

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF VOCATIONAL REHABILITATION

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

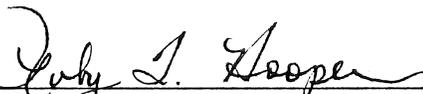
DIVISION OF VOCATIONAL REHABILITATION

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

DIVISION OF VOCATIONAL REHABILITATION

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 This schedule is to remain in effect until superseded.

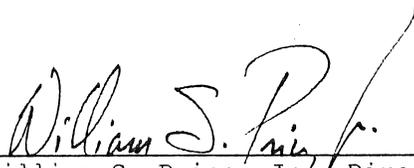
APPROVAL RECOMMENDED



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



Claude A. Myer, Director
Division of Vocational Rehabilitation



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

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

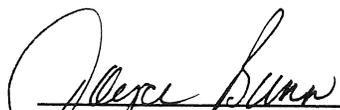
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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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 HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION

Program Records Retention and Disposition Schedule

The Program 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

DIVISION OF VOCATIONAL REHABILITATION

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

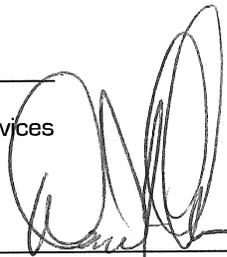
DIVISION OF VOCATIONAL REHABILITATION

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.

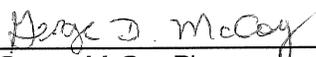
APPROVAL RECOMMENDED



Gerry Schall, Chief Records Officer
Department of Health and Human Services



David J. Olson, Director
Division of Historical Resources

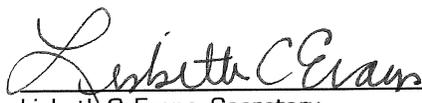


George McCoy, Director
Division of Vocational Rehabilitation

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 30, 2002

AWH

ABOUT RECORDS RETENTION AND DISPOSITION SCHEDULES IN NORTH CAROLINA STATE GOVERNMENT

Records may be destroyed *only* on the basis of both the program records schedule developed for your office and the *General Schedule for State Agency Records*. The consistent and routine implementation of the disposition instructions listed in these schedules provides the proper and legal foundation for the disposition of public records through destruction or transfer to the State Records Center. Your program records disposition schedule lists those program-specific records maintained in your office as reported to the Division of Historical Resources. It lists only those records that are unique to your office, whether they are to be destroyed in your office or transferred to the State Records Center. The General Schedule addresses records commonly found in agencies throughout state government, provides uniform descriptions and disposition instructions, and indicates minimum retention periods. Every schedule provides a brief description of each records group (following the item identification number) and instructions for their authorized disposition (following the words "DISPOSITION INSTRUCTIONS").

Authority for these disposition instructions is contained in Chapters 121 and 132 of the *General Statutes of North Carolina*. Compliance with the disposition instructions listed will help ensure conformity with these laws. Compliance will also help assure that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section 500. Errors and omissions do not invalidate these schedules or render them obsolete. All provisions of these schedules remain in effect until they are officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Government Records Branch whenever corrections, additions, or deletions in program records schedules should be made. Government Records Branch personnel will then amend that schedule in order to ensure that it remains complete and accurate.

The **official** published version of the *General Schedule* is available through the Government Records Branch's site on the World Wide Web ([www](http://www.ah.dcr.state.nc.us/sections/archives/rec/)), currently located at the following address: <http://www.ah.dcr.state.nc.us/sections/archives/rec/> (Please note that this address is subject to change over time.)

The Government Records Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing program schedules; supply and delivery of boxes, tape and labels for records listed on program schedules as scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is currently no charge for these services.

For questions, please contact
Albert W. Hargrove, Records Management Analyst
al.hargrove@ncmail.net

Street address:
215 N. Blount St.
Raleigh, NC 27601-2823
Phone: 919.733.3540

**Government Records Branch
NC Division of Historical Resources**

Mailing address:
4615 Mail Service Center
Raleigh, NC 27699-4615
Fax: 919.715.3627

ELECTRONIC MAIL AS A PUBLIC RECORD
Guidelines for Its Retention, Disposition, and Destruction

The Division of Historical Resources assumes that every state agency or other political unit in the state of North Carolina sends and receives electronic mail ("e-mail") or will shortly have the capability of doing so. E-mail (unless it is personal in nature) contains information of value concerning, or evidence of, the administration, management, operations, activities, and business of an office. Like paper records---such as the memoranda, correspondence, reports, and the hundreds of other types of records received traditionally, for example, through interoffice or U.S. mail or other avenues---e-mail has administrative, legal, reference, and/or archival values. The content of electronic mail is a public record (according to G.S. 121-2 (8) and 132.1) and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. This regulation, along with a current records retention and disposition schedule, is intended to provide for that guidance.

