

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE 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 **Division of Mental Health, Mental Retardation and Substance Abuse Services to Division of Mental Health, Developmental Disabilities, and Substance Abuse 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 Division of Mental Health, Mental Retardation and Substance Abuse Services. 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

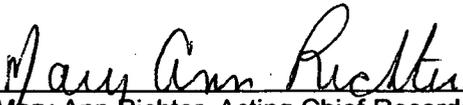
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES

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

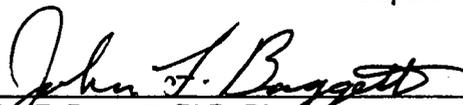
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES

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 This schedule is to remain in effect until superseded.

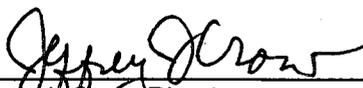
APPROVAL RECOMMENDED



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

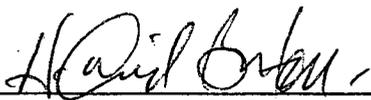


John F. Baggett, PhD, Director
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services



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

May 25, 1999

KLS

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES

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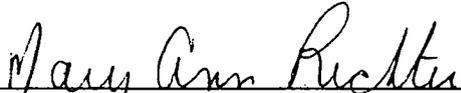
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES

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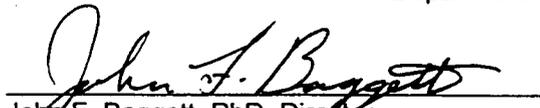
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES

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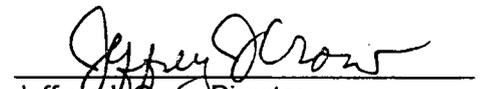
APPROVAL RECOMMENDED



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

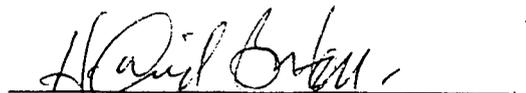


John F. Baggett, PhD, Director
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services



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.

May 25, 1999

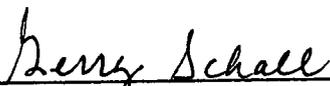
KLS

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND
SUBSTANCE ABUSE SERVICES
GENERAL BUSINESS OFFICE

Amend the program records retention and disposition schedule approved May 24, 2002
by changing the disposition instructions for Item 1877 as shown on substitute page dated
July 20, 2002.

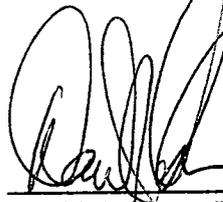
APPROVAL RECOMMENDED



Gerry Schall, Chief Records Officer
Department of Health and Human Services

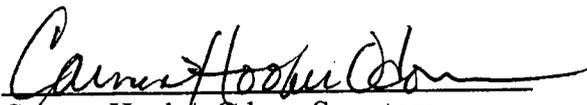


Rich Visingardi, Director
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services



David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 20, 2002

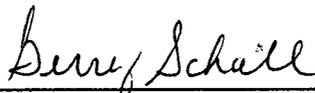
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND
SUBSTANCE ABUSE SERVICES
GENERAL BUSINESS OFFICE

Amend the program records retention and disposition schedule approved January 21, 1966 by changing the disposition instructions in Items 1876 and 1877 as shown on substitute page dated May 24, 2002.

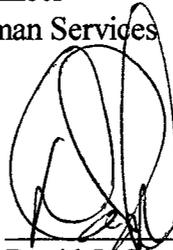
APPROVAL RECOMMENDED



Gerry Schall, Chief Records Officer
Department of Health and Human Services



Rich Visingardi, Director
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services



David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 24, 2002

AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND
SUBSTANCE ABUSE SERVICES
RESOURCE REGULATORY MANAGEMENT
ACCOUNTABILITY BRANCH

Amend the program records retention and disposition schedule approved October 1, 1986 by adding Item 47542 as shown on substitute page dated December 21, 2005.

