

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

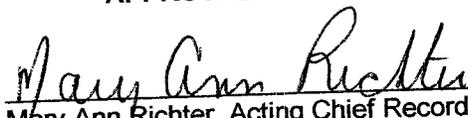
**DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES**

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 This schedule is to remain in effect until superseded.

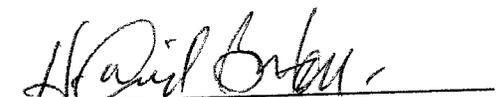
APPROVAL RECOMMENDED

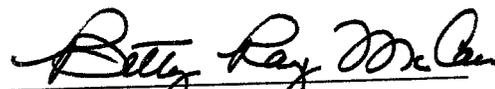
  
Mary Ann Richter, Acting Chief Records Officer  
Department of Health and Human Services

  
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

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

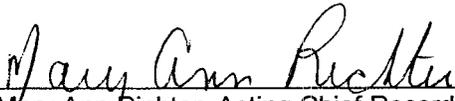
**DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES**

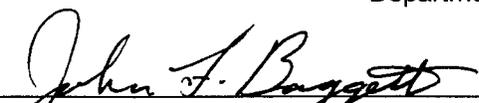
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

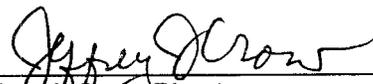
**DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE ABUSE SERVICES**

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

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

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF MENTAL HEALTH  
MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES  
WILLIE M. SERVICES

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

WILLIE M. 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. 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.**

WILLIE M. 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

Victoria Moody  
Victoria Moody, Chief Records Officer  
Department of Human Resources

Charles Davis  
Charles Davis, Assistant Chief  
Willie M. Program

Mike Pedneau  
Mike Pedneau, Director  
Division of Mental Health, Mental  
Retardation and Substance Abuse Services

Jeffrey J. Crow  
Jeffrey J. Crow, Acting Director  
Division of Archives and History

APPROVED

C. Robin Britt  
C. Robin Britt, Secretary  
Department Human Resources

Betty Ray McCain  
Betty Ray McCain, Secretary  
Department of Cultural Resources

October 17, 1995

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.

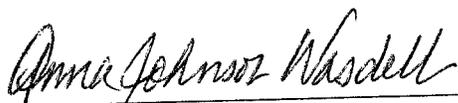
JH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

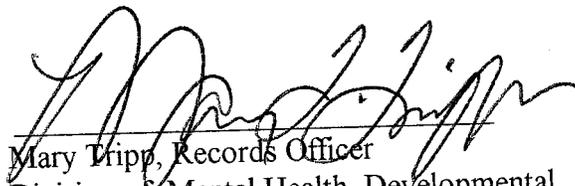
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND  
SUBSTANCE ABUSE SERVICES  
STATE FACILITIES, AREA PROGRAMS, OR CONTRACT AGENCIES  
CHERRY HOSPITAL

Amend the program records retention and disposition schedule by adding Item 48414 as shown on substitute page dated February 20, 2009.

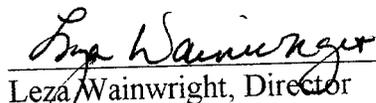
APPROVAL RECOMMENDED



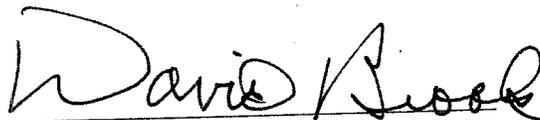
Anna Wasdell, Chief Records Officer  
Department of Health and Human Services



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

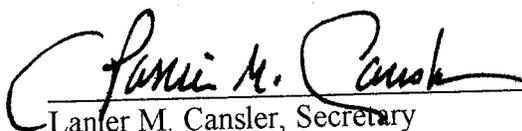


Leza Wainwright, Director  
Division of Mental Health, Developmental  
Disabilities, and Substance Abuse Services

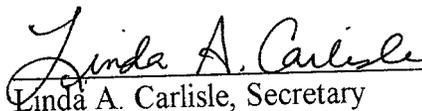


David Brook, Director  
Division of Historical Resources

APPROVED



Lanier M. Cansler, Secretary  
Department of Health and Human Services



Linda A. Carlisle, Secretary  
Department of Cultural Resources

February 20, 2009

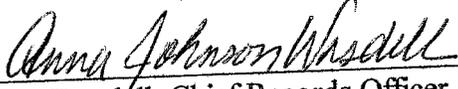
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

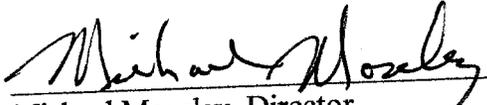
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND  
SUBSTANCE ABUSE SERVICES  
STATE FACILITIES, AREA PROGRAMS, OR CONTRACT AGENCIES