Accordingly, agencies and their offices which use e-mail should normally retain or destroy e-mail by following the provisions of either their own program-specific records retention and disposition schedule or the *General Schedule for State Agency Records*. Taken together, these two schedules will guide the filing of e-mail (whether in paper or electronic format) within existing records series, and the handling of it according to the disposition instructions assigned to each such records series. Because of the characteristics of the medium, however, electronic mail also possesses a dual identity. E-mail is also used to transmit and receive messages which may have reference or administrative value but which are simultaneously of an ephemeral, temporary, or transient nature. As such, e-mail of this kind functions in some ways like telephone calls or telephone messages. Such messages remain public records but may be treated as having a reference or administrative value which ends when the user no longer needs the information such a record contains. E-mail of ephemeral or rapidly diminishing value may be erased or destroyed when the user has determined that its reference value has ended.

Agencies and offices need, however, to pay particular attention to the sometimes complex requirements for the retention of e-mail for longer periods of time, i.e. e-mail of more than transient value. E-mail in this category may be retained in electronic or paper form (the latter may in some cases be the only means of providing for archival retention, for example through microfilming of paper copies), but must be retained for as long as the period specified in a valid records schedule. If retained in paper form, the copies must retain transmission and receipt data. If electronic mail is retained in electronic form, office administrators need to insure that their electronic environment (client server, mainframe computer in or outside their agency, or office personal computer) assures the retention of e-mail for the required period of time. Office administrators may need to contact relevant personnel at ITS (Information Technology Services), at their own agency computer systems unit, or any other personnel who operate computer units or systems immediately or remotely, to insure that such systems process e-mail in accordance with records retention schedules and provide for backups, disaster recovery, physical and electronic security, and the general integrity of the system, its components, and the records it generates and maintains. Office administrators may also need to assure that office filing systems adequately provide for the proper classification of electronic files (including e-mail) in the same manner as currently provided for paper-based files.

All state employees who use e-mail should regularly and consistently retain and delete e-mail in accord with the program records retention and disposition schedule for their offices, the *General Schedule for State Agency Records*, and other instructions, as provided above. Retention of e-mail or any other records, whether in electronic or paper format, for longer than provided in a valid records retention and disposition schedule leads to inefficiency and waste and may subject the affected unit to legal vulnerabilities.

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215 N. Blount St.
Raleigh, NC 27601-2823
Phone: 919.733.3540

Government Records Branch
NC Division of Historical Resources

Mailing address:
4615 Mail Service Center
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Fax: 919.715.3627

PUBLIC RECORDS WITH SHORT-TERM VALUE
Guidelines for Their Retention and Disposition

According to North Carolina General Statutes 121 and 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with an approved program records retention and disposition schedule and the *General Schedule for State Agency Records*, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- Facsimile cover sheets containing only transmittal ("to" and "from") information, or information that does not add significance to the transmitted material.
- Routing slips or other records that transmit attachments.
- Reservations and confirmations.
- Personal messages (including electronic mail) not related to official business.
- Preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records.
- Documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business.
- Records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

This guideline is not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. This guideline is intended to complement the use of both an approved records retention and disposition schedule for the creating agency or unit, and the *General Schedule for State Agency Records*, not replace or supersede either. Should a creating agency or unit lack an approved program records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail), which are not so authorized by the *General Schedule*. Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific program records retention and disposition schedules and applicable guidelines for their office, the *General Schedule for State Agency Records*, as well as the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

Street address:
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Phone: 919.733.3540

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NC Division of Historical Resources

Mailing address:
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Fax: 919.715.3627

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES**

ITEM 7331. PSYCHOLOGICAL SERVICES' SUBJECT FILE

Correspondence, memorandums, studies, project reports, and surveys concerning psychological services.

DISPOSITION INSTRUCTIONS: Destroy in office federal and state policy and procedure memorandums, program directives, and guidelines when obsolete or superseded. Retain one complete set of research project reports in the agency permanently. Destroy in office correspondence, questionnaires, and working files when the project is completed. Destroy in office completed correspondence when administrative value ends. Destroy in office psychological services vendor file and remaining records when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
AMERICORPS GRANT**

ITEM 45855. AMERICORPS MEMBERS FILE

Records in paper and electronic formats concerning AmeriCorps members. File includes names, addresses, hours worked, work sites, and other related records. (Comply with applicable provisions of 34 CFR 361.38 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 5 years.

