

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FACILITY SERVICES
OFFICE OF THE DIRECTOR
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

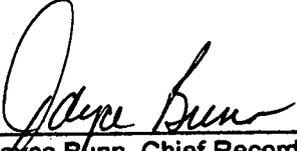
DIRECTOR'S OFFICE

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

DIRECTOR'S OFFICE

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 This schedule is to remain in effect until superseded.

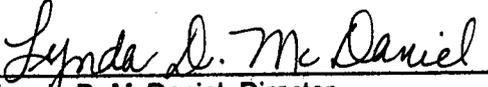
APPROVAL RECOMMENDED



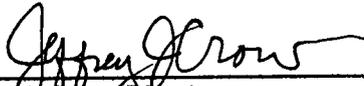
Joyce Bunn, Chief Records Officer
Department of Health and Human Services



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



Lynda D. McDaniel, Director
Division of Facility Services



Jeffrey V. 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

December 31, 1997

KLS

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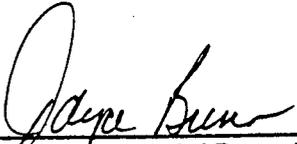
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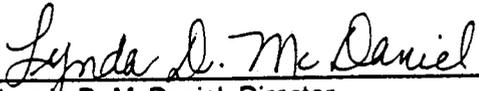
APPROVAL RECOMMENDED



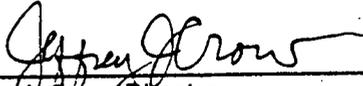
Joyce Bunn, Chief Records Officer
Department of Health and Human Services



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



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Division of Facility Services

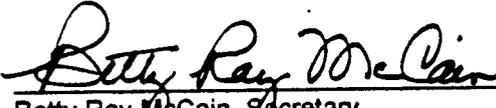


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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

ITEM 1709. MINUTES OF THE EXECUTIVE COMMITTEE AND MEDICAL CARE COMMISSION FILE.

Records in paper and electronic formats concerning minutes of the Executive Committee and Medical Care Commission. (This is an essential agency record.) Amended 10-30-01

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 5 years to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Destroy duplicate copies in the off-site storage location after the records have been microfilmed.

ITEM 1710. AGENCIES AND ORGANIZATIONS CORRESPONDENCE FILE.

Correspondence written to and/or received from the Secretary, directors, section chiefs, Medical Care Commission, state and/or federal agencies, and professional trade associations and organizations.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 1711. SUBJECT FILE.

Director's correspondence, Medical Care Commission members' correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Agencies and Organizations Correspondence File (Item 1710).