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

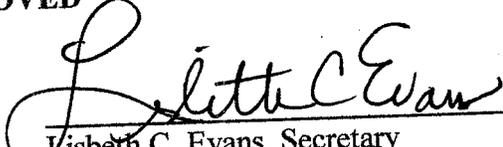
  
Mary Trupp, Records Officer  
Division of Mental Health, Developmental  
Disabilities, and Substance Abuse Services

  
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

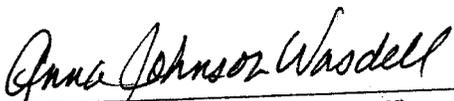
AWH

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

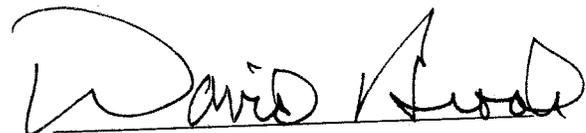
Amend the program records retention and disposition schedule approved October 1, 1986 by adding Item 47542 as shown on substitute page dated December 21, 2005.

APPROVAL RECOMMENDED

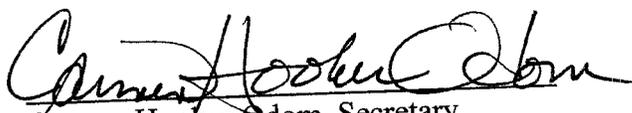
  
Anna Wasdell, Chief Records Officer  
Department of Health and Human Services

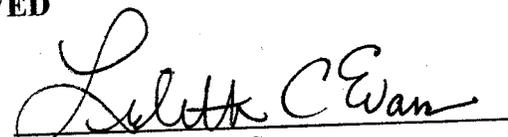
  
Jim Jarrard, Records Officer  
Division of Mental Health, Developmental  
Disabilities, and Substance Abuse Services

  
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  
PERSONNEL

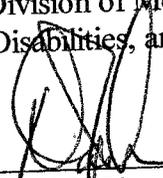
Amend the program records retention and disposition schedule approved May 24, 2002  
by changing the disposition instructions for Item 1890 as shown on substitute page dated  
October 11, 2002.

APPROVAL RECOMMENDED

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

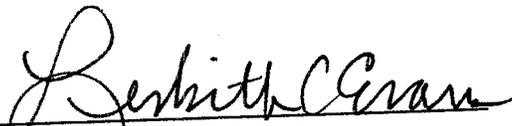
  
Rich Visingardi, Director  
Division of Mental Health, Developmental  
Disabilities, and Substance Abuse Services

  
Marilyn Brothers, Records Officer  
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

October 11, 2002

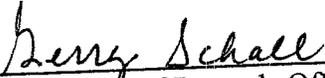
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

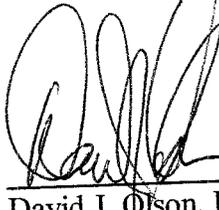
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND  
SUBSTANCE ABUSE SERVICES  
GENERAL BUSINESS OFFICE

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

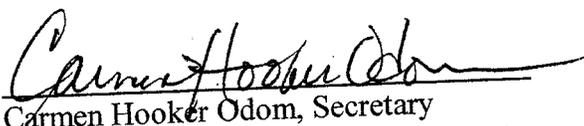
APPROVAL RECOMMENDED

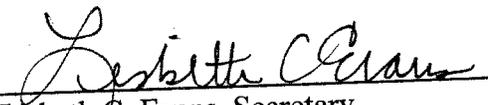
  
\_\_\_\_\_  
Gerry Schall, Chief Records Officer  
Department of Health and Human Services

  
\_\_\_\_\_  
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

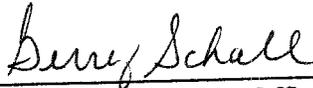
AWH

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

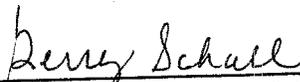
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

Amend the program records retention and disposition schedule approved May 25, 1999 by changing the disposition instructions for Item 1890 as shown on substitute page dated May 24, 2002.

APPROVAL RECOMMENDED



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

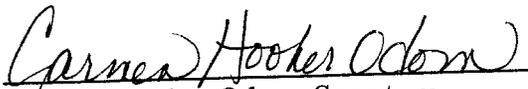


Rich Visingardi, Director  
Division of Mental Health, Developmental  
Disabilities, and Substance Abuse Services



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

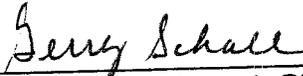
AWH

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  
PERSONNEL RECORDS

Amend the records retention and disposition schedule approved May 25, 1999 by changing the descriptions and disposition instructions for Items 1954, 1957, 1961, 1963, 1966, 1974, 1989, 1995, 1996, 1998, 2009, 3484, 3497, 3592, 4006, 4116, 31744 and adding Item 45894 as shown on substitute pages dated November 7, 2001.

