

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF SERVICES FOR THE BLIND  
NORTH CENTRAL REGION OFFICE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

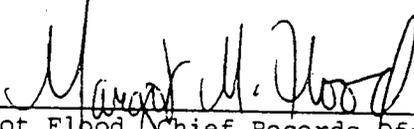
DIVISION OF SERVICES FOR THE BLIND

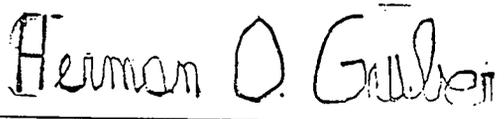
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

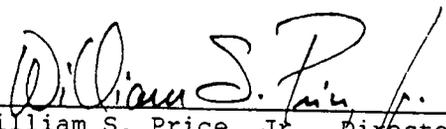
DIVISION OF SERVICES FOR THE BLIND

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 This schedule is to remain in effect until superseded.

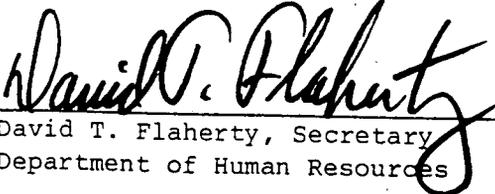
APPROVAL RECOMMENDED

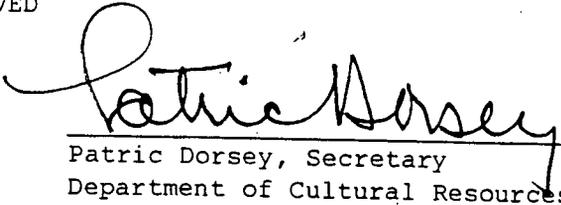
  
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Margot Flood, Chief Records Officer  
Department of Human Resources

  
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Herman Gruber, Director  
Division of Services for the Blind

  
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William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
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David T. Flaherty, Secretary  
Department of Human Resources

  
\_\_\_\_\_  
Patric Dorsey, 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.

March 3, 1992

JH

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF SERVICES FOR THE BLIND  
FAYETTEVILLE DISTRICT OFFICE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

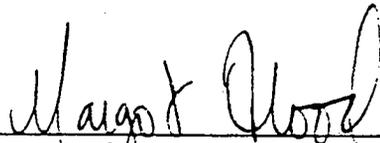
FAYETTEVILLE DISTRICT OFFICE

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.

FAYETTEVILLE DISTRICT OFFICE

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

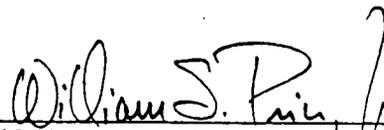
APPROVAL RECOMMENDED



Margot Flood, Chief Records Officer  
Department of Human Resources



Herman Gruber, Director  
Division of Services for the Blind

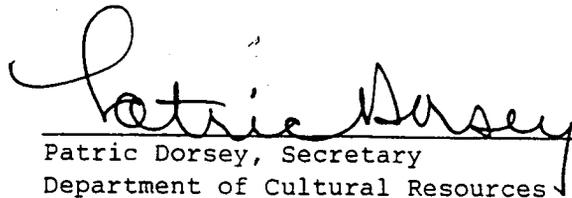


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



David T. Flaherty, Secretary  
Department of Human Resources



Patric Dorsey, 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.

February 27, 1992

JH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SERVICES FOR THE BLIND  
FAYETTEVILLE DISTRICT OFFICE**

**ITEM 1690. REHABILITATION CASES (CLOSED) FILE.**

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

**ITEM 6674. REHABILITATION CASES FILE.**

Active rehabilitation cases containing correspondence and physicians' reports of eye examinations of clients. File includes records concerning the economic needs of clients, certifications of eligibility, contact reports, survey interview records, and other examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

**ITEM 6675. COUNTY CORRESPONDENCE FILE.**

Clinic lists, correspondence, and information concerning each individual county.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 6676. GLAUCOMA REGISTER FILE.**

Cards listing names of clients, addresses, dates of examinations, and recommendations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 6677. SUBJECT FILE.**

Correspondence and memorandums from the division, concession stands, rehabilitation centers, Lions Clubs, and other organizations affiliated with the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 6680. STATE, REGIONAL, AND DISTRICT CORRESPONDENCE FILE.**

Records created and received by department heads. File includes correspondence and memorandums relating to department heads' responsibilities.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 6681. SOCIAL SERVICES COUNTY CORRESPONDENCE FILE.**

County departments of social services correspondence, social workers' reports, and memorandums from staff.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 6682. REFERRALS FILE.**

Correspondence and referral materials concerning establishing clients' eligibility for participation in rehabilitation programs. File includes reports from physicians, clinics, hospitals, and other sources. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases File when accepted or to Rejected Cases File when rejected.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SERVICES FOR THE BLIND  
FAYETTEVILLE DISTRICT OFFICE**

**ITEM 6684. REJECTED CASES FILE.**

Records concerning clients rejected from participation in rehabilitation programs. File includes survey interviews, economic need records, and physicians' reports of eye examinations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 6685. REHABILITATION REPORTS FILE.**

Records used to report activities and accomplishments of clients involved in rehabilitation programs. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 6686. MASTER LIST FILE.**

Records listing names of clients for each counselor. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 6687. MEDICAL FILE.**

Records concerning medical care provided to clients. File includes correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and various other district office records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.