

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF FACILITY SERVICES  
OFFICE OF THE ASSISTANT DIRECTOR  
MEDICAL FACILITIES PLANNING 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

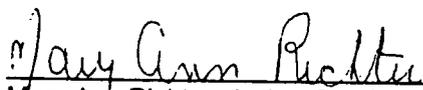
**MEDICAL FACILITIES PLANNING SECTION**

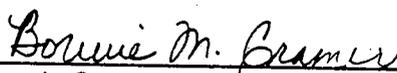
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. 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**

**MEDICAL FACILITIES PLANNING 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 This schedule is to remain in effect until superseded.

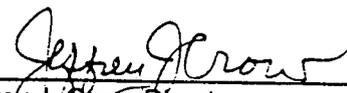
**APPROVAL RECOMMENDED**

  
Mary Ann Richter, Acting Chief Records Officer  
Department of Health and Human Services

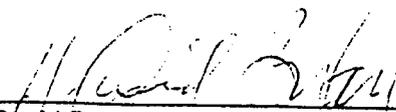
  
Bonnie Cramer, Assistant Director  
Division of Facility Services

  
Paul Pennell, Business Officer and Records Officer  
Division of Facility Services

  
Lynda D. McDaniel, Director  
Division of Facility Services

  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

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

  
Betty Ray McCain, 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.**

April 14, 1999

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF THE ASSISTANT DIRECTOR  
MEDICAL FACILITIES PLANNING SECTION**

**ITEM 7684. ORDER FORMS FOR STATE MEDICAL FACILITIES PLAN FILE.**

Requests for the annual State Medical Facilities Plan. File also includes order forms, Department of Health and Human Services controller mail/cash receipt logs, and copies of checks.

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

**ITEM 7720. NORTH CAROLINA STATE HEALTH COORDINATING COUNCIL MINUTES FILE.**

Minutes of the North Carolina State Health Coordinating Council. File also includes agendas, attendance records, cover letters, handouts, and other related records.

DISPOSITION INSTRUCTIONS: Transfer minutes to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Destroy in office microfilmed paper records when reference value ends. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records are microfilmed. Destroy in office remaining records when administrative value ends.

**ITEM 7725. READING FILE.**

Outgoing correspondence prepared by the Medical Facilities Planners.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 7727. DEPARTMENT AND DIVISION FILE.**

Records concerning health services offered by the department and division. File includes correspondence, memorandums, news articles, bulletins, seminar information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7728. POPULATION DATA AND PROJECTIONS FILE.**

Population data from the Office of State Planning for each county. File also includes printouts concerning population projections downloaded from the Internet. Information is incorporated into the State Medical Facilities Plan's need projections.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 7730. HEALTH SERVICES FILE.**

Reference copies of records concerning studies, correspondence, printed information, and comprehensive health planning. File is used in developing State Health Plans I, II, and III, the resource documents used in compiling the Focus on Health report, and in setting health planning goals and objectives.

DISPOSITION INSTRUCTIONS: Records transferred to Associations and Organizations File (Item 7722).

**ITEM 7731. STATE HEALTH COORDINATING COUNCIL/STATE HEALTH PLANNING DEVELOPMENT AGENCY/HEALTH SYSTEM AGENCY CONFERENCE FILE.**

Agendas, attendance records, and receipts for tuition for conferences.

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina State Health Coordinating Council Minutes File (Item 7720).

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**ITEM 7735. STATE MEDICAL FACILITIES PLAN FILE.**

Records concerning creation and development of the annual State Medical Facilities Plan. File includes correspondence, draft plans, petitions, comments, agency responses, final plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 42283. LICENSE RENEWAL APPLICATIONS FILE.**

Reference copies of license renewal applications for various health care facilities and services. Information entered into Population Data and License Application Database (Electronic) File (Item 42284).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends and quality control procedures are completed.

**ITEM 42284. POPULATION DATA AND LICENSE APPLICATION DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning population data for each county. Electronic file includes name of county, dates, population reports, data from annual license renewal applications, and other related data. (Electronic database systems are connected via a local area network (LAN).) Electronic files on hard drives of the LAN are backed up routinely to magnetic tapes.

DISPOSITION INSTRUCTIONS: Agency representative will update electronic file routinely. Erase in office when reference value ends.