

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FACILITY SERVICES
OFFICE OF THE DIRECTOR
ASSISTANT DIRECTOR'S OFFICE

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

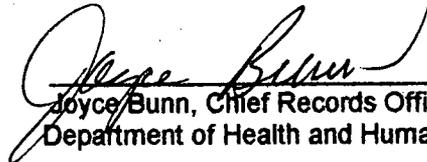
ASSISTANT DIRECTOR'S OFFICE

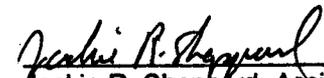
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

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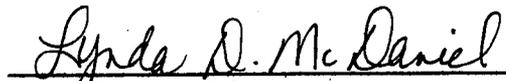
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

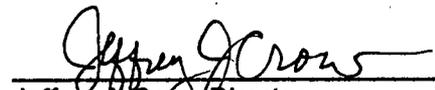
APPROVAL RECOMMENDED


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

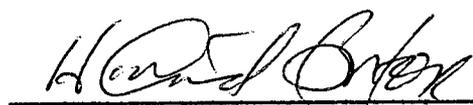

Jackie R. Sheppard, Assistant Director
Division of Facility Services

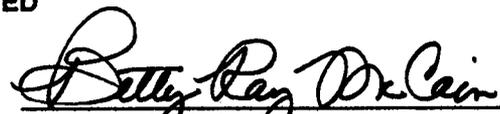

Paul Pennell, Business Officer and Records Officer
Division of Facility Services


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

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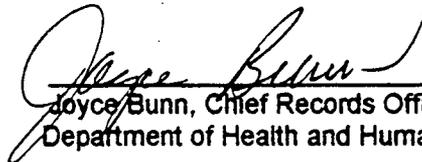
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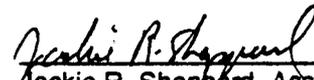
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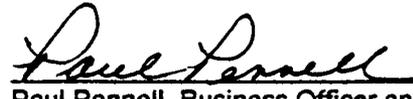
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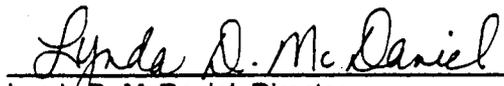
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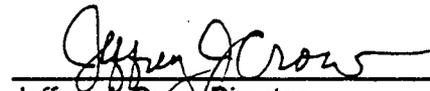
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

December 31, 1997

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
OFFICE OF THE DIRECTOR
ASSISTANT DIRECTOR'S OFFICE**

ITEM 41020. ADMINISTRATIVE RULES MAKING FILE.

Correspondence, official notices of rule making proceedings, documentation on public hearings and public comments, and other related records. File also includes tapes of public hearings and any petitions for rule making.

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 41022. CONTESTED CASE FILE.

Contested cases filed against the Division of Facility Services. File includes petitions, administrative law judges' recommended decisions, agency final decisions, orders issued, and other related records.

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 41024. LEGISLATIVE CONTACT FILE.

Records concerning contacts and inquiries made by the General Assembly and its staff. File includes proposed legislation, request for policy and program information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 41025. MENTAL HEALTH WAIVERS FILE.

Correspondence between Division of Facility Services and mental health facility granting relief from a mental health licensure rule. File also includes request for waiver and actual denial or approval granted.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after issuance of license 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 41027. NON-TIME LIMITED DECLARATORY RULINGS FILE.

Rulings made by the Director of Facility Services regarding request for Declaratory Rulings. File also includes petitioner written request for ruling, actual ruling on the approved or denied request, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 41029. TIME LIMITED DECLARATORY RULINGS FILE.

Rulings made by the Director of Facility Services for site changes and late filing for Certificate of Need application.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.