ITEM 45856. ASSISTANT DIRECTOR'S AND CHIEF OF SUPPORT SERVICES CORRESPONDENCE FILE

Records in paper and electronic formats concerning the AmeriCorps program. File includes correspondence, staff training, program funding, and other related records. (Comply with applicable provisions of 34 CFR 361.38 regarding confidentiality of client records.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 45857. AMERICORPS GRANT FILE

Records in paper and electronic formats concerning grants administered by the agency. File includes initial grant records, renewal instructions, applications, and other related records. (Comply with provisions of 34 CFR 361.38 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
CHIEF - CONTINUING EDUCATION AND STAFF DEVELOPMENT**

ITEM 7361. SPECIAL TRAINING FILE

Correspondence from the Administrator of Special Institutes sent to employees participating in special training sessions. File includes list of participants.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
CHIEF OF CASEWORK OPERATIONS**

ITEM 7365. UNIT AND REGIONAL OFFICE CORRESPONDENCE FILE

Records in paper and electronic formats concerning Operations Chief's correspondence with unit managers and counselors concerning clients' services and policies and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 5 years.

ITEM 7366. SCHOOL CERTIFICATION FILE

Records concerning available training courses for clients and course fees. File includes correspondence, catalogs, brochures, curriculum guides, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7367. OCCUPATIONAL TRAINING REFERENCE FILE

Records concerning occupational training. File includes catalogs, brochures, manuals, fee schedules, financial analysis reports, program descriptions, and related correspondence. (Comply with applicable provisions of 34 CFR 361.38 regarding confidentiality of clients' records in the possession of the Division of Vocational Rehabilitation.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
CHIEF OF SUPPORT SERVICES**

ITEM 7332. DIVISION OF VOCATIONAL REHABILITATION NUMBERED MEMORANDUMS FILE

Records in paper and electronic formats concerning numbered policy and procedure memorandums issued by administrators.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records when superseded or obsolete.

ITEM 7333. DIVISION OF VOCATIONAL REHABILITATION UNNUMBERED MEMORANDUMS FILE

Records in paper and electronic formats concerning unnumbered memorandums written and distributed by all professional staff.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

ITEM 7334. CHIEF OF SUPPORT SERVICES' CORRESPONDENCE FILE

Records in paper and electronic formats concerning correspondence written by the Chief of Support Services.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

ITEM 7335. COOPERATIVE AGREEMENTS FILE

Records in paper and electronic formats concerning Division of Vocational Rehabilitation agreements with other agencies.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Retain in office 1 complete set of paper records of agreements permanently. Destroy in office remaining paper records of sets of agreements 5 years after termination of agreements.

ITEM 7336. CHIEF OF SUPPORT SERVICES' ORGANIZATIONAL FILE

Records in paper and electronic formats concerning intra-agency correspondence, reports, studies, proposals, and other related records directed to the Chief of Support Services for review.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 5 years.

ITEM 7337. SPECIAL GRANTS FILE

Records in paper and electronic formats concerning the obtaining of special grants for various vocational rehabilitation programs. File includes federal regulations and guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when administrative value ends. Destroy in office paper records of federal regulations and guidelines when obsolete or superseded. Destroy in office remaining paper records after grant funds are terminated and released from all audits or after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 7338. SPECIALISTS' CORRESPONDENCE FILE

Records in paper and electronic formats concerning letters written by the Chief of Support Services specialists.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
OMS AND CIVIL RIGHTS**

ITEM 45858. OPERATION MANAGEMENT SYSTEM (OMS) PROGRAM AND CASELOAD FILE

Records in paper and electronic formats concerning activity in the OMS program. File includes correspondence, memorandums, caseload records, and other related records. Caseload records entered into Client Automation and Tracking System (CATS) Database (Electronic) File, Item 46093 when received. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

ITEM 45859. VENDOR FILE

Records in paper and electronic formats concerning vendors associated with program. File includes applications for completion, applications returned from vendors, compliance information, letters of approval, and other related records. Completed vendor applications and compliance information entered into Client Automation and Tracking System (CATS) Database (Electronic) File, Item 46093 when received. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

ITEM 45860. WEEKLY AND MONTHLY STATUS REPORTS FILE

Records in paper and electronic formats of reports of weekly and monthly status progress.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 2 months.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
REHABILITATION PROJECT COORDINATOR**

ITEM 7355. REHABILITATION ENGINEERING PROGRAM FILE

Records in paper and electronic formats concerning the development and administration of the agency's rehabilitation engineering program. File includes correspondence, reports, studies, articles, conference proceedings, work papers, presentation records, grant records, and case records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records of office project grant records after grant funds are terminated and released from federal administration audit. Destroy in office paper records of case records, work papers, articles, and presentation records when reference value ends. Destroy in office remaining paper records when administrative value ends.