APPROVAL RECOMMENDED



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

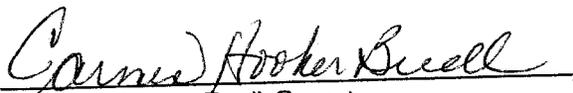


Art Robarge, Acting Director  
Division of Mental Health, Developmental  
Disabilities, and Substance Abuse Services

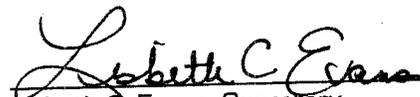


David J. Olson, Director  
Division of Historical Resources

APPROVED



Carmen Hooker Buell, Secretary  
Department of Health and Human Services



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

November 7, 2001

AWH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

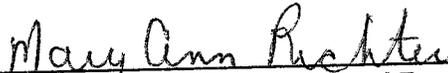
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
MENTAL HEALTH SERVICES

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

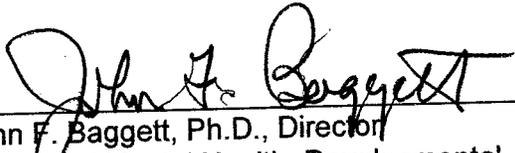
APPROVAL RECOMMENDED



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

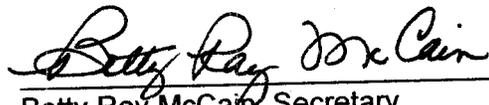


Jeffrey D. Crow, Director  
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 12, 1999

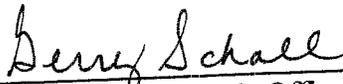
KLS

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

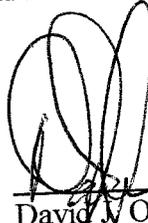
APPROVAL RECOMMENDED



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

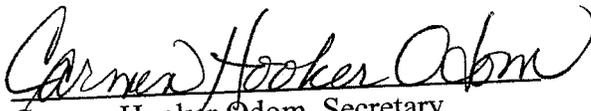


Rich Visingardi, Director  
Division of Mental Health, Developmental  
Disabilities and Substance Abuse Services

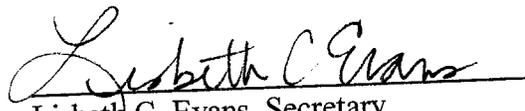


David J. Olson, Director  
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary  
Department of Health and Human Services



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

June 27, 2002

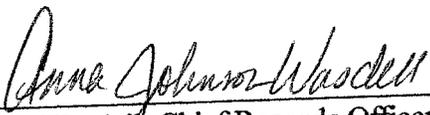
AWH

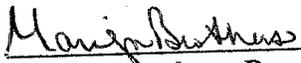
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

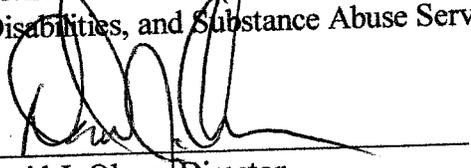
Amend the program records retention and disposition schedule approved November 7, 2002 by changing the disposition instructions for Items 1954, 1957, 1961, 1963, 1966, 1974, 1989, 1995, 1996, 1998, 2009, 3484, 3592, and 3497 as shown on substitute page dated October 11, 2002.

APPROVAL RECOMMENDED

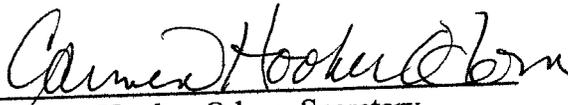
  
Anna Wasdell, Chief Records Officer  
Department of Health and Human Services

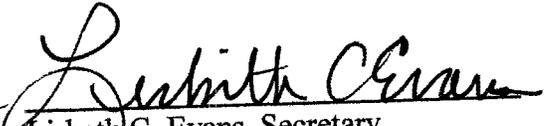
  
Marilyn Brothers, Records Officer  
Division of Mental Health, Developmental  
Disabilities, and Substance Abuse Services

  
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

October 11, 2002

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
AGENCY LEGAL SPECIALIST**

**ITEM 31830. GENERAL SUBJECT FILE.**

Official and reference copies of interoffice, regional office, division facility, area program correspondence, and various other general subject information.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center when reference 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
ASSISTANT DIRECTOR FISCAL AND SUPPORTIVE SERVICES**

**ITEM 3623. CONSTRUCTION FILE.**

Official copies of contracts, change orders, correspondence, and all information concerning construction and renovation projects for facilities administered by the division.

