

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION

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

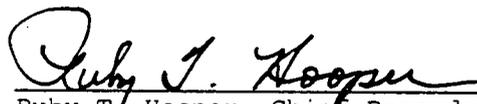
REGIONAL ADMINISTRATION

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

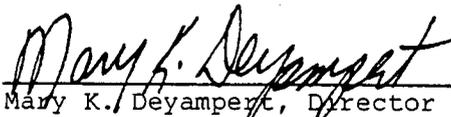
REGIONAL ADMINISTRATION

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.

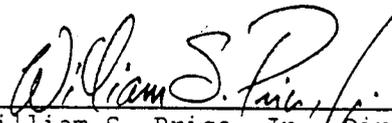
APPROVAL RECOMMENDED



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



Mary K. Deyampert, Director
Division of Social Services

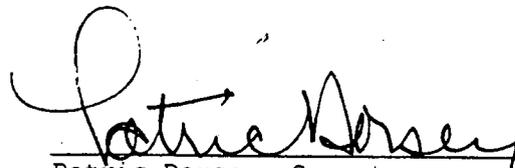


William S. Price, Jr., Director
Division of Archives and History

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 17, 1988

JH

**DEPARTMENT HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION**

Program Records Retention and Disposition Schedule

The Program 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

DIVISION OF VOCATIONAL REHABILITATION

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

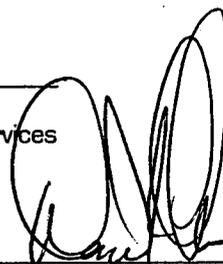
DIVISION OF VOCATIONAL REHABILITATION

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.

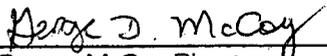
APPROVAL RECOMMENDED



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

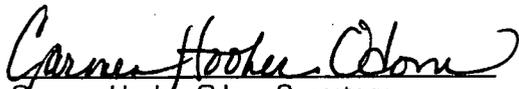


David J. Olson, Director
Division of Historical Resources



George McCoy, Director
Division of Vocational Rehabilitation

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 30, 2002

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
ADMINISTRATION**

ITEM 7027. HUMAN RESOURCES FILE.

Information received from various divisions directly under the supervision of the Secretary of the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7028. REGIONAL ADMINISTRATION OFFICE FILE.

Information concerning day-to-day operations of Office of Regional Administration. File includes expense voucher copies, travel policies, and educational leave and Grant Board materials.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 7029. PROGRAM ADMINISTRATION FILE.

Information from various program sections. File includes correspondence concerning Assistance Payments, Food Assistance, Child Support Enforcement, and Family Services.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7030. CONTROLLER FILE.

Correspondence from various sections under Controller's Office concerning fiscal operations of county departments of social services.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7031. COUNTY OFFICE OUT OF COMPLIANCE INSPECTIONS FILE.

Annual reports concerning inspection and evaluation of county departments of social services office space and facilities.

DISPOSITION INSTRUCTIONS: Destroy in office after county attains compliance.

ITEM 7032. DISASTER FILE.

Information concerning nuclear exercises and disaster in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7033. DIVISION OF SOCIAL SERVICES CONTROL LETTERS FILE.

Response letters from recipients, clients, and others concerning assistance requested.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7034. CARELINE REFERRALS FILE.

Information concerning referrals from Department of Human Resources Careline (phone calls--letters). File includes responses to correspondents.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7035. REGIONAL FILE.

Reference information received from counties and regional offices concerning the 100 county departments of social services.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7036. COUNTY OFFICE INSPECTIONS IN COMPLIANCE FILE.

Annual reports concerning inspection and evaluation of county departments of social services office space and facilities.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
ADMINISTRATION**

ITEM 7037. OUTSIDE DEPARTMENTS - AGENCIES FILE.

Information from other departments and agencies outside the Department of Human Resources.
DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 7038. INTRAOFFICE FILE.

Intraoffice correspondence concerning daily operations.
DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 7505. CIVIL RIGHTS GENERAL FILE.

Policies and forms concerning division's commitment to provision of Civil Rights Act of 1964. File includes or concerns 504 Transition Plan, Food Stamps Civil Rights Review, Title VI Official Policy Regarding Title VI, and Civil Rights forms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10650. CIVIL RIGHTS COMPLAINTS FILE.

Individual complaints concerning charges of discrimination in federally-assisted programs. File concerns discrimination because of condition, race, age, and sex.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) 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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
HEARINGS AND APPEALS SECTION**

ITEM 2119. MINUTES OF THE DIRECTOR--APPEALS DECISIONS FILE.

