

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
ECONOMIC INDEPENDENCE SECTION  
FOOD STAMP OPERATIONS BRANCH

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

**FOOD STAMP OPERATIONS BRANCH**

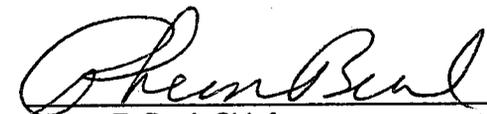
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

**FOOD STAMP OPERATIONS BRANCH**

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 This schedule is to remain in effect until superseded.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**

  
\_\_\_\_\_  
Mary Ann Richter, Acting Chief Records Officer  
Department of Health and Human Services

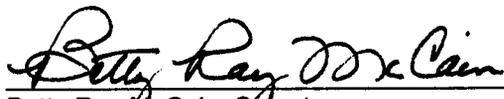
  
\_\_\_\_\_  
Pheon E. Beal, Chief  
Economic Independence Section

  
\_\_\_\_\_  
Kevin FitzGerald, Director  
Division of Social Services

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

**APPROVED**

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

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

September 15, 1999

KLS

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
ECONOMIC INDEPENDENCE SECTION  
FOOD STAMP OPERATIONS BRANCH

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

**FOOD STAMP OPERATIONS BRANCH**

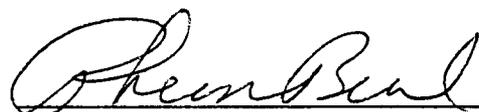
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

**FOOD STAMP OPERATIONS BRANCH**

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**

  
\_\_\_\_\_  
Mary Ann Richter, Acting Chief Records Officer  
Department of Health and Human Services

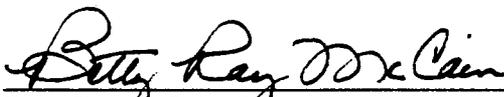
  
\_\_\_\_\_  
Pheon E. Beal, Chief  
Economic Independence Section

  
\_\_\_\_\_  
Kevin FitzGerald, Director  
Division of Social Services

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

**APPROVED**

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

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

September 15, 1999

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.

KLS

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
ECONOMIC INDEPENDENCE SECTION  
FOOD STAMP OPERATIONS BRANCH**

**ITEM 2114. SECTION ADMINISTRATOR'S PROGRAM REFERENCE FILE.**

Reference copies of correspondence and memorandums concerning the department, division, and regional offices.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 2115. UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) CORRESPONDENCE FILE.**

Correspondence with the regional office of the Food and Nutrition Service of USDA in Atlanta and with the central office in Washington. Correspondence includes policy and procedure matters and coordination of food stamp program administration. File also includes Food Stamp Program reports.

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 2117. COUNTY CORRESPONDENCE FILE.**

Records concerning policy interpretation of state and federal regulations and other aspects of program administration. File includes correspondence, memorandums, and other related records used in the state office supervision of the food stamp 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.

**ITEM 7279. FEDERAL REGULATIONS FILE.**

Records concerning federal regulations and regulation supplements. File includes All States Letters published by the United States Department of Agriculture (USDA).

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 7280. COUNTY LETTERS FILE.**

County administrative letters and Dear County Directors letters issued by the Public Assistance Section, Food Stamp Operations Branch.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 7281. STATE PLAN FILE.**

Records concerning food stamp program policies, procedures, and standards submitted to and approved by the United States Department of Agriculture. File includes copies of plan material and amendments, transmittal notices, correspondence, attachments, and other related records.

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 7284. COUNTY PLANS OF OPERATION AND BANK AGREEMENTS FILE.**

Plans of operation submitted by counties participating in the food stamp program to the state and used in the compilation and revision of the State Plan. Plans give narrative descriptions of county food stamp programs. File includes reference copies of agreements between counties and local banks providing for the issuance of food stamp coupons. File also includes related correspondence and information statements listing all banks in each county that issue coupons.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. 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  
ECONOMIC INDEPENDENCE SECTION  
FOOD STAMP OPERATIONS BRANCH**

**ITEM 7290. CLAIM PAYMENTS FILE.**

Records concerning Food Stamp claim payments and retention by the county of an authorized percentage of collections. File includes statistical data used in preparing the Food and Nutrition Services-209 (FNS) federal report, intentional program violation food stamp records, inadvertent household error records, administrative error records, and other related records. (Comply with applicable provisions of G.S. 108A-80 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office intentional program violation records when there is evidence that the individual who committed the intentional act has died. Destroy in office remaining records after 3 years 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.

**ITEM 7291. CLIENTS' CORRESPONDENCE FILE.**

Correspondence to Food Stamp Program applicants or recipients with replies prepared by the section. Correspondence concerns all facets of program operations as it relates to individual situations. File includes replies to inquiries or complaints received from a variety of sources such as telephone calls to Governor's Ombudsman, Care Line, Hot Line, and other related services. (Comply with applicable provisions of G.S. 108A-80 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 31345. FOOD STAMP ISSUANCE (ELECTRONIC) FILE.**

Machine readable records concerning the issuances of food stamps to recipients. File maintenance and backup procedures are conducted by Information Technology Services (ITS). (Comply with applicable provisions of G.S. 108A-80 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when released from all audits.

**ITEM 31346. FOOD STAMP MASTER (ELECTRONIC) FILE.**

On-line active and inactive master records of all food stamp applicants and recipients. (File is used to produce printouts for county departments of social services.) File maintenance and backup procedures are conducted by Information Technology Services (ITS). (Comply with applicable provisions of G.S. 108A-80 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain active records in office as long as recipients are receiving benefits. Erase/destroy in office inactive records when released from all audits.