

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION

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

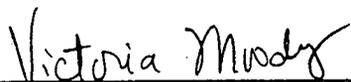
CHILDREN'S SERVICES SECTION

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

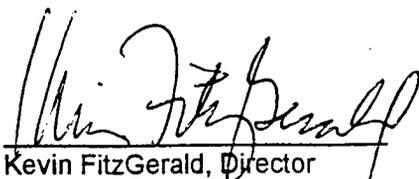
CHILDREN'S SERVICES SECTION

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 This schedule is to remain in effect until superseded.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

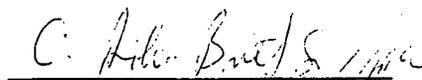


Victoria Moody, Chief Records Officer
Department of Human Resources


Kevin FitzGerald, Director
Division of Social Services


Jeffrey U. Crow, Director
Division of Archives and History

APPROVED


C. Robin Britt, Secretary
Department of Human Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

April 18, 1996

JH

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION

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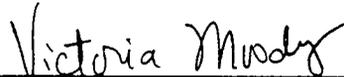
CHILDREN'S SERVICES SECTION

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CHILDREN'S SERVICES SECTION

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APPROVAL RECOMMENDED



Victoria Moody, Chief Records Officer
Department of Human Resources

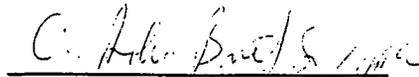


Kevin FitzGerald, Director
Division of Social Services



Jeffrey B. Crow, Director
Division of Archives and History

APPROVED



C. Robin Britt, Secretary
Department of Human Resources



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.

April 18, 1996

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

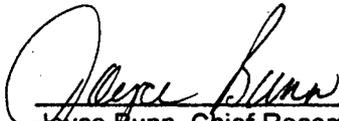
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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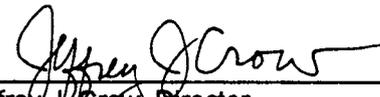
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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APPROVAL RECOMMENDED

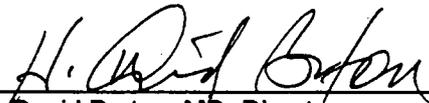


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

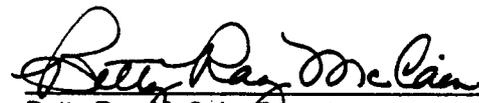


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
CHILD PLACEMENT SERVICES BRANCH**

ITEM 7872. ADMINISTRATIVE DIRECTIVES AND PROCEDURES (COUNTY LETTERS) FILE.

County Director Letters (numbered and unnumbered), Director's Informational Bulletins, and all other administrative bulletins or guidelines issued by the Division of Social Services as policy, procedures, or instructions for operating agency programs.

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 7873. ORGANIZATIONS, LEAGUES, ASSOCIATIONS, AND PROJECTS FILE.

Records concerning each conference and meeting attended and each project or study conducted or monitored by the agency. File includes minutes, agendas, brochures, pamphlets, correspondence, memorandums, reports, newsletters, and other related materials used to document the actions taken in monitoring the activities of the meeting or projects.

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 7875. PROGRAM-RELATED MATERIALS FILE.

Standards, regulations, rules, articles, reports, letters, workshop materials, and memorandums concerning programs, such as adoption unit, child placing agencies, and other services to children coordinating activities of the unit's programs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7876. ACTIVITIES AND INFORMATION FILE.

Reference copies of letters, reports, policies, procedures, laws, copies of proposed legislation, speeches, statements, reference copies of minutes, agendas, interoffice memorandums, and publications. File also includes or concerns sections and units of the division, related programs of other agencies, copies of legislation, program materials, survey information on special studies or projects performed in-house or outside of the agency, and all other program information related to Child Placement Services programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7877. ACTIVITY REPORTS FILE.

Progress and annual reports for the State Child Placement Services benefits program (formerly State Boarding Home Fund) and IV-E Child Placement Services Assistance for the years 1953-1982. File also includes or concerns number of cases, record of interagency activity, total expenditures, licensing, general activity of Child Placement Services Branch, and control sheets on totals paid to county.

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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
CHILD PLACEMENT SERVICES BRANCH - CHILD CARING INSTITUTIONS**

ITEM 7859. CHILD CARING INSTITUTIONS CASE FILE.

