

DEPARTMENT OF HUMAN RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF CONTROLLER

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

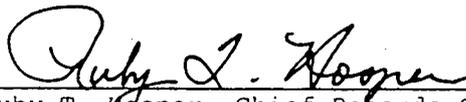
OFFICE OF CONTROLLER

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

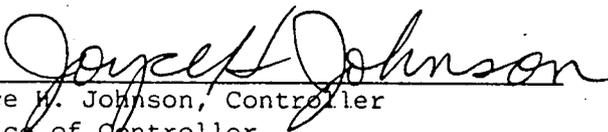
OFFICE OF CONTROLLER

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 This schedule is to remain in effect until superseded.

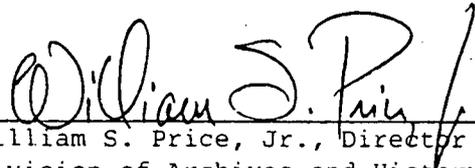
APPROVAL RECOMMENDED



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



Joyce W. Johnson, Controller
Office of Controller

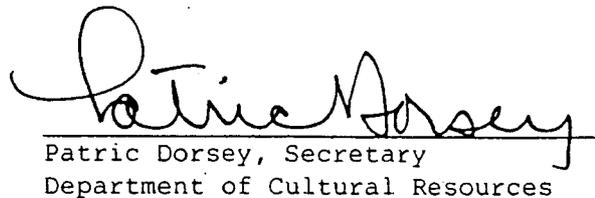


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

July 3, 1989

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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

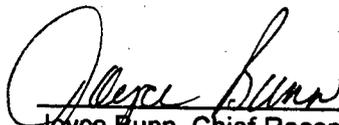
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

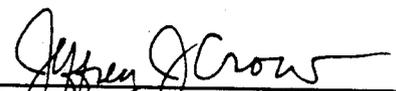
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

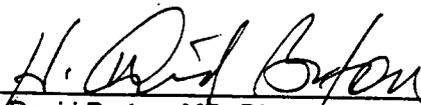


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

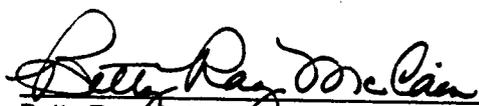


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



H. David Bruton, MD, Director
Department of Health and Human
Services



Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1997

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DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
OFFICE OF THE CONTROLLER
PROGRAM AND BENEFITS PAYMENTS SECTION
TEAM A BRANCH

**ORGANIZATIONAL NAME CHANGE and RECORDS RETENTION and DISPOSITION
SCHEDULE AMENDMENT**

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **Department of Environment and Natural Resources, Assistant Secretary for Administration, Division of Fiscal Management, Purchase of Medical Care Services Section, Authorizations/Claims to Department of Health and Human Services, Office of the Secretary, Office of the Controller, Program and Benefits Payments Section, Team A Branch** and amendment to Item 1775, as shown on substitute page dated August 18, 2005. 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

TEAM A BRANCH

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

TEAM A BRANCH

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.

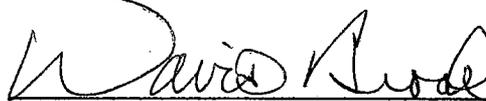
APPROVAL RECOMMENDED



Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Laketha Miller, Controller
Office of the Controller



David Brook, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 18, 2005

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
OFFICE OF CONTROLLER
ACCOUNTING SECTION**

ITEM 16988. COMPUTER FINANCIAL REPORTS FILE.

Records concerning various reports for the Departmental Accounting System (DAS). File includes budget reports, general ledgers, and expenditures and revenue ledgers.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
OFFICE OF CONTROLLER
ADMINISTRATION AND MANAGEMENT SECTION**

ITEM 24816. DIVISION BILLINGS FILE.

Records concerning bills to divisions within the Department of Human Resources for services performed by the Office of Controller. File includes quarterly reports and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24820. WEEKLY TIME SHEETS FILE.

Time sheets completed by office personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24821. MONTHLY TIME REPORTS FILE.

Reports concerning time worked by office employees.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24824. UNITED WAY FUND DRIVE FILE.

Records concerning the United Way Fund Drive for the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26984. COST ALLOCATION CORRESPONDENCE FILE.

Cost allocation correspondence concerning certain Department of Human Resources divisions. File includes information submitted to Office of Controller and Department of Health and Human Services.

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

ITEM 26985. COST ALLOCATION PLANS FILE.

Departmental cost allocation plans. File includes correspondence and work papers.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years from the end of the fiscal year in which the plan applies (federal regulations).

ITEM 26986. DEPARTMENT OF HUMAN RESOURCES (DHR) DIVISIONS MANAGEMENT FILE.

Reference information concerning subjects pertinent to DHR divisions. File includes records of financial statements, local and state audits, correspondence, cash management plans, accounting system reviews, and budget information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26987. ELIGIBILITY INFORMATION SYSTEM FILE.

Advance planning records, quarterly reports, correspondence, worksheets, and approved letters concerning the eligibility information system.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Office of Automation Projects, Eligibility Information System, Income Eligibility Verification System (IEVS) File (Item 34038).