Notices of Decisions which the Hearing Officer has rendered a decision in appeal cases from the county department of social services under the authority of G. S. 108-A-79. Cases include all assistance categories wherein applicants or recipients allege that their rights under the law have been violated by the county social services authority. The Notice of Tentative and Final Decisions lists identifying information on each appellant, the pertinent issues in the case, and the decision with a cover sheet (minutes) attached to each day's decisions. The cover sheet also lists each decision rendered by county, appellant, category and case number, and states whether the decision of the county authority was upheld or reversed.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

ITEM 3733. REGULAR CASE FILE.

Records concerning individual case files of appellants who have requested fair hearings. File includes supporting documents regarding each request for hearing. Amended 11-30-98

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year. Destroy records currently stored in the State Records Center immediately.

ITEM 7200. QUALITY ASSURANCE APPEALS MANAGEMENT (QAAM) DISKETTES FILE.

Backup diskettes of State Reports File. File includes reports relating to each semiannual and annual review period that are not required by the federal government.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center monthly for security storage. Agency will retrieve backup diskettes for the year when finals are completed for recycling.

ITEM 7201. APPEALS REQUESTS FILE.

Reference (duplicate) copies of appeals requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7202. STATE PLAN FILE.

Records concerning quality control and appeals, program policies, procedures, and standards submitted to and approved by the federal Department of Health and Human Services. File includes copies of plan material and amendments, transmittals, notices, correspondence, and attachments.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7203. QUALITY ASSURANCE APPEALS MANAGEMENT (QAAM) PROGRAM FILE.

Printouts of all QAAM reports and log of all appeal requests received.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7207. HEARING OFFICERS'S FILE.

Correspondence and other information used in the administration of the appeals program by the hearing officers. File includes monthly, quarterly, and federal reports on state level appeals.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
HEARINGS AND APPEALS SECTION**

ITEM 7215. STATE REPORTS FILE.

Records concerning each semiannual and annual review period that are not required by the federal government.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) 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 7222. JUDICIAL REVIEW CASE FILE.

Records concerning judicial review cases.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after final disposition of case. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 35201. OFFICE OF ADMINISTRATIVE HEARINGS CASE FILE.

Case files concerning tax intercept for child support. File includes official records from Office of Administrative Hearings, letters, clients' written arguments, final decisions from the chief of Hearings and Appeals Section, and correspondence relating to the case.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after final disposition of case. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
JOB CORPS SECTION**

ITEM 2132. OTHER AGENCY CORRESPONDENCE FILE.

Correspondence concerning the Job Corps with other state and federal agencies and institutions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 7126. JOB CORPS ENROLLEES' FILE.

Data sheets concerning the Job Corps program. File includes enrollment and departure reports, termination reports, resumes, and medical or court records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 7127. COUNSELOR'S COMPLETED APPLICATION FILE.

Weekly lists of completed applications submitted by Job Corps counselors.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7129. APPLICATIONS CARD INDEX FILE.

Card file index of Job Corps applications. File includes name of corpsmember or applicant, address, school, parents, and comments.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 7131. MATERIAL RECEIVED REPORT FILE.

Purchase and Contract Division Material Received Report.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
REGION I**

ITEM 7039. MANAGEMENT EVALUATION REVIEW FILE.

Records concerning management evaluation reviews of the food stamp program of each county.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7040. SALARY INCREMENT INFORMATION FILE.

Computer printouts concerning employees' pay status.
DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 7042. CHILD SUPPORT ENFORCEMENT REPORT FILE.

Statistical reports used in monitoring the Child Support Enforcement Program.
DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 7043. MANUALS AND COUNTY LETTERS FILE.

Manuals and county letters from the central office of the Division of Social Services concerning policies, procedures, and directions.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7047. MONITORING FILE.

Forms used to monitor various programs in county departments of social services.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

ITEM 7049. INCOME MAINTENANCE (FOOD STAMPS) FILE.

Correspondence, reports, and other materials concerning various programs of assistance.
DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7050. INCOME MAINTENANCE MANUALS FILE.

Manuals and letters used to regulate and establish each recipient's eligibility for social services assistance.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7052. ADMINISTRATIVE AND MANAGEMENT RECORDS FILE.

Records concerning North Carolina state government, Department of Human Resources' regions, and county reviews.
DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7053. BUDGET AND FISCAL RECORDS FILE.

