

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF SOCIAL SERVICES  
BUDGET AND MANAGEMENT  
DATA PROCESSING

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

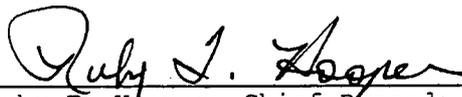
DATA PROCESSING

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 this schedule are not authorized to be destroyed.** The

DATA PROCESSING

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

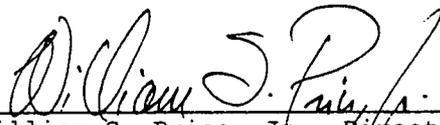
APPROVAL RECOMMENDED



Ruby T. Hooper, Chief Records Officer  
Department of Human Resources

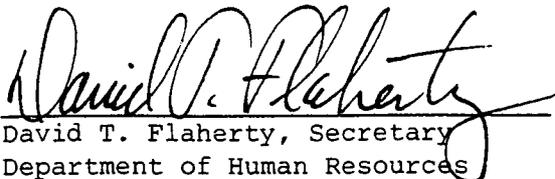


Mary K. Deyampert, Director  
Division of Social Services

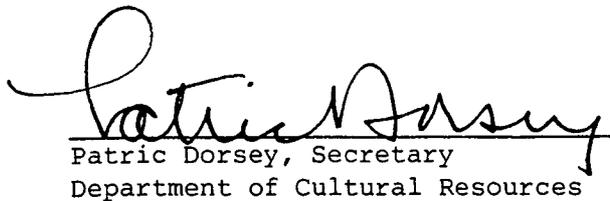


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



David T. Flaherty, Secretary  
Department of Human Resources



Patric Dorsey, Secretary  
Department of Cultural Resources

DEPARTMENT OF HUMAN RESOURCES  
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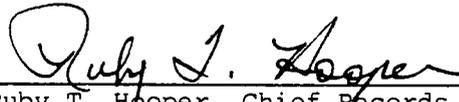
DATA PROCESSING

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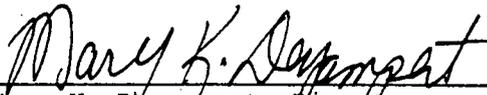
DATA PROCESSING

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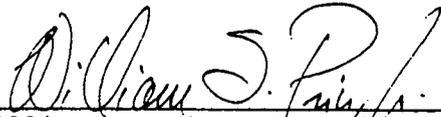
APPROVAL RECOMMENDED



Ruby T. Hooper, Chief Records Officer  
Department of Human Resources



Mary K. Deyampert, Director  
Division of Social Services

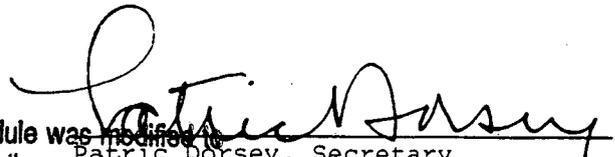


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



David T. Flaherty, Secretary  
Department of Human 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.

Patricia Dorsey, Secretary  
Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN 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 **Department of Human Resources to Department of Health and Human 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 Department of Human Resources. 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

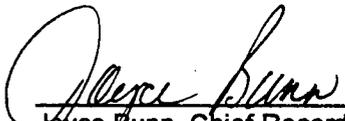
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

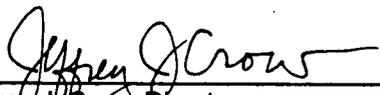
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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

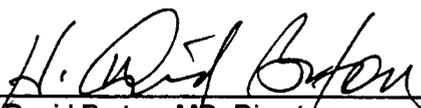
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

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

  
\_\_\_\_\_  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
\_\_\_\_\_  
H. David Bruton, MD, Director  
Department of Health and Human  
Services

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
BUDGET AND MANAGEMENT  
DATA PROCESSING**

**ITEM 7016. DATA PROCESSING SYSTEM DOCUMENTATION AND PROGRAM DEFINITION FILE.**

Records of jobs, run sheets, procedures, and program definitions.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7017. DATA PROCESSING SYSTEM COORDINATOR'S CONTROL SHEET FILE.**

Production schedule sheets listing all jobs run daily at State Computer Center.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7018. JOB CONTROL LANGUAGE LISTINGS FILE.**

Computer printout sheets of all computer programs in operation in the department. File lists essential information concerning each program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7021. DATA PROCESSING TAPE LOG RECORDS FILE.**

Listings of all tapes logged from any system with tape retentions and run procedures for systems that are individually maintained.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7022. OFFICE TRANSITORY SUBJECT FILE.**

Correspondence, memorandums, and other materials created or received in the course of administrative actions.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7023. DATA PROCESSING SUPERVISOR'S COUNTY FILE.**

Correspondence and memorandums from counties used to update master disk on county header disk file. File includes all other county changes.

DISPOSITION INSTRUCTIONS: Destroy in office when updated.

**ITEM 7024. DATA INPUT CARD FILE.**

Records concerning Indians living on reservations who receive medical assistance and/or public assistance.

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