

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
PLANNING AND INFORMATION

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

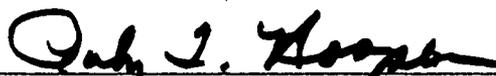
PLANNING AND INFORMATION

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

PLANNING AND INFORMATION

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 This schedule is to remain in effect until superseded.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



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



Mary K. Deyampert, Director
Division of Social Services

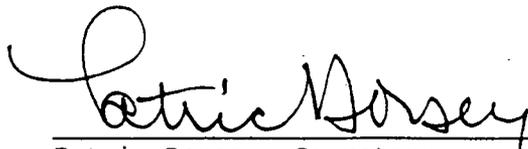


William S. Price, Jr., Director
Division of Archives and History

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.

May 3, 1991

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

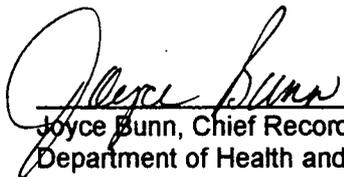
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

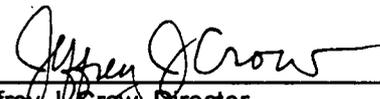
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

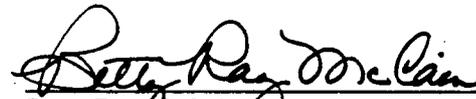


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
PLANNING AND INFORMATION
ADMINISTRATION**

ITEM 2134. N.C. DIVISION OF SOCIAL SERVICES STATE PLANS FILE.

Approved Division of Social Services state plans. File includes documents of N.C. program policies and standards submitted to and approved by the federal Department of Health and Human Services.

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 6841. COUNTY CORRESPONDENCE FILE.

County letters and "Dear County Director" letters relative to policy and county administration.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6842. REQUIRED FEDERAL REPORTS FILE.

Reports concerning the Planning and Information Section. Reports are submitted to the federal government (Department of Health and Human Services) as required by federal laws and regulations. File concerns all Division of Social Services programs which involve federal participation.

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 6846. FOOD STAMP PARTICIPATION AND EXPENDITURES FORECAST FILE.

Records concerning project participation and expenditures forecast in the Food Assistance Program. File includes accuracy worksheets, computer printouts, and federal reports.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6847. QUARTERLY STATEMENT OF FINANCIAL PLAN (AID TO FAMILIES WITH DEPENDENT CHILDREN) FILE.

Worksheets and computer printouts used to prepare the state agency financial plan quarterly statement.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6848. QUARTERLY BUDGET ESTIMATES FILE.

Worksheets and computer printouts used in preparing quarterly budget estimates.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6850. ENERGY ASSISTANCE FILE.

Documentation and description of procedures used in developing benefit levels for the Low Income Energy Assistance Program.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of system.

ITEM 6853. SERVICES PROGRAM PLAN/BUDGET FILE.

Computer printouts concerning each county department of social services plan. File lists estimated clients to be served and estimated spending by service.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after termination date.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
PLANNING AND INFORMATION
ADMINISTRATION**

ITEM 6859. QUARTERLY REPORT ON NUMBER OF DSS-1360S PROCESSED FOR CONTRACT PROVIDERS FILE.

Form DSS-1398 sent by local departments of social services offices reporting provider names, identification numbers, and number of forms processed each quarter.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7233. SOCIAL SERVICES BLOCK GRANT PLAN FILE.

Social Services Block Grant plans with amendments and other records concerning the plan.

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 7235. SOCIAL SERVICES BLOCK GRANT QUARTERLY AND ANNUAL SUMMARY REPORTS FILE.

Reports which list services provided to recipients and costs involved.

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 31482. EVALUATIONS, REPORTS, AND INFORMATION FILE.

Reference information concerning evaluations and reports of programs administered by the Division of Social Services. File includes other reference records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 31483. FEDERAL PROPOSALS FILE.

Reference copies of proposals submitted to the federal government concerning programs administered by the Division of Social Services

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 31487. POLICY AND LIAISON COMMITTEE MEETING MINUTES FILE.

Reference copies of minutes, agendas, and other supporting documents concerning the Policy and Liaison Committee.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
PLANNING AND INFORMATION
INCOME MAINTENANCE BRANCH**

ITEM 6862. APPLICATIONS PENDING 40 DAYS OR MORE FILE.

Printouts containing various counties data used to monitor the Alexander vs. Flaherty (formerly Alexander vs. Hill) court order. Case concerns law suit filed by Alexander against Flaherty (formerly Alexander vs. Hill) regarding eligibility for disability payments from the Social Security Administration.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center until released by the court and then transferred to the custody of the Archives. Agency representative will notify the State Records Center annually about the status of records released by the court.

ITEM 6863. COURT CASE FILE.

Alexander vs. Flaherty (formerly Alexander vs. Hill) interrogatories and monitoring reports.

DISPOSITION INSTRUCTIONS: Destroy in office when released by the court.

ITEM 6864. RECIPIENT FRAUD IN PUBLIC ASSISTANCE CASES FILE.

Case reports concerning claim of good cause for refusing to cooperate in establishing paternity and securing child support. File includes roster for recording good cause claims.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6865. COMPUTER PRINTOUTS (PUBLIC ASSISTANCE) FILE.

Printouts concerning the following: Aid to Families with Dependent Children applications approved, overdue applications, total applications received and disposed of, money payment applications disposed of and received, medical assistance applications disposed of and received, applications disposed of in the month, pending applications, adult dispositions, Aid to Families with Dependent Children dispositions, approvals, denials, adult cases discontinued, Aid to Families with Dependent Children cases discontinued, and cases discontinued by program, reason, and county.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6866. COMPUTER PRINTOUTS PUBLIC ASSISTANCE FILE.

Computer printouts concerning selected information regarding the public assistance program.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6867. MONTHLY APPLICATIONS FOR DISABILITY DETERMINATION FILE.

Applications processed for Disability Determination.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6868. PROGRAM TRANSFERS FILE.

Computer printouts listing Aid to Families With Dependent Children (AFDC) transfers between counties.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6869. COUNTY BUDGET TRENDS FILE.

Records concerning county budget trends and other related budgetary matters.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6872. REPORT ON FAIR HEARINGS IN PUBLIC ASSISTANCE FILE.

Individual reports concerning state and local hearings of public assistance cases.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
PLANNING AND INFORMATION
INCOME MAINTENANCE BRANCH**

ITEM 6873. COMPUTER PRINTOUTS OF PUBLIC ASSISTANCE DATA FILE.

Computer printouts concerning the following: Special Assistance for Adults (SAA) applications disposed of, time span for pending State/County Special Assistance for Adults (S/C SAA) and Medical Assistance Only (MAO) applications, time span between applications and dispositions Aid to Families With Dependent Children (AFDC), time span for pending AFDC applications, case profile program, case profile rest home, S/C SAA recipients who are members of a couple case, summary of assistance expenditures, AFDC, S/C SAA aged, S/C SAA disabled, S/C SAA rest home, certain disabled, Indochinese monthly summary of cases, recipients and expenditures by county.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 31740. PUBLIC ASSISTANCE ELECTRONIC RECORDS FILE.

On-line records of all public assistance programs managed by the Planning and Information Section. Computer tapes are maintained by State Information Processing Services (SIPS) Center.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.