ITEM 7356. EVALUATION AND COMPREHENSIVE SERVICE CENTERS PROGRAM FILE

Records in paper and electronic formats concerning the development and administration of field-based vocational evaluation units. File includes correspondence, reports, studies, articles, grant records, work papers, and presentation records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records of office project grant records after grant funds are terminated and released from federal administrative audit. Destroy in office paper records of office articles, work papers, and presentation records when reference value ends. Destroy in office remaining paper records when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
SPECIALIST FOR ALCOHOL, DRUGS AND OFFENDER PROGRAMS**

ITEM 7344. YOUTH SERVICES INSTITUTIONS FILE

Correspondence, reports, and other records concerning programs for youth services institutions.

DISPOSITION INSTRUCTIONS: Destroy in office equipment procurement records after released from all audits. Destroy in office equipment inventories when obsolete or superseded. Destroy in office remaining records when reference value ends.

ITEM 7345. YOUTH SERVICES AND ADULT CORRECTIONS PROGRAM CASE FILE

Correspondence, reports, and other records concerning the development of youth centers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7348. OPERATIONAL MANAGEMENT SYSTEM REPORTS FILE

Financial and statistical reports prepared by the Systems and Statistics Unit. File includes budget reports, working papers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office encumbrance reports, allotment summaries, tabulation sheets, listings of program fund data, and all related budget reports and working papers after 2 years and when released from all audits, whichever occurs later. Destroy in office statistical reports concerning program objectives, accomplishments, and caseload volume when administrative value ends but within 2 years.

ITEM 7349. SPECIALIST'S SUBJECT FILE

Correspondence, reports, and program guidelines concerning federal probation, jobs for ex-offenders, counseling, mental health, drug abuse, and program evaluation. File includes other subjects related to the program specialist's work.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
SPECIALIST FOR COMMUNITY REHABILITATION PROGRAMS/SUPPORTED
EMPLOYMENT**

ITEM 7375. WORKSHOPS (FEDERAL PROJECT GRANTS) FILE

Federal project grants submitted to the Department of Education for technical assistance, project development, innovation, and establishment and expansion of workshops. File includes grant applications, letters of award, manuals, standards, surveys, evaluations, and standard reviews.

DISPOSITION INSTRUCTIONS: Destroy in office applications for project grants, letters of award, and all supporting papers upon termination of grant funds and when released from all audits. Destroy in office program manuals and standards when obsolete or superseded. Destroy in office surveys, evaluations, and standard reviews when deficiencies have been corrected and administrative value ends.

ITEM 7376. SPECIALIST FOR FACILITIES' GENERAL SUBJECT FILE

Records in paper and electronic formats concerning the monitoring and coordinating of the training of workshop personnel and the monitoring of the budget, program goals, equipment, and staffing needs of all facilities. File includes correspondence, reports, publications, federal and state guidelines, training manuals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records of federal and state guidelines when obsolete or superseded. Destroy in office remaining paper records when administrative value ends.

ITEM 7377. STATE OFFICE CORRESPONDENCE FILE

Records in paper and electronic formats concerning memorandums sent to all Division of Vocational Rehabilitation staff members. File includes lists of consultants, copies of the Federal Program and Financial Plan for Vocational Rehabilitation, summaries of estimated referrals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

ITEM 7379. WORKSHOP PRIORITIES FILE

Records in paper and electronic formats concerning the review of program requirements, monitoring of budgets, and developing program standards. File includes correspondence, reports, federal regulations and guidelines, and publications.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records of federal regulations and guidelines when obsolete or superseded. Destroy in office remaining paper records when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
SPECIALIST FOR COOPERATIVE SCHOOL PROGRAMS AND TRANSITION
SERVICES**

ITEM 45854. TRANSITION PROJECT FILE

Records in paper and electronic formats concerning project activities. File includes correspondence, reports, budgets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
SPECIALIST FOR DEVELOPMENTAL DISABILITIES**

ITEM 7351. COMMUNICATIVE DISORDERS FILE

Records concerning speech and hearing clinics, post-secondary training programs, and the North Carolina Council for the Hearing Impaired. File includes applications and correspondence related to employment for staff serving the hearing impaired and for each counselor of the deaf, general correspondence, and information related to staff development and training.

