

DEPARTMENT OF HUMAN RESOURCES
OFFICE OF INTERGOVERNMENTAL RELATIONS

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

OFFICE OF INTERGOVERNMENTAL RELATIONS

do not and will not have further official use of 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

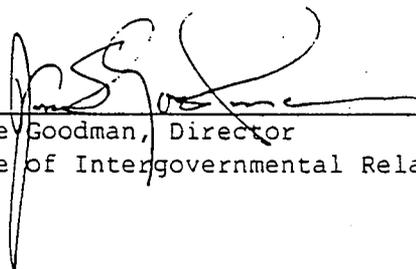
OFFICE OF INTERGOVERNMENTAL RELATIONS

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.

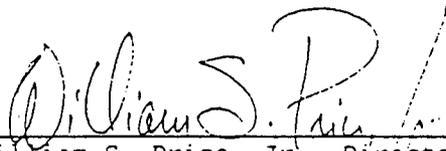
APPROVAL RECOMMENDED



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



Jessie Goodman, Director
Office of Intergovernmental Relations

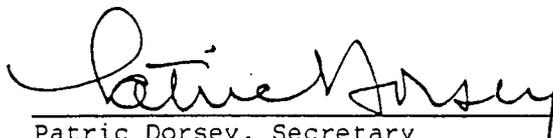


William S. Price, Jr., Director
Division of Archives and History

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.

May 2, 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

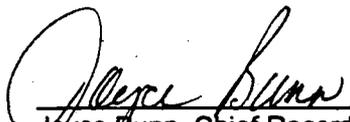
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

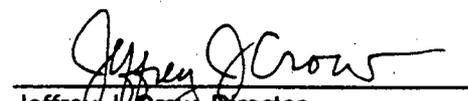
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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
OFFICE OF THE SECRETARY
INTERGOVERNMENTAL RELATIONS**

ITEM 16847. FEDERAL LEGISLATION FILE.

Records concerning federal legislation affecting the Department of Human Resources (DHR). File includes North Carolina or DHR position papers, letters to members of Congress, copies of bills, copies of committee reports, CONGRESSIONAL RECORD excerpts, explanatory materials, and public laws.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16848. FEDERAL REGISTER AND INDEXES FILE.

Regulations, rules, and legal notices issued by federal agencies concerning the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 16850. COMMENTS ON FEDERAL REGULATIONS FILE.

Excerpts from FEDERAL REGISTER pertinent to departmental operations. File includes correspondence relating to comments and explanatory material.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16856. CONGRESSIONAL RECORD AND INDEXES FILE.

Proceedings and debates of Congress.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16859. MISCELLANEOUS LAWS FILE.

Records concerning federal regulations and laws. File contains house bills, correspondence, federal regulations, and booklets.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16864. INTERGOVERNMENTAL RELATIONS CLEARINGHOUSE FILE.

Notification Transmittal and Agency Response forms. File includes memorandums from the office to divisions within the Department of Human Resources concerning proposed projects and Notification to Clearinghouse of Intent to Apply for Assistance forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

ITEM 16865. GRANTS FILE.

Records concerning Division of Mental Health grants such as Elementary and Secondary Education Act, Title I, Alcoholism, and Hospital Improvement Projects; Division of Social Services grants; Schools for the Deaf grants; and Division of Vocational Rehabilitation grants. File includes grant application forms, departmental letters stating purposes of grants, memorandums for persons reviewing applications, Notification to Clearinghouse of Intent to Apply for Assistance forms, grant award notices, and correspondence pertaining to grants.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or after grant expires and when all audits are resolved.

ITEM 16867. APPLICATIONS OUTSIDE THE DEPARTMENT OF HUMAN RESOURCES FILE.

Correspondence, project applications, and review forms for grants from organizations and agencies not associated with the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
INTERGOVERNMENTAL RELATIONS**

ITEM 16868. ENVIRONMENTAL IMPACT STATEMENT FILE.

Environmental impact statements received from the Office of Policy and Planning, Department of Administration. File includes memorandums from the section to the Division of Health Services and the Division of Health Services recommendations.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 16869. FEDERAL REGULATIONS FILE.

Correspondence received from the Federal government and regulations pertaining to award of grants. File includes Title XIX information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 16870. STATE PLAN FILE.

Records concerning state plans submitted annually to the Federal government by divisions within the Department of Human Resources receiving federal money. (Official copies are in the Office of Policy and Planning, Department of Administration.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.