

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
DIRECTOR'S 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

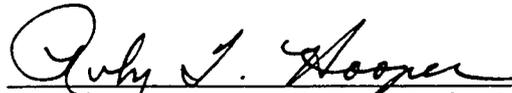
DIRECTOR'S OFFICE

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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

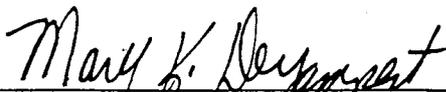
DIRECTOR'S OFFICE

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

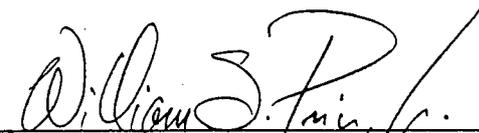
APPROVAL RECOMMENDED



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



Mary K. Deyampert, Director
Division of Social Services

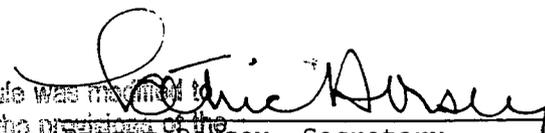


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



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.

October 26, 1988

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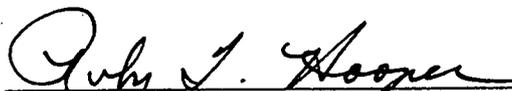
DIRECTOR'S OFFICE

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DIRECTOR'S 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 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

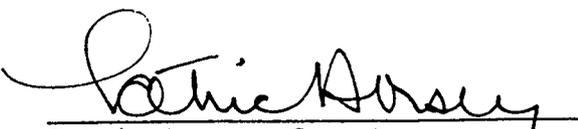


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

DEPARTMENT OF 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

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

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

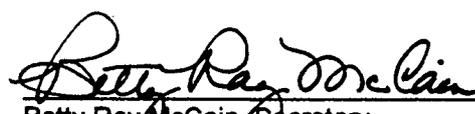


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1997

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
DIRECTOR'S OFFICE**

ITEM 2075. DIRECTOR'S ADMINISTRATION AND MANAGEMENT FILE.

Records concerning Executive Management Team and special projects. File includes records used to administer programs.

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 2076. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence prepared by the director or by division staff members in response to clients, individuals, companies, and associations.

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 2078. CORRESPONDENCE WITH DEPARTMENT OF HUMAN RESOURCES FILE.

Correspondence between the Department of Human Resources and the Division of Social Services. File includes reports, project studies, committee action reports, fiscal and planning actions in the development, implementation, and administration of programs prepared jointly and independently.

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 2079. CORRESPONDENCE WITH STATE AGENCIES FILE.

Correspondence with other state agencies concerning joint concerns and program activities.

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 2080. CORRESPONDENCE WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (WASHINGTON, D.C. OFFICE) FILE.

Correspondence with the U.S. Department of Health and Human Services-Washington, D.C. Office. File includes directives received from the federal office and information provided by the Division of Social Services for the federal agency.

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 2081. CORRESPONDENCE WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (ATLANTA REGIONAL OFFICE) FILE.

Informational and instructional letters sent to Division of Social Services. File includes letters, reports, and information provided by Division of Social Services for the federal agency.

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
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ITEM 2082. CORRESPONDENCE WITH OTHER FEDERAL AGENCIES FILE.

Correspondence with federal agencies concerning food stamps, administration of manpower, and other related programs.

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 2083. CORRESPONDENCE WITH AFFILIATED ORGANIZATIONS FILE.

Correspondence, reports, committee action records, interpretation papers, and memorandums concerning program changes and legislative actions. File includes agreements and summaries relating to joint concerns of social programs.

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 2084. N.C. ATTORNEY GENERAL FILE.

Correspondence with the offices of the Attorney General concerning Attorney General's opinions. File includes correspondence and documents concerning court actions involving the Division of Social Services.

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 6827. DIRECTOR, DIVISION OF SOCIAL SERVICES FILE.

Travel expense requests, requisitions, telephone records, schedules and itineraries, leave records, and correspondence logs. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.