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge. Destroy in office remaining records after 5 years.

ITEM 7352. SCHOOLS' PROGRAMS FILE

Records concerning cooperative schools' programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ASSISTANT DIRECTOR FOR OPERATIONS AND SUPPORT SERVICES
SPECIALIST FOR EMPLOYMENT SERVICES**

ITEM 7343. SPECIALISTS, ASSOCIATIONS, COMMITTEES, AND INSTITUTES WORKING FILE

Records in paper and electronic formats concerning associations, committees, and institutes of which the specialist was or is a member.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

ITEM 7346. REGIONAL DIRECTORS CORRESPONDENCE FILE

Specialist's correspondence with regional directors.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7347. OPERATIONS AND SUPPORT SERVICES STAFFS' CORRESPONDENCE FILE

Specialist's correspondence with personnel of the program development staff.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 7371. MENTAL HEALTH FACILITIES FILE

Records in paper and electronic formats concerning mental health facilities. File includes correspondence, reports, and agreements.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records of agreements after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining paper records when administrative value ends.

ITEM 7372. SHELTERED WORKSHOPS WORKING FILE

Records in paper and electronic formats concerning the development and expansion of sheltered workshops. File includes correspondence, budget allotment summaries, encumbrance and expenditure 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 when administrative value ends.

ITEM 7373. EVALUATION FILE

Records in paper and electronic formats concerning the review of staffing positions, enrollment trends, standards of facilities, and evaluation of programs. File includes reports and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records when the annual standards review is completed.

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ITEM 7350. GENERAL INFORMATION (ALL PROGRAMS) FILE

Records in paper and electronic formats concerning programs operated by Division of Vocational Rehabilitation. File includes correspondence, budget information, articles, reports, program reviews, guidelines, and copies of federal and state legislation. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years.

ITEM 7353. EPILEPSY PROGRAMS FILE

Records in paper and electronic formats concerning various task forces and advisory committees.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 5 years.

ITEM 7354. SCHOOLS PROGRAMS EVALUATION FILE

Reference copies of schools' programs review reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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ITEM 7293. DISABLED/DISADVANTAGED PROGRAM FILE

Records in paper and electronic formats concerning the Division of Social Services rehabilitation of public assistance recipients. File includes reference copies of agreements, correspondence, reports, studies, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years.

ITEM 7339. REHABILITATION CENTERS FILE

Records in paper and electronic formats concerning the development of vocational rehabilitation centers. File includes correspondence, reports, plans, and specifications. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when grant funds are terminated and when released from the federal administrative audit.

ITEM 7340. PHYSICAL DISABILITIES SPECIALIST'S CORRESPONDENCE WITH REGIONAL DIRECTORS FILE

Records in paper and electronic formats concerning correspondence with the Regional Commissioner of the Office of Rehabilitation Services, Department of Education. File includes copies of regulations, laws, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 7341. CENTRAL OFFICE STAFFS' CORRESPONDENCE FILE

Records in paper and electronic formats concerning specialist's correspondence with Division of Vocational Rehabilitation staff members. File includes memorandums directed to specialist's attention.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 3 years.

ITEM 7342. SPECIALIST'S SUBJECT FILE

Records in paper and electronic formats concerning specialist's involvement with rehabilitation. File includes correspondence, reports, copies of laws, guidelines, publications, regulations, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats of federal and state regulations, memorandums, program instruction publications, and copies of laws when superseded or obsolete. Destroy in office remaining records in paper and electronic formats when administrative value ends.

ITEM 7368. DIVISION OF VOCATIONAL REHABILITATION REPORTS TO THE SOCIAL SECURITY ADMINISTRATION FILE

Records in paper and electronic formats concerning reference copies of all field reports submitted to the Department of Social Security Administration.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records after 3 years.

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ITEM 7369. COORDINATOR'S SUBJECT FILE

Records in paper and electronic formats concerning the planning and development of cooperative programs with the Division of Social Services to coordinate the programs with regional and district offices. File includes correspondence, reports, summaries, guidelines, publications, directives, regulations, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats of state and federal guidelines, program publications, policy and procedure directives, and regulations when superseded or obsolete. Destroy in office remaining records in paper and electronic formats when administrative value ends.

ITEM 7370. STAFF COORDINATOR'S CORRESPONDENCE FILE

Records in paper and electronic formats concerning coordinator's correspondence with Division of Vocational Rehabilitation staff members.

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy immediately after paper copy has been generated. Destroy in office paper records after 3 years.