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 destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
ASSISTANT DIRECTOR FOR QUALITY ASSURANCE OFFICE**

**ITEM 3844. QUALITY ASSURANCE SECTION FILE.**

Official copies of correspondence concerning programs and the administration of the Quality Assurance Section.

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.

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

**ITEM 1901. LABORATORY REQUESTS AND DEPARTMENT OF HUMAN RESOURCES REPORTS  
FILE.**

Official copies of laboratory requests and Department of Human Resources report forms "311-321" received monthly from mental health facilities and mental retardation centers.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 4028. ADMINISTRATIVE FILE.**

Official copies of correspondence and other information concerning the administration of the Laboratory Services Program.

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.

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

**ITEM 1906. LICENSURE FILE.**

Drafts of revisions in licensure regulations for community mental health, mental retardation, and substance abuse facilities; correspondence relating to revisions; Memorandum of Understanding between the Division of Mental Health, Mental Retardation and Substance Abuse Services and the Division of Facility Services; and other correspondence relating to licensure functions.

**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 3845. COMMISSION FOR MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES FILE.**

Official copies of lists of commission members, minutes and agendas of Standards Committee meetings, correspondence concerning the Standards Committee, and motions for adoption of standards by the Commission for MH/MR/SAS.

**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.

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

**ITEM 3441. ROUTINE STATISTICAL REPORTS FILE.**

Official copies of routine reports for hospitals, ARC's, MRC's, Whitaker School, N.C. Special Care Center, and area programs. File includes data on admissions, discharges, and transfers in all facilities.

**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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1952. ALAMANCE-CASWELL MENTAL HEALTH CENTER (VOCATIONAL TRADES)  
INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1953. BLACK MOUNTAIN ALCOHOL REHABILITATION CENTER INACTIVE CLIENT  
RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1955. BLUE RIDGE COMMUNITY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS  
(AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1956. BROUGHTON HOSPITAL INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1960. BUTNER ALCOHOL REHABILITATION CENTER INACTIVE CLIENT RECORDS  
(DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.)**

Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1962. CASWELL CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.)**

Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1964. CATAWBA COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS  
(AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1965. CHERRY HOSPITAL INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1967. CLEVELAND COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS  
(AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1968. CUMBERLAND MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA  
PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1969. DAVIE CENTER (TRI-COUNTY COMPLEX) INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1973. DOROTHEA DIX HOSPITAL INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1975. DUPLIN-SAMPSON MENTAL HEALTH CENTER/CLINTON INACTIVE CLIENT  
RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1976. DUPLIN-SAMPSON MENTAL HEALTH CENTER/KENANSVILLE INACTIVE CLIENT  
RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 1977. Foothills Mental Health Center - Alexander County Inactive Client Records (Area Programs) File.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1978. Foothills Mental Health Center - Burke County Inactive Client Records (Area Programs) File.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 1979. Foothills Mental Health Center - Caldwell County Inactive Client Records (Area Programs) File.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1980. Foothills Mental Health Center - McDowell County Inactive Client Records (Area Programs) File.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 1983. FORSYTH-STOKES MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1984. FORSYTH-STOKES MENTAL HEALTH CENTER/DANBURY INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 1985. GASTON-LINCOLN MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1986. GASTON-LINCOLN MENTAL HEALTH CENTER/BELMONT COUNSELING CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 1987. IREDELL CENTER (TRI-COUNTY COMPLEX) INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.)

Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1988. JOHN UMSTEAD HOSPITAL INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.)

Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 1990. LEE-HARNETT MENTAL HEALTH CENTER - BUIES CREEK (HARNETT COUNTY)  
INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1991. LEE-HARNETT MENTAL HEALTH CENTER - SANFORD (LEE COUNTY) INACTIVE  
CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 1992. LENOIR COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1994. MURDOCH CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 1997. O'BERRY CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. Destroy records currently being held in the State Records Center 25 years from date of record.