Case records concerning all forms and reports for each institution that is licensed or approved. Records document compliance with and corrective action taken to meet licensing standards. File includes correspondence with institution staff, governing board, and others. File also includes individual case file with information and correspondence regarding institutions that are not licensed.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center records concerning the founding, development, and closing of licensed institutions 5 years after institution closes. 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 remaining records when administrative value ends.

ITEM 7860. CHILD CARING INSTITUTIONS ARTICLES FILE.

Case records which include current operating policies, program information, staff job descriptions, forms, and publicity of the institution. File also includes articles of incorporation and bylaws.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center records concerning the founding, development, and closing of the institution 5 years after institution closes. 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 remaining records when administrative value ends.

ITEM 7861. CHILD CARING INSTITUTION ANNUAL REPORTS FILE.

Required reports which are submitted annually by each licensed or approved child caring institution. Records are used to report the financial, physical, program, and administrative operation of the institution plus statistics concerning the number of children in care during the year. (This report is actually a copy of the institution's Application for Assistance to the Duke Endowment which is filed annually.)

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 7862. CONTROL CARD FILE.

Control cards prepared in duplicate for each child admitted to a child caring institution and listing identifying information. (Data is provided by the Duke Endowment and is used by the program coordinator to monitor children admitted to each child caring institution, prepare statistical reports, and to identify children when requested.) Duplicate cards for each child are maintained in two control indexes: County Control Index (active and inactive) and Institution Control Index (active and inactive).

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 7863. GRANT-IN-AID TO PRIVATE CHILD CARING INSTITUTIONS FILE.

Informational records, letters, memorandums, and rules and regulations concerning the administration of the grant-in-aid to private child caring institutions. File includes quarterly lists of eligible children which are used to calculate the grant-in-aid.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 7864. CHILD CARING INSTITUTION SUBJECT FILE.

Correspondence, manuals, reports, program brochures, standards, policies, resource information, facility listings, and other information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
CHILD PLACEMENT SERVICES BRANCH - CHILD WELFARE STANDARDS AND INTERSTATE
SERVICES UNIT**

ITEM 2086. INTERSTATE FOSTER CARE FILE.

Case records consisting of correspondence, forms, and other documents concerning services provided to children and their families in accordance with the Interstate Compacts and other applicable laws. (Adoption case records are now located in Interstate Adoption Case File (Item 2088).) Amended 4-22-05

DISPOSITION INSTRUCTIONS: Destroy in office 3 years following the date of the submission of the final expenditure report to which the records pertain. If any litigation, claim, negotiation, audit, or other official action has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved or until the end of the three-year period, whichever is later. Destroy in office only after receiving authorization from the North Carolina Department of Health and Human Services, Office of the Controller.

ITEM 2091. FAMILY FOSTER HOME CASE FILE.

Case records concerning family foster homes. File includes applications for licensure and supporting documents, copies of licenses if issued, and related correspondence.

DISPOSITION INSTRUCTIONS: Transfer records of licensed foster homes to the State Records Center 3 years after terminated. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office records of foster homes not licensed after 2 years.

ITEM 6914. INTERSTATE AND FOSTER HOME FILES CONTROL (ELECTRONIC) INDEX FILE.

Disks used to identify active cases in agency and inactive cases stored in the State Records Center.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office disks when administrative value ends.

ITEM 6915. GROUP HOMES FOR CHILDREN FILE.

Case records concerning group homes licensed by the Division of Social Services. File includes applications for licensure and supporting documents, copies of licenses if issued, and related reports and correspondence. File also includes listing of programs that made inquiry but were never licensed.

DISPOSITION INSTRUCTIONS: Destroy in office 8 years after facility ceases operation.

ITEM 7865. OPERATING AND PROGRAM CONTROLS FILE.

Card file index for Interstate Case Records. File includes name of child, name of parent or guardian, proposed home and location, placement status, and control cards on runaways, absconders, and escapees.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after case is closed.

ITEM 7866. RUNAWAY PROGRAM EXPENSE FILE.

Expense vouchers concerning runaways, absconders, and escapees returned to North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to Division of Social Services, Budget Office upon receipt of vouchers.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
CHILD PLACEMENT SERVICES BRANCH - CHILD WELFARE STANDARDS AND INTERSTATE
SERVICES UNIT**

ITEM 7867. INTERSTATE SERVICES SUBJECT FILE.