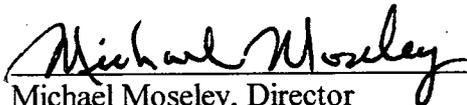
APPROVAL RECOMMENDED



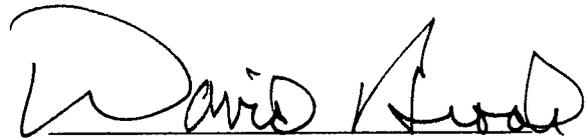
Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Jim Jarrard, Records Officer
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services

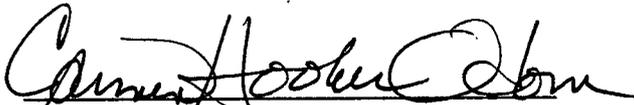


Michael Moseley, Director
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services

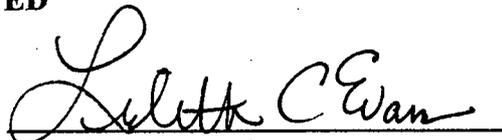


David Brook, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 21, 2005

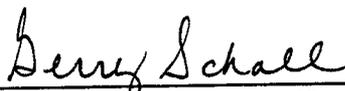
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND
SUBSTANCE ABUSE SERVICES
NORTH CAROLINA SPECIALTY HOSPITAL RECORDS
NORTH CAROLINA MEMORIAL HOSPITAL

Amend the program records retention and disposition schedule approved July 1, 1997
by changing the disposition instructions for Item 1993 as shown on substitute page dated
June 27, 2002.

APPROVAL RECOMMENDED



Gerry Schall, Chief Records Officer
Department of Health and Human Services

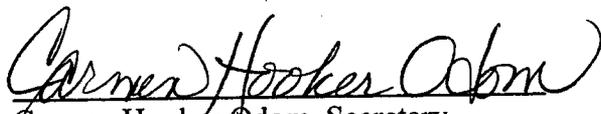


Rich Visingardi, Director
Division of Mental Health, Developmental
Disabilities and Substance Abuse Services



David W. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

June 27, 2002

AWH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

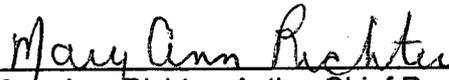
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE
ABUSE SERVICES
MENTAL HEALTH SERVICES

Amend the records retention and disposition schedule approved May 25, 1999 by adding Item 43506 as shown on substitute page dated July 12, 1999.

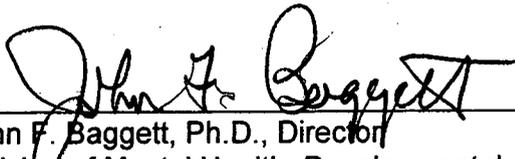
APPROVAL RECOMMENDED



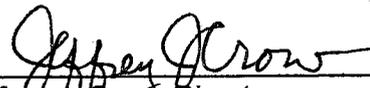
Donison L. Willis, Chief
Mental Health Services



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



John F. Baggett, Ph.D., Director
Division of Mental Health, Developmental
Disabilities and Substance Abuse Services



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 12, 1999

KLS

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND
SUBSTANCE ABUSE SERVICES
STATE FACILITIES, AREA PROGRAMS, OR CONTRACT AGENCIES

Amend the program records retention and disposition schedule approved June 25, 2004 by adding Item 47973 as shown on substitute page dated September 5, 2007.

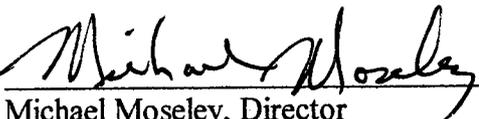
APPROVAL RECOMMENDED



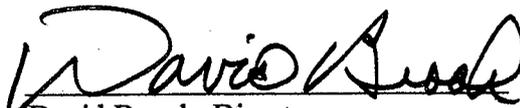
Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Mary Tripp, Records Officer
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services

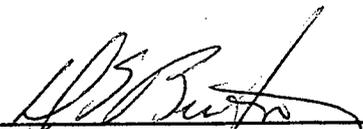


Michael Moseley, Director
Division of Mental Health, Developmental
Disabilities, and Substance Abuse Services



David Brook, Director
Division of Historical Resources

APPROVED



Dempsey Benton, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 5, 2007

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND SUBSTANCE ABUSE
SERVICES
NORTH CAROLINA SPECIALTY HOSPITAL RECORDS
NORTH CAROLINA MEMORIAL HOSPITAL**

ITEM 1993. INACTIVE PERSONNEL FILE.

Individual folders for resigned, retired, superseded, or terminated employees. Used as reference to employees' service history. Folder contents may vary according to institutional procedures, type of appointment, length of service, and other factors. File usually includes applications for employment, personnel action forms, letter of resignation or other communication advising of separation, longevity pay requests, leave records, hospitalization and life insurance information, withholding certificates, and other related records. Amended 6-27-02

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 30 years from date of record.