Financial data concerning Region I planning and budgeting, county planning and budgeting, and audits.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

ITEM 7054. OPERATING AND PROGRAM FILE.

Records concerning services, Income Maintenance, Quality Assurance, Child Support Enforcement, Fiscal Management, counties, and Western Region.
DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
REGION I**

ITEM 7055. LAW AND LEGAL FILE.

Reference copies of North Carolina laws and FEDERAL REGISTER.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7056. LEGISLATIVE FILE.

Reference copies of federal legislation and documents concerning the North Carolina General Assembly.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7059. PERSONNEL REFERENCE FILE.

Personnel policies, state hiring practices, and other personnel-related documents.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7060. COUNTY (R-I) OFFICE INSPECTIONS, BOARD APPOINTMENTS, CIVIL RIGHTS FILE.

Records concerning office inspections, Civil Rights, and Board Nominee Appointments.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7063. STATEWIDE LOCAL CONTRACTS-MONITORING FILE.

Records concerning monitoring of statewide local contracts.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7064. COUNTY BUDGET REFERENCE FILE.

Correspondence and financial data concerning the county budget.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

ITEM 7065. HOTLINE COPIES FILE.

Hotline letters and Careline information given by telephone.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7066. SERVICE SUPERVISOR'S CORRECTIVE ACTION REPORTS FILE.

Current corrective action reports concerning monitoring of programs by the Division of Social Services and the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7069. COUNTY CORRESPONDENCE FOR SERVICES FILE.

Correspondence between services supervisors and counties.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7072. HOTLINE CONTROL CARDS FILE.

Control cards concerning Hotlines listing control numbers for clients and giving disposition of action taken.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
REGION II**

ITEM 7074. GENERAL FILE.

County budgets, reimbursement reports, medical guide and glossary for refugee program booklets, interviewing for Eligibility Determination booklets, and Social Services in North Carolina pamphlets.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 7075. PROFILE FILE.

Reports received from service representatives, income maintenance representatives, fiscal consultant, and IV-D program consultant. File includes county organization charts and copies of Department of Social Services board minutes.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7077. REGIONAL II RECORDS FILE.

Records concerning the Region II staff. File includes personnel records, Regional Coordinating Council minutes, and other records used in staff activities. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer personnel records to agency personnel office for incorporation into official file 1 year after employee becomes inactive. Destroy in office remaining records after 3 years.

ITEM 7078. REGION II COUNTY RECORDS FILE.

Budget and personnel correspondence. File includes board information, fraud reports, income maintenance and services program memorandums, control letters and client complaints correspondence, office inspection reports, and Child Support Enforcement information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7080. FISCAL PROGRAM FILE.

Reference information concerning county budgets. File includes budget correspondence and expenditure reports from counties. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office budgets correspondence after 3 years. Destroy in office expenditures reports after 1 year.

ITEM 7081. INCOME MAINTENANCE FILE.

Correspondence, reports and other records concerning various programs of assistance.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7082. MANAGEMENT EVALUATION REPORTS FILE.

Reference information concerning management evaluation reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7084. ASSOCIATE ATTORNEY - PROTECTIVE SERVICES FOR CHILDREN FILE.

Legal records used to establish protective services for children.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 7085. WIN INCENTIVE PROGRAM (WIN) PROGRAM FILE.

Correspondence concerning the WIN Program in Region II counties.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
REGION II**

ITEM 7086. SERVICES PROGRAM FILE.

Correspondence, monitoring reports, and other records prepared by the services representative concerning all services.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7087. PROTECTIVE SERVICES REFERRALS FILE.

Correspondence, referral logs, county investigations reports, and other records concerning protective services referrals made by the regional office.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
REGION III**

ITEM 7088. INCOME MAINTENANCE PROGRAMS FILE.

Correspondence, reports, and other records concerning various programs of assistance.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7089. PROGRAM ELIGIBILITY MANUALS FILE.

Manuals concerning current operational procedures and directives which regulate public assistance programs.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7090. MANUALS/RELATED FISCAL INSTRUCTIONS FILE.

Instructional records concerning fiscal procedures.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7091. COUNTY BUDGETS FILE.

Financial data concerning the county budget.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 7092. COUNTY FISCAL-RELATED CORRESPONDENCE FILE.

Correspondence and reports concerning county fiscal transactions.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 7093. TITLE XX SERVICES MONITORING FILE.

Information concerning services monitoring of the local county departments of social services. File includes monitoring reports, corrective action plans, and follow-up evaluations.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7095. WILDERNESS CAMPING FILE.