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 1999. ONSLOW COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S.122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 2000. ORANGE-PERSON-CHATHAM MENTAL HEALTH CENTER INACTIVE CLIENT  
RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 2001. PIEDMONT AREA MENTAL HEALTH CENTER (CABARRUS, STANLY, AND UNION)  
INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 2002. RANDOLPH MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 2003. ROWAN CENTER (TRI-COUNTY COMPLEX) INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 2004. SANDHILLS MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 2005. SMOKY MOUNTAIN MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 2006. SOUTHEASTERN MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 2007. STANLY COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 2008. WALTER B. JONES ALCOHOL REHABILITATION CENTER INACTIVE CLIENT  
RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 2010. W. H. TRENTMAN MENTAL HEALTH CENTER (WAKE COUNTY MHC) INACTIVE  
CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 2011. WAYNE COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 2012. WESTERN CAROLINA CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 2013. WILSON-GREENE MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 3461. WAKE COUNTY ALCOHOLIC TREATMENT CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 3593. KENDALL CENTER - GUILFORD COUNTY INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 3595. PITT COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 3607. ALAMANCE-CASWELL MENTAL HEALTH CENTER - GRAHAM INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 3614. TIDELAND MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 3644. DRUG ACTION OF WAKE COUNTY INACTIVE CLIENT RECORDS (CONTRACT AGENCIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 3676. WRIGHT SCHOOL INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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**ITEM 3681. RUTHERFORD-POLK MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS  
(AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 3686. WAKE COUNTY JUVENILE TREATMENT SYSTEM INACTIVE CLIENT RECORDS  
(AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 3697. SYCAMORE CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 3801. GREENSBORO MENTAL HEALTH CENTER - GUILFORD COUNTY INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 3896. WAKE COUNTY MENTAL RETARDATION/DEVELOPMENTAL DISABILITIES  
SERVICES INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 3956. NORTH CAROLINA SPECIAL CARE CENTER INACTIVE CLIENT RECORDS  
(DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 4019. DAVIDSON COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS  
(AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 4023. ALAMANCE-CASWELL DEVELOPMENTAL CENTER INACTIVE CLIENT RECORDS  
(AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS:** (SUMMARY: See signed, approved schedule for full details.) Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 4040. GASTON DETOXIFICATION UNIT INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.)**  
Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 4078. NEUSE CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.)**  
Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 4121. ALBEMARLE MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (AREA PROGRAMS) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.)**  
Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**ITEM 4122. HALIFAX COUNTY MENTAL HEALTH CENTER INACTIVE CLIENT RECORDS (DIVISION FACILITIES) FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.)**  
Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. ADULT CLIENTS. Records may be destroyed in agency 11 years after date of last encounter. 2. MINOR CLIENTS. Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. Mental Health records currently stored in the State Records Center (which may include files of minors) may be destroyed 30 years from date of record. 4. DWI / DRUG Education School records. Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CLIENT RECORDS SECTION**

**ITEM 34925. ROCKINGHAM COUNTY ALCOHOL AND DRUG ABUSE TREATMENT CENTER  
INACTIVE CLIENT RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.)

**DISPOSITION INSTRUCTIONS: (SUMMARY: See signed, approved schedule for full details.)**  
Inactive client records may be stored in agency in paper, a microform media, or an imaging system. If an imaging system is used, the system must meet "NC Guidelines for Managing Public Records Produced by Information Technology Systems" (a Department of Cultural Resources publication). Records may not be destroyed until the applicable records series is scheduled with the Archives and Records Section through current records retention and disposition scheduling procedures, and, if an imaging system is used, the agency must satisfy the conditions in the publication listed above. Once all these conditions are met, the records may be destroyed as listed below: 1. **ADULT CLIENTS.** Records may be destroyed in agency 11 years after date of last encounter. 2. **MINOR CLIENTS.** Records of minors who are no longer receiving services may be destroyed in agency 12 years after the minor reaches age of majority (18 years of age). 3. **Mental Health records currently stored in the State Records Center (which may include files of minors)** may be destroyed 30 years from date of record. 4. **DWI / DRUG Education School records.** Records of minors: transfer to Adult File when minor reaches 18 years of age. Transfer only DWI / DRUG Education School Adult File to State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held in State Records Center 10 additional years and destroyed. Destroy DWI / DRUG Education School records currently in the State Records Center 15 years from date of record.

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

**ITEM 1909. LOCAL MENTAL HEALTH CLINICS FILE.**

Official copies of final and quarterly reports concerning receipts and expenditures for local mental health clinics. File includes budget correspondence, budget, approved annual plan, and contracts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 8 additional years and then destroyed.

**ITEM 1910. TITLE XX FILE.**

Official copies of contracts, correspondence, budget information, and program information concerning Title XX. File includes the following subjects: general correspondence, total cost budgets, Adult Development Action Program (ADAP) payment sheets, day care payment sheets, total cost payment sheets, cost settlements, and community living skills (CLS).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 1911. HUGHES FILE.**

Official copies of budget and other information concerning the Hughes Grant.

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 destroyed.

**ITEM 1912. DUAL EMPLOYMENT FILE.**

Official copies of employment records and other information pertaining to dual employment.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after termination of dual employment.

