

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

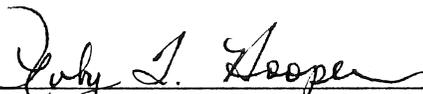
DIVISION OF VOCATIONAL REHABILITATION

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

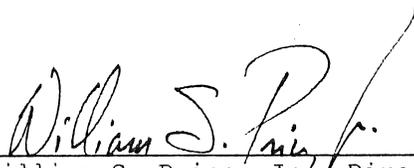
DIVISION OF VOCATIONAL REHABILITATION

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 This schedule is to remain in effect until superseded.

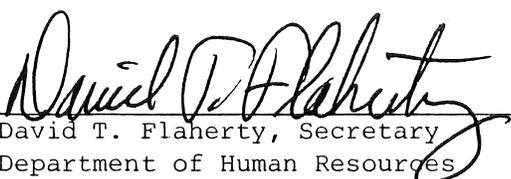
APPROVAL RECOMMENDED

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

  
\_\_\_\_\_  
Claude A. Myer, Director  
Division of Vocational Rehabilitation

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

APPROVED

  
\_\_\_\_\_  
David T. Flaherty, Secretary  
Department of Human Resources

  
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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**

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

  
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Betty Ray McCain, Secretary  
Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION  
SPECIALIST FOR SPECIAL PROJECTS FOR THE PHYSICALLY DISABLED**

**ITEM 7381. REHABILITATION CENTERS FILE**

Correspondence, reports, negotiation plans, contracts, and specifications concerning development of the state's network of comprehensive rehabilitation centers.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after state support is terminated.

**ITEM 7384. BILL KISER NEWS SERVICE, INC. FILE**

Contracts negotiated with the Department of Human Resources/Division of Vocational Rehabilitation/Bill Kiser News Service. File includes copies of monthly and annual reports presented to the agency, supporting information, correspondence, and budget information.

DISPOSITION INSTRUCTIONS: Destroy in office contracts 3 years after termination. Destroy in office reports and other materials created as a result of the contract when federal retention and instructions have been met.