

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
SPECIAL ASSISTANT TO THE DIRECTOR

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

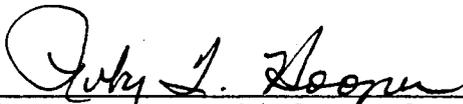
SPECIAL ASSISTANT TO THE DIRECTOR

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

SPECIAL ASSISTANT TO THE DIRECTOR

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.

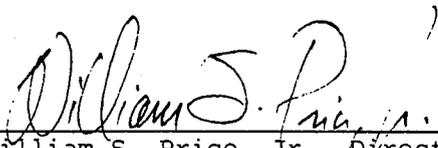
APPROVAL RECOMMENDED



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

September 30, 1988

JH

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SOCIAL SERVICES
SPECIAL ASSISTANT TO THE DIRECTOR

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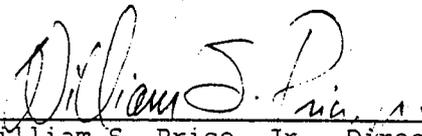
APPROVAL RECOMMENDED



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

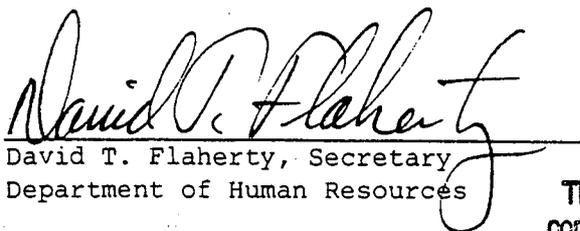


Mary K. Deyampert, Director
Division of Social Services

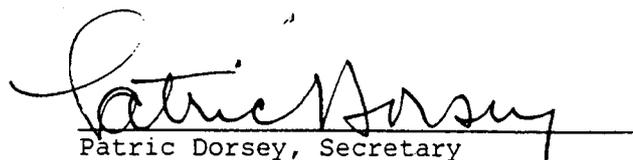


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary

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.

September 30, 1988

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

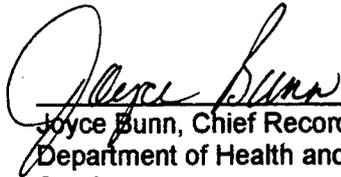
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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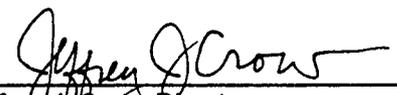
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

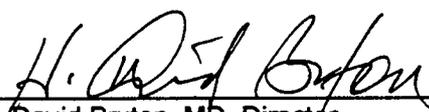


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

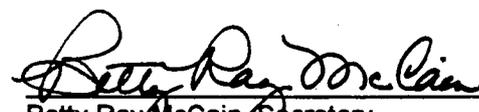


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1997

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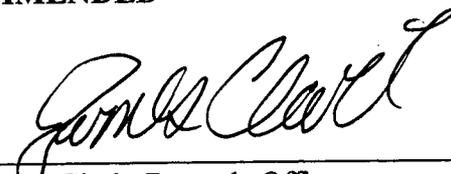
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
SPECIAL ASSISTANT TO THE DIRECTOR

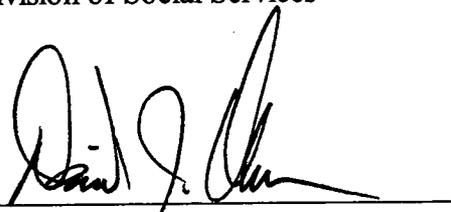
Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 2133 as shown on substitute page dated February 12, 2003.

APPROVAL RECOMMENDED


Anna Wasdell, Chief Records Officer
Department of Health and Human Services


James Clark, Records Officer
Division of Social 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

February 12, 2003

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
SPECIAL ASSISTANT TO THE DIRECTOR**

ITEM 2133. MINUTES OF THE SOCIAL SERVICES COMMISSION MEETINGS FILE.

Original minutes of each meeting of the Social Services Commission with the original copy of the agendas and attachments. Amended 2-12-03

DISPOSITION INSTRUCTIONS: Return records currently being held in the State Records Center to agency immediately. 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 2135. CONTRACTS, AGREEMENTS, MEMORANDUMS OF UNDERSTANDING FILE.

Agreements, contracts, and memorandums of understanding executed by the Division of Social Services with other agencies, companies, and federal offices.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 2136. LEGISLATIVE WORKING PAPERS FILE.

Information used by the Special Assistant to the Director in preparing legislation sponsored by the Division of Social Services.

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 6829. SPECIAL ASSISTANT TO THE DIRECTOR'S MEETING WORKING FILE.

Records concerning each meeting of the Social Services Commission. File includes correspondence used in planning the meeting, reports, statements, and explanatory materials used for the commission meetings.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6834. COUNTY BOARD MEMBER CARD FILE.

Card file concerning each member of each county board of social services. Information includes or concerns dates of appointments, reappointment, resignation, addresses of members, and status of eligibility.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 6836. ATTