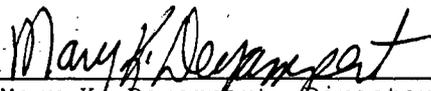
EMPLOYMENT PROGRAMS SECTION

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.

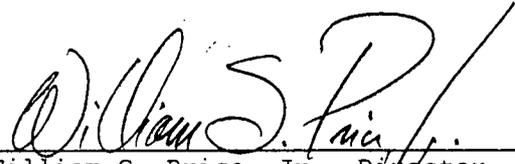
APPROVAL RECOMMENDED



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



Mary K. Deyampert, Director
Division of Social Services

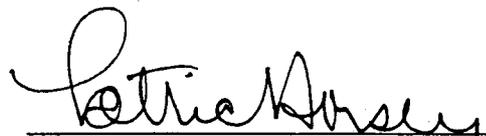


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

October 20, 1988

JH

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
PROGRAM ADMINISTRATION
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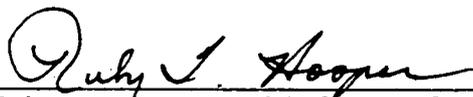
EMPLOYMENT PROGRAMS SECTION

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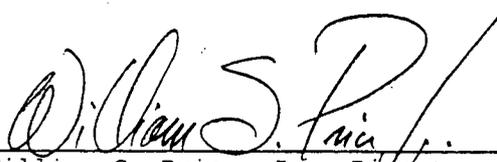
APPROVAL RECOMMENDED



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



Mary K. Deyampert, Director
Division of Social Services

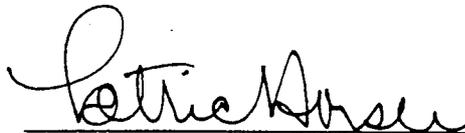


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patricia 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.

October 20, 1988

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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

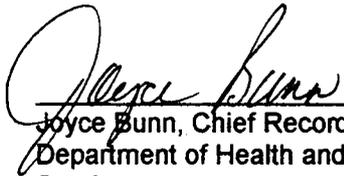
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

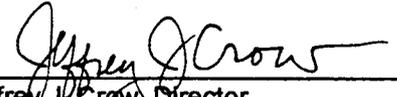
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

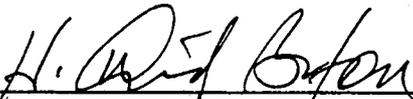


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services



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
PROGRAM ADMINISTRATION
EMPLOYMENT PROGRAMS SECTION**

ITEM 7249. BACK-UP REFERENCE FILE.

Working copies concerning drafts with changes. File includes or concerns pencil budget worksheets that the branch has created and used in preparing program proposals, program costs, State Operating Plan for the Work Incentive Program (WIN), WIN reduction, and responses to proposed legislation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7250. COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) FILE.

Records concerning the CWEP Program. File includes project proposals and approval letters, advisory committee records, minutes and agendas of advisory committee meetings, Attorney General's rulings, correspondence, county plans, CWEP reporting records, reports, and other material submitted from counties in which the CWEP Program is operational. File also includes county file concerning participating counties, copies of media coverage, manual material, Employment Program Tracking System, and CWEP Legislation.

DISPOSITION INSTRUCTIONS: Transfer Advisory Committee minutes to the State Records Center after 5 years to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming. Destroy in office remaining records after 5 years.

ITEM 7251. OFFICE MANAGEMENT FILE.

Records used in the administration of secondary program activities or program management functions. File includes expense account and travel reimbursement records, inventories, itineraries, organization charts, purchasing forms, record of supplies, record of leave, requests for duplicating, telephone information and copies of telephone bills, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office expense accounts, travel records, purchase records, and telephone bills when released from all audits. Comply with instruction of agency personnel/fiscal offices for leave records. Destroy in office remaining records after 5 years.

ITEM 7252. OFFICE AND REFERENCE FILE.

Correspondence and printed material from other state and federal agencies. File includes or concerns administrative procedures, annual plan of work, Dear County Director letters, Employment Security Commission correspondence and bulletins, Employment and Training Administration records, expansion budget, National Governor's Association records, Regional Coordination Committee information bulletins, Work Incentive Program audit, and Work Planning and Performance Review records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7253. EMPLOYMENT PROGRAMS COMPUTER PRINTOUTS FILE.

Computer printouts listing number of registrants, number of exemptions and reason, welfare savings by county, master file on Community Work Experience Program participants, state and county administrative and program costs, and other related information. (Printouts are used for program planning and expansion, budgeting purposes, and compiling reports for the legislature and others.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7254. COUNTY FILE.

Correspondence, federal reviews, and various other records from counties in which an employment program is operational and the counties currently administering an employment program.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

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ITEM 7255. WORK INCENTIVE PROGRAM (WIN) FILE.

Federal regulations and state operating plan developed conjointly with Employment Security Commission for each federal fiscal year. File includes federal correspondence, memorandums, WIN reports used in the administration of the Work Incentive Program, WIN reduction records, Regional Coordination Committee issuances, and manual material.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.