Information concerning individual wilderness camping cases and all materials relating to the program.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7096. SOCIAL SERVICES BLOCK GRANT FILE.

Records concerning counties Social Services Block Grants. File includes budget records, allocations, and reallocation records.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 7097. PERMANENCY PLANNING FILE.

Information concerning evaluations of counties. File includes Permanency Planning Plans, allocations, budget, and fiscal records.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7098. COUNTY CASE FILE.

Information concerning the county departments of social services. File includes correspondence, consultations, and technical assistance materials sent to counties.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
REGION III**

ITEM 7099. SERVICE PROGRAM MANAGEMENT FILE.

Information concerning management of local county departments of social services and their social services programs. File includes Services Information System data, tracking reports in Protective Services, Foster Care, adoption, and materials related to the cost of services provided by each worker.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7100. SERVICE PROGRAM ISSUES FILE.

Information concerning the operation of the Regional Services programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7102. LEGAL MANUALS FILE.

Reference information concerning GENERAL STATUTES, amendments to North Carolina rules of appellate procedure, and legal opinions.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7104. PROGRAMS FILE.

Correspondence, draft materials, county visits records, conference files, and copies of minutes.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7106. COUNTY FILE.

Correspondence concerning county budget.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
REGION IV**

ITEM 7109. MANUAL AND COUNTY LETTER FILE.

Program policy manuals and administrative policy letters.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7110. CONTROL LETTER FILE.

Reference copies of control letters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7111. SERVICES FILE.

Correspondence, monitoring reports, and other information concerning services programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7112. COUNTY FILE.

Reference information sent to or received from the county departments of social services. File includes general correspondence and board minutes.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7115. WIN INCENTIVE PROGRAM (WIN)/COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) FILE.

Reference information concerning WIN and CWEP.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7116. ASSOCIATE ATTORNEY GENERAL-PROTECTIVE SERVICES FOR CHILDREN FILE.

Legal materials and correspondence concerning protective services for children.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7117. COUNTY BUDGET AND FISCAL RECORDS FILE.

Reference information concerning county departments of social services budgets, budget changes, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 7118. INCOME MAINTENANCE FILE.

Correspondence, reports, and other records concerning various assistance programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 7122. QUALITY CONTROL FILE.

Correspondence, reports, and other records concerning quality control.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7123. FOOD STAMP MANAGEMENT EVALUATION REVIEW FILE.

Reference information concerning Food Stamp Management Evaluation Review Summaries.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 7125. REGION IV COUNTY OFFICE INSPECTIONS, BOARD APPOINTMENTS, AND CIVIL RIGHTS REVIEWS FILE.

Records concerning Region IV county departments of social services offices, boards, and reviews.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
STAFF DEVELOPMENT SECTION**

ITEM 3975. TRAINING REPORTS FILE.

Reports concerning employees attending training programs conducted by the central, regional, or county departments of social services personnel.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 6876. EDUCATIONAL ASSISTANCE PROGRAM FILE.

Correspondence, policies, and procedures concerning the Educational Assistance Program. File includes grade reports and reference copies of employees course work/payment ledgers.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6879. STAFF DEVELOPMENT ANNUAL PLANS/NEEDS ASSESSMENT FILE.

Information concerning the Staff Development Annual Plan of Work and needs assessment.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6881. AMERICAN PUBLIC WELFARE ASSOCIATION (APWA) FILE.

Correspondence and information concerning training projects offered by APWA.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 6882. ADMINISTRATIVE DIRECTIVES FILE.

Department of Human Resources and Division of Social Services directives stating policy and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6883. TRAINING RESOURCE FILE.

Information and brochures concerning speakers, topics, facilities, and film catalogues. File is used as a reference in conference or workshop training.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6884. SOCIAL SERVICES INSTITUTE PROGRAM NOTEBOOK FILE.

Copies of all Social Services Institute programs.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 6885. SOCIAL SERVICES INSTITUTE FILE.

Correspondence, planning information, invitation lists, speaker contracts, evaluations, and supporting information concerning the conducting of the annual Social Services Institute.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 6888. STAFF DEVELOPMENT LIBRARY INDEX FILE.

Index file of books maintained in the Staff Development Library.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6889. STAFF DEVELOPMENT LIBRARY FILE.

Books and training curriculum used by division employees.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
REGIONAL ADMINISTRATION
STAFF DEVELOPMENT SECTION**

ITEM 6892. PSYCHIATRIC CONSULTATION PROGRAM FILE.

Correspondence concerning the division consulting psychiatrist.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) 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.