

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
FEDERAL GRANTS AND REPORTS 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

FEDERAL GRANTS AND REPORTS 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

FEDERAL GRANTS AND REPORTS 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 This schedule is to remain in effect until superseded.

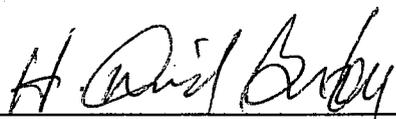
APPROVAL RECOMMENDED

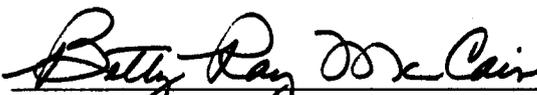

Mary Ann Richter, Acting Chief Records Officer
Department of Health and Human Services


Kevin FitzGerald, Director
Division of Social Services


Jeffrey D. 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 30, 1999

KLS

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
FEDERAL GRANTS AND REPORTS 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

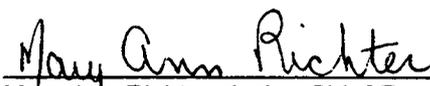
FEDERAL GRANTS AND REPORTS SECTION

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

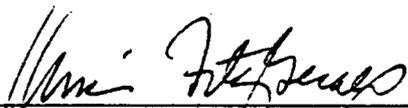
FEDERAL GRANTS AND REPORTS SECTION

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.

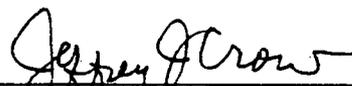
APPROVAL RECOMMENDED



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

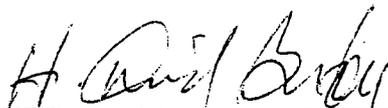


Kevin FitzGerald, Director
Division of Social Services



Jeffrey D. 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 30, 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
FEDERAL GRANTS AND REPORTS SECTION
PUBLIC ASSISTANCE ACCOUNTING BRANCH**

ITEM 2100. PAID CHECKS FILE.

All paid checks issued on disbursing account 1-000-212.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Office of Controller.

ITEM 2599. STATE ISSUED CHECK REGISTERS AND ADJUSTMENT REGISTERS FILE.

Microfiche copies of records listing all regular run checks issued to public assistance recipients under Aid to Families with Dependent Children, Energy Assistance, Special Assistance to Adults, refugee programs, and Adoption Assistance programs.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Office of Controller.