

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF FACILITY SERVICES  
OFFICE OF THE DIRECTOR  
NORTH CAROLINA MEDICAL CARE COMMISSION

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

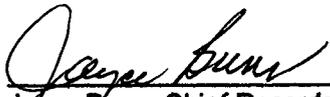
**NORTH CAROLINA MEDICAL CARE COMMISSION**

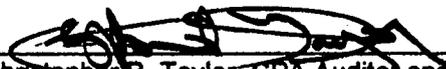
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

**NORTH CAROLINA MEDICAL CARE COMMISSION**

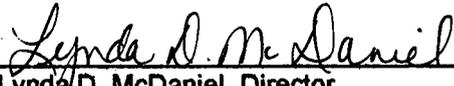
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

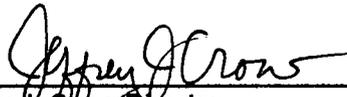
**APPROVAL RECOMMENDED**

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

  
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Christopher B. Taylor, CPA Auditor and Advisor  
North Carolina Medical Care Commission

  
\_\_\_\_\_  
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

December 12, 1997

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DIVISION OF FACILITY SERVICES  
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NORTH CAROLINA MEDICAL CARE COMMISSION

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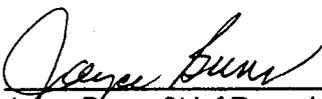
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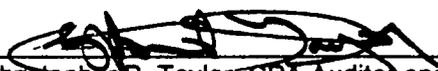
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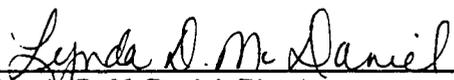
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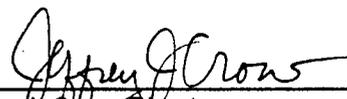
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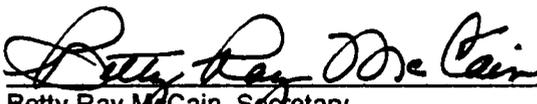
  
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H. David Bruton, MD, Secretary  
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Department of Cultural Resources

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.

December 12, 1997

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF THE DIRECTOR  
NORTH CAROLINA MEDICAL CARE COMMISSION**

**ITEM 40873. ADMINISTRATIVE FILE.**

Records concerning financing completed by the Medical Care Commission through the issuance of tax exempt debt. File includes reference copies of correspondence, healthcare facilities' financial statements, budget reports, statistical reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 40874. AUDIT WORK PAPER FILE.**

Records concerning the financial, operational, and compliance examination of projects financed through the Medical Care Commission. File includes audit workpapers, correspondence, and other records related to bond issues for healthcare facilities with outstanding debt issued through the Medical Care Commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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.