**ITEM 1914. WARRANT REGISTERS FILE.**

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**ITEM 1916. SCHOLARSHIP FILE.**

Official copies of correspondence, applications, references, and other records concerning the scholarship program.

DISPOSITION INSTRUCTIONS: Destroy in office 4 years after loan has been repaid.

**ITEM 1917. DRUG ABUSE PREVENTION AND TREATMENT SERVICES FILE.**

File includes or concerns the following: general correspondence; Division and Other Agencies Contracts-file folder for each contract between the Division of Mental Health, Mental Retardation and Substance Abuse Services, and other agencies. File includes copy of contract, record of payments and expenditures, and correspondence. Statewide Services Contractors-file folder for each contractor. File includes copy of budget, record of payments and expenditures, correspondence, and site visit reports. Community-Based Programs-file folder for each community-based program. File includes copy of budget, record of expenditures, and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
CONTROLLER-TITLE XX**

**ITEM 1918. TITLE XX TOTAL COST PROGRAMS FILE.**

Official copies of applications, agreements, and correspondence concerning the Title XX Branch.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**ITEM 1919. ADMINISTRATIVE FILE.**

Official copies of vendor contracts, amendments, and monitoring files for both vendor and total cost programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
DEPUTY DIRECTOR FOR ALCOHOL AND DRUG SERVICES' OFFICE**

**ITEM 1905. SCRAPBOOKS FILE.**

Newspaper clippings and other information concerning the alcohol and drug program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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 4025. ALCOHOL AND DRUG SOURCES FILE.**

Official copies of correspondence, committee reports, minutes, and all information concerning alcohol and drugs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
DIRECTOR'S OFFICE**

**ITEM 1882. MENTAL HEALTH STUDY COMMISSION FILE.**

Reference copies of correspondence, recommendations, reports, and other information concerning the commission.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 2 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 1885. INTERSTATE COMPACT ON MENTAL HEALTH FILE.**

Official copies of correspondence and other information concerning the transfer of patients to and from other states. File includes reference copies of clinical information on each patient.

**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 destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
LEGISLATIVE LIAISON/SPECIAL ASSISTANT**

**ITEM 1887. COMMISSION FOR MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE  
ABUSE SERVICES FILE I.**

Official copies of minutes, agendas, and all supporting papers.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center periodically to be microfilmed for security and returned. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage. Transfer returned records to the State Records Center when reference value ends. Records will then be transferred to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
MANAGEMENT INFORMATION SYSTEMS  
MACHINE READABLE PUBLIC RECORDS STANDARD**

**ITEM 4111. MASTER BACKUP FILE.**

Official and duplicate copies of summarized machine readable processing data for various data and word processing systems applications.

**DISPOSITION INSTRUCTIONS:** Back-up master files and store a copy preferably at a secure, protected, off-site location such as the State Records Center or other secure area. Update files periodically by erasing and exchanging tapes/disks, etc. as necessary.

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

**ITEM 4014. COMMITTEES, COUNCILS, AND MEETINGS FILE.**

Official copies of correspondence, minutes, and other information from committees, councils, and meetings attended by the Deputy Director for Mental Health Services. File includes "multiversity" information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 4015. HOSPITALS AND CENTERS FILE.**

Official copies of correspondence, survey information, hospital bylaws, Joint Commission on Accreditation of Hospitals (JCAH) correspondence, Medicare/Medicaid approvals, and any other information concerning mental health hospitals and centers in the state.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 29710. ADULT MENTAL HEALTH SERVICES FILE.**

Official copies of correspondence concerning patient standards, program descriptions, and adult services in institutions. File also includes reference copies of committee reports and minutes concerning patients and institutions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 29711. COMMUNITY SUPPORT PROGRAM (CSP) FILE.**

CSP is a five-year federal grant awarded to the division to stimulate interest and promote development of comprehensive community support services for chronically mentally ill persons. File includes correspondence relating to all activities of the CSP Grant and minutes of the CSP Advisory Council.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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 43506. PREADMISSION SCREENING ANNUAL REVIEW (PASARR) MENTAL HEALTH FILE.**

Client records used in determining if nursing facility is appropriate and if specialized services are needed for client. File includes correspondence, evaluation forms, testing materials, medical records, and other related records. (Comply with applicable provisions of G.S. 122C-52 regarding confidentiality of client records.) Amended 7-12-99

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

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

**ITEM 3731. MENTAL HEALTH STUDY COMMISSION FILE.**

Official copies of minutes, agendas, and supporting documents concerning each commission meeting. File includes audio tapes, attendance records, handouts, correspondence, travel reimbursement records, and various other subject information.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center when reference 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.

