

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF SOCIAL SERVICES  
PERSONNEL 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

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

PERSONNEL 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 for five years from the date of approval and will then be reviewed and updated.

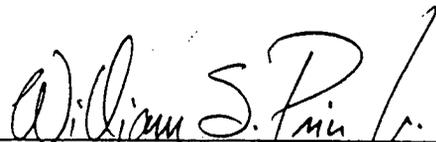
APPROVAL RECOMMENDED



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



Mary K. Deyampert, Director  
Division of Social Services

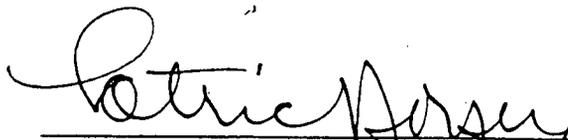


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



David T. Flaherty, Secretary  
Department of Human Resources



Patric Dorsey, Secretary  
Department of Cultural Resources

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 14, 1988

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**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

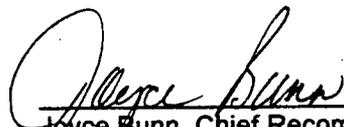
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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**



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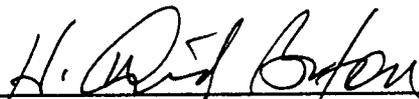
Joyce Bunn, Chief Records Officer  
Department of Health and Human  
Services



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Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



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



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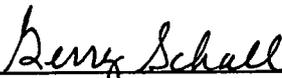
Betty Ray McCain, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
PERSONNEL SECTION

Amend the program records retention and disposition schedule approved October 14, 1988 by changing the disposition instructions for Item 2101 as shown on substitute page dated July 10, 2002.

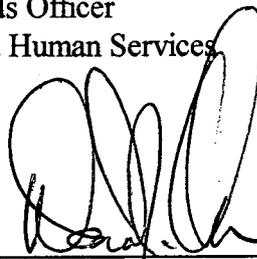
APPROVAL RECOMMENDED



Gerry Schall, Chief Records Officer  
Department of Health and Human Services

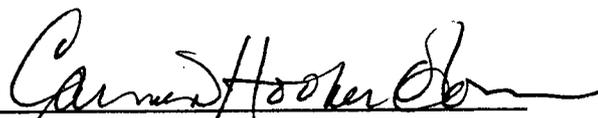


Pheon Beal, Director  
Division of Social Services

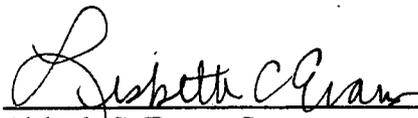


David J. Olson, Director  
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary  
Department of Health and Human Services



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

July 10, 2002

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
PERSONNEL SECTION**

**ITEM 2101. INACTIVE PERSONNEL FILE.**

Records concerning former employees. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 7-10-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 7256. ORGANIZATION FILE.**

Correspondence concerning personnel administration within the department and division. File includes Office of State Personnel correspondence and information and local and regional information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7257. BENEFITS FILE.**

Records concerning various benefits available to state employees.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 7258. REPORTS FILE.**

Federal and state reports concerning personnel within the division. File includes the department's annual plan of work and personnel audit worksheets.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 7260. COMPETITIVE APPLICANT LISTING FILE.**

Requests for certification, competitive applicant listings, and letters to persons listed.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7265. REQUESTS FOR POSITION ACTION FILE.**

Requests for position action.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 7266. BUDGET (606) FILE.**

Reference copies of approved budget records (BD-606).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 7274. STATE AND COUNTY EMPLOYEES' CARD INDEX FILE.**

Cards used as an index to active and inactive county and state personnel. Information includes name of employee, county where currently employed, active date of employment, inactive date of employment (if applicable), date the inactive personnel folder was transferred to the State Records Center, and other related information. Information also includes cross reference card for change of name during employment.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 7413. FIRST AID LOGS FILE.**

Logs concerning first aid administered by first aid personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.