

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
QUALITY CONTROL 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

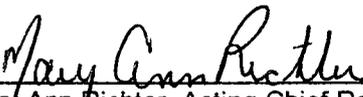
QUALITY CONTROL SECTION

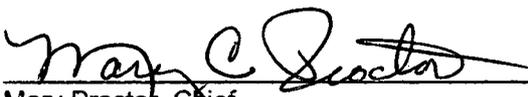
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

QUALITY CONTROL 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 This schedule is to remain in effect until superseded.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

  
Mary Proctor, Chief  
Quality Control Section

  
Kevin FitzGerald, Director  
Division of Social Services

  
Jeffrey A. 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

May 21, 1999

KLS

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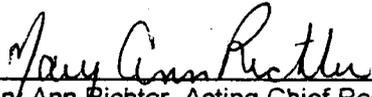
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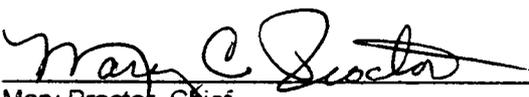
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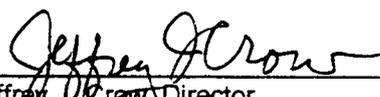
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Department of Health and Human Services

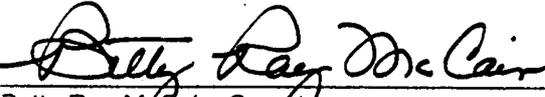
  
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Kevin FitzGerald, Director  
Division of Social Services

  
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Division of Archives and History

APPROVED

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

  
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Betty Ray McCain, 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 21, 1999

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**ITEM 6977. STATE PLAN FILE.**

Reference copies of state plans for quality control program. File includes program policies, procedures, and standards submitted to and approved by the Department of Health and Human Services. File also includes correspondence, amendments, transmittals, notices, attachments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 7205. INCOME ELIGIBILITY VERIFICATION (IEVS) MONITORING FORMS FILE.**

Monitoring forms completed by Quality Control Section analyst for quality control review process. Forms are also used as check list of information required in individual Aid to Families with Dependent Children or Food Stamp county case files reflecting compliance or non-compliance by county department of social services regarding IEVS requirements.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 7206. ASSIGNMENTS FILE.**

Computer printouts listing public assistance cases selected by random sample for quality control by field personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 7208. ONE-TIER QUALITY CONTROL PILOT TEST FILE.**

Project records concerning food stamp case reviews, separate from ongoing Quality Control review process, used to test feasibility of United States Department of Agriculture (USDA) One-Tier Federal Quality Control System, administered by Food and Nutrition Service with assistance of State of North Carolina. Records include referrals on correct and dropped case reviews as well as the completed case reviews on error cases, arbitrations, and appeals. Correspondence file includes contract agreement between State and USDA and correspondence related to One-Tier Project.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 7209. QUALITY CONTROL REVIEWS FILE.**

Records concerning case reviews conducted by field personnel in the Quality Control Section. File is used to determine program effectiveness and accuracy in assistance eligibility and grant allotment.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. Records will be held in the State Records Center 3 additional years and then destroyed. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 7210. REFERRALS FILE.**

Quality control referral memorandums listing review findings in each case, whether in error or correct.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. Records will be held for agency in the State Records Center 3 additional years and then destroyed. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**ITEM 7211. CONTESTED REVIEWS FILE.**

Records submitted by county departments of social services taking exceptions to quality control findings or error. File also includes correspondence indicating results of negotiating committee review upholding or reversing quality control findings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. Records will be held for agency in the State Records Center 3 additional years and then destroyed. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.