Interstate services subject file. File includes or concerns statistical data, legal opinions concerning interstate compact on children and interstate compact on juveniles, copies of court decisions, reference copies of minutes of meetings of interstate compacts, and informational memorandums regarding interstate compact.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 9794. LICENSING FILE.

Case records concerning child placing agencies and maternity homes. File includes applications for licensure and supporting documents, copies of licenses if issued, and related reports and correspondence. File also includes listing of programs that made inquiry but were never licensed.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning maternity homes and child placing agencies not licensed after 1 year. Transfer remaining records to the State Records Center 3 years after licenses have been terminated. 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 SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
CHILD PLACEMENT SERVICES BRANCH - FOSTER CARE SERVICES UNIT**

ITEM 7871. ADOLESCENT PARENTING PROGRAM PARTICIPANT FILE.

Forms listing participants in the Adolescent Parenting Program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7874. GENERAL SUBJECT FILE FOR FOSTER CARE UNIT FILE.

Agency standards, rules, regulations, state plans, proposed state plans, program articles and statements, copies of grants, budgets and budget materials, copies of forms, minutes and agendas, and publications for Foster Care Unit. (File is used to develop the foster care program and serves as a history of the development of the program.)

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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
CHILD PROTECTIVE SERVICES BRANCH**

ITEM 2113. UNIT PROGRAM PLANNING AND REFERENCE FILE.

Records concerning the development of the Child Protective Services Program. File includes contracts, grants, legal and legislative planning records, reports, research projects, studies, and related records. File also includes reference copies of correspondence from state agencies, legal opinions, and publications.

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 7868. CENTRAL REGISTRY OF CHILD ABUSE AND NEGLECT REPORTS FILE.

Reference copies of reports of child abuse and neglect received from county departments of social services. (Records are confidential in accordance with G.S. 7A-552 and are not open for inspection without approval by the Director of the Division of Social Services or by court order.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7869. CENTRAL REGISTRY OF CHILD ABUSE AND NEGLECT CONTROLS AND MANAGEMENT REPORTS FILE.

Microfiche of reports received from 1971 until 11-1-82 under a now obsolete system. Computer tape of all substantiated reports is received under the obsolete system. Monthly, quarterly, and annual management reports are produced from a computerized system initiated 10-1-82. (Central Registry controls are subject to the confidentiality provisions of G.S. 7A-552 and are not open for inspection without approval of the Director of the Division of Social Services or by court order. Non-identifying statistical information and general information is exempt from the confidentiality rule. Controls are maintained in locked data cabinets.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically.

ITEM 7870. RESOURCE LIBRARY (CHILD ABUSE AND NEGLECT) FILE.

Resource information consisting of books, publications, pamphlets, brochures, film, and tapes relating to child abuse and neglect.

DISPOSITION INSTRUCTIONS: Destroy in office when updated.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
SECTION CHIEF**

ITEM 7851. COUNTY LETTERS (POLICY AND PROCEDURES) FILE.

Reference copies of letters, attachments, and memorandums issued by the Division of Social Services to all counties concerning policies, procedures, directives, and instructions for administering county social services programs. (File is used and maintained by the branch as a reference to administrative procedures.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7852. STATISTICAL REPORTS FILE.

Children's Services Section statistical reports. File includes or concerns statistical journals, program facts, national statistical reports, automated systems, cost allocation methods, and other statistical reports.

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 7853. SOCIAL SERVICES COMMISSION FILE.

Agenda items concerning each commission meeting.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7854. PROGRAMS FILE.

Reference copies of programs records concerning each program in Children's Services Section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7884. ADMINISTRATIVE LETTERS AND MANUALS FILE.

Administrative letters that are sent to county departments of social services. File includes instructions on administration of service programs and policy manual.

DISPOSITION INSTRUCTIONS: Destroy in office audit copy when released from all audits. Destroy in office non-audit copies when superseded.

ITEM 7886. COMMITTEES FILE.

Listing of staff members who participate in or attend committee meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7887. SECTION CHIEFS CORRESPONDENCE FILE.

Correspondence to and from the director, assistants, and offices within the Division of Social Services. File includes copies of control letters.

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 7889. LOCAL CONTRACTS FILE.

Face sheets of contracts that counties have with providers. Files are sent to the Division of Social Services (DSS) as required by DSS policy.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILDREN'S SERVICES SECTION
SECTION CHIEF**

ITEM 7890. MONITORING REPORTS FILE.

Monitoring reports concerning local county programs, service/training contracts, and corrective action.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.