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

**ITEM 4171. MENTAL RETARDATION LAWSUITS FILE.**

Official and reference copies of legal documents concerning suits filed against the state about mental retardation. File also includes other states' suits which affect North Carolina.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

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

**ITEM 4213. SUMMARY REPORTS FILE.**

Official copies of reports prepared by the Chief, Nutrition and Dietetics, which summarize projects, activities, and objectives of the annual work plan.

**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.

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

**ITEM 1890. INACTIVE PERSONNEL FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

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

**ITEM 3846. PUBLIC RULE-MAKING HEARINGS FILE.**

Official files of each public rule-making hearing for both the Division Director and the Commission for Mental Health, Mental Retardation and Substance Abuse Services. File contains the following: budget agenda forms for DHR and the Office of State Budget estimating any cost associated with the proposed adoption, amendment, or repeal of a rule; a copy of the notice of public hearing; copies of the proposed rules; correspondence with newspapers (submitting notice for publication); correspondence with Commission members, local area programs, the Division's State Management Team, Division institution directors, and members of the public concerning the proposed rules; a transcript or tape of the public hearing providing a record of oral comments presented; copies of any written comments submitted for the hearing; a copy of the official motion for action on the rules from either the Standards or Rules Committees of the Commission (for Commission rules); and sometimes contains a copy of the minutes of previous Commission meetings showing action on rules at that meeting. For each public hearing file, there is a supplementary file which contains APS routing sheets that were returned from Division and area program offices indicating receipt of hearing notice and proposed rules.

DISPOSITION INSTRUCTIONS: Transfer public hearing file and supplementary routing sheet file to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office routing sheets file.

**ITEM 3847. CONTESTED CASE APPEALS HEARINGS FILE.**

Official records concerning contested case hearings for which the Publications Officer served as the official hearing officer. File contains the following: a copy of the request for a hearing, all other correspondence related to the hearing, a transcript or tape of the hearing, copies of all information submitted as evidence, a copy of the "Proposal for Decision," a record of written or oral arguments presented prior to the final decision, and a copy of the "Final Agency Decision."

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.

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

**ITEM 47542. PRIVATE PROVIDER MONITORING FILE.**

Records concerning the monitoring of private providers to ensure documentation requirements are met for reimbursements. File includes progress notes, service plans, service orders, admission information, billing records, and other related records. (Comply with applicable provisions of G.S. 122C-52 and G.S. 122C-56 regarding the confidentiality of client records.)  
Amended 12-21-05

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 9 additional years and then destroyed.

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

**ITEM 3654. LEE-HARNETT MENTAL HEALTH CENTER-BUIES CREEK (HARNETT COUNTY)  
DRIVING WHILE IMPAIRED OR DRUG EDUCATION SCHOOL RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended 4-08-04

DISPOSITION INSTRUCTIONS: Transfer original records or security copy of microfilm to the State Records Center 5 years after completion of school. Records or microfilm will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently being held in the State Records Center 15 years from date of record.

**ITEM 3689. PIEDMONT AREA MENTAL HEALTH CENTERS DRIVING WHILE IMPAIRED OR  
DRUG EDUCATION SCHOOL RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended 4-08-04

DISPOSITION INSTRUCTIONS: Transfer original records or security copy of microfilm to the State Records Center 5 years after completion of school. Records or microfilm will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently being held in the State Records Center 15 years from date of record.

**ITEM 3745. ADMINISTRATIVE CORRESPONDENCE FILE.**

DISPOSITION INSTRUCTIONS: Review annually and transfer Director's (or his equivalent's) correspondence over 5 years old to the State Records Center. Records will be held for agency in State Records Center 5 additional years and then transferred to the custody of the Archives. The Archives will review and destroy records with no historical value. Destroy remaining records in the office after 5 years.

**ITEM 3759. TRI-COUNTY MENTAL HEALTH CENTERS DRIVING WHILE IMPAIRED OR DRUG  
EDUCATION SCHOOL RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended 4-08-04

DISPOSITION INSTRUCTIONS: Transfer original records or security copy of microfilm to the State Records Center 5 years after completion of school. Records or microfilm will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently being held in the State Records Center 15 years from date of record.

**ITEM 4115. ORANGE-PERSON-CHATHAM MENTAL HEALTH CENTER DRIVING WHILE  
IMPAIRED OR DRUG EDUCATION SCHOOL RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended 4-08-04

DISPOSITION INSTRUCTIONS: Transfer original records or security copy of microfilm to the State Records Center 5 years after completion of school. Records or microfilm will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently being held in the State Records Center 15 years from date of record.

