

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
CHILD SUPPORT ENFORCEMENT STANDARD

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

CHILD SUPPORT ENFORCEMENT STANDARD

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

CHILD SUPPORT ENFORCEMENT STANDARD

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 This schedule is to remain in effect until superseded.

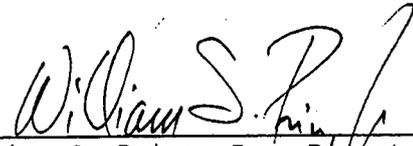
APPROVAL RECOMMENDED



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



Wilbert Morris, Chief
Child Support Enforcement Section

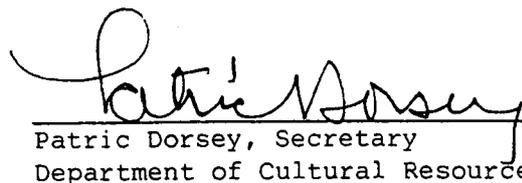


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

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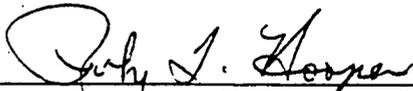
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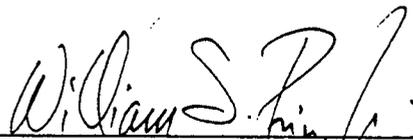
APPROVAL RECOMMENDED



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



Wilbert Morris, Chief
Child Support Enforcement Section

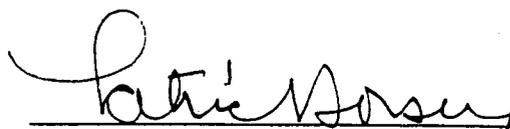


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patricia 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.

April 6, 1990

JH

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

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APPROVAL RECOMMENDED

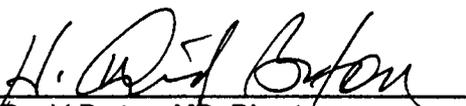


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

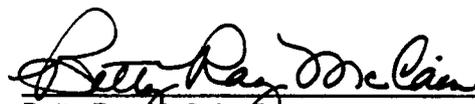


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1997

MS

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILD SUPPORT ENFORCEMENT STANDARD**

ITEM 28085. ABSENT PARENT PAYMENT LEDGERS FILE.

Ledgers listing pertinent information concerning clients. Ledgers list time and date payment made, employment status of clients, addresses, and amount of money paid or due.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 year(s) and when released from all audits, whichever occurs later.

ITEM 28086. COMPUTER FILE.

Machine readable records containing daily remittance reports used in payment management. Tapes contain various correspondence and other program information.

DISPOSITION INSTRUCTIONS: Transfer printout copies to requesting agency personnel when produced. Return source documents to originating section, branch, or unit after entered into display terminal (CRT). Erase tapes in office when updated. Destroy documentation in office when administrative value ends.

ITEM 28088. MASTER PRINTOUTS OF ABSENT PARENT FILE.

Master printouts listing various information concerning absent parents and documented cases stored in computer system. (Printouts are also used to document information for tax purposes.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28089. MICROFICHE FILE.

Microfiche concerning case files, delinquent reports, distribution process regarding how money was paid out, case status reports, and master file list.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 year(s) and when released from all audits, whichever occurs later.

ITEM 28090. MONTHLY REMITTANCE CHILD SUPPORT REPORT FILE.

Printouts listing clients' names and identification numbers, case numbers, and amount of money paid each month for child support.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 year(s) and when released from all audits, whichever occurs later.

ITEM 28093. REFERENCE MATERIAL FILE.

Reference copies of manuals, county letters, change notices, and other reference materials utilized by Child Support Enforcement to accomplish its assigned function.

DISPOSITION INSTRUCTIONS: Destroy in office when value ends.

ITEM 28094. TITLE IV-D CASES FILE.

Records concerning paternity cases. File includes or concerns various information referred to the agency by local social services offices, correspondence, client information, and other records used by the agency to enforce child support. (Cases consist of pending, active, terminated, backlog, and non-AFDC.)

DISPOSITION INSTRUCTIONS: Transfer pending cases to active cases when no longer pending. Transfer active cases to terminated cases when terminated. Transfer backlog cases to appropriate file when processed. Destroy in office terminated and non-AFDC cases 3 years after case is closed unless involved in a fiscal audit and/or a program audit that is unresolved. If unresolved, retain in office until released from all audits and then destroy.