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

**ITEM 4133. AGENDAS, MINUTES, ATTACHMENTS, AND SUPPORTING DOCUMENTS FILE.**

Agendas, minutes, and attachments referenced in the minutes for all official administrative (e.g., Area Board) and clinical (e.g., Quality Assurance Committee) meetings. Amended 1-22-03

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 4208. ONSLOW COUNTY MENTAL HEALTH CENTER DRIVING WHILE IMPAIRED OR DRUG EDUCATION SCHOOL RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended 4-08-04

DISPOSITION INSTRUCTIONS: Transfer original records or security copy of microfilm to the State Records Center 5 years after completion of school. Records or microfilm will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently being held in the State Records Center 15 years from date of record.

**ITEM 33535. EDGEcombe-NASH MENTAL HEALTH CENTER DRIVING WHILE IMPAIRED OR DRUG EDUCATION SCHOOL RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended 4-08-04

DISPOSITION INSTRUCTIONS: Transfer original records or security copy of microfilm to the State Records Center 5 years after completion of school. Records or microfilm will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently being held in the State Records Center 15 years from date of record.

**ITEM 38578. HISTORICAL DATA CONCERNING AREA OR STATE FACILITIES FILE.**

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 47973. ARP/PHOENIX DRIVING WHILE IMPAIRED OR DRUG EDUCATION SCHOOL RECORDS FILE.**

Official documents created or received by facilities, programs, or contract agencies that report to the Division of Mental Health, Mental Retardation and Substance Abuse Services documenting client care. (Comply with applicable provisions of G.S. 122C-52 regarding the confidentiality of client records.) Amended 9-05-07

DISPOSITION INSTRUCTIONS: Transfer records of minor clients to Adult File when minor reaches 18 years of age. Transfer original records to the State Records Center 5 years after completion of school (equals to 23 years of age for former minors). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

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

**ITEM 1954. BLACK MOUNTAIN ALCOHOL REHABILITATION CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 1957. BROUGHTON HOSPITAL PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 1961. BUTNER ALCOHOL REHABILITATION CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 1963. CASWELL CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 11-7-01

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center after 25 years from date received.

**ITEM 1966. CHERRY HOSPITAL PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 11-7-01

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center after 25 years from date received.

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

**ITEM 2009. WALTER B. JONES ALCOHOL REHABILITATION CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 3484. ONSLOW COUNTY MENTAL HEALTH CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 3497. BLACK MOUNTAIN CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center after 30 years from date of record.

**ITEM 3592. WESTERN CAROLINA CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 10-11-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 4006. LENOX BAKER'S CHILDRENS HOSPITAL PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 11-07-01

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center after 25 years from date received.

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

**ITEM 4116. WAKE COUNTY MENTAL RETARDATION/DEVELOPMENTAL DISABILITIES  
SERVICES PERSONNEL JACKETS (INACTIVE) - PERMANENT AND TEMPORARY EMPLOYEES  
FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 11-07-01

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center after 25 years from date received.

**ITEM 31744. WHITAKER SCHOOL PERSONNEL JACKETS (INACTIVE) - PERMANENT AND  
TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 11-07-01

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center after 25 years from date received.

**ITEM 45894. NEUSE CENTER PERSONNEL JACKETS (INACTIVE) - PERMANENT AND  
TEMPORARY EMPLOYEES FILE.**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 11-07-01

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center after 25 years from date received.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND SUBSTANCE  
ABUSE SERVICES  
WILLIE M. SERVICES**

**ITEM 3704. AGED OUT CLIENT CASE FILE.**

Willie M. case records concerning clients who have reached the age of 18. File includes certification case review documentation, review comments, evaluations, diagnostic treatment records, 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 25 additional years and then destroyed.

**ITEM 36643. PROGRAM CORRESPONDENCE FILE.**

Records concerning the ongoing activities of the Willie M. Program. File includes details, outcome, and results of the program due to the Willie M. lawsuit.

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 37800. CLIENT CASE FILE.**

Records concerning children who have been certified as Willie M. class members and children who were nominated as Willie M. class members but denied certification. File includes certification case review documentation, review comments, evaluations, diagnostic treatment records, and other related records. Willie M. refers to a class action suit alleging inappropriate treatment of children who are emotionally disturbed and assaultive.

DISPOSITION INSTRUCTIONS: Transfer to Aged Out Client Case File (Item 3704) when child reaches 18 years of age.

**ITEM 37801. LAWSUIT FILE.**

Correspondence, memorandums, and other related legal documents concerning the Willie M. class action suit.

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 37803. PROGRAM SUBJECT FILE.**

Records concerning various subjects regarding the Willie M. Program. File includes correspondence, reports, grant records, program description, other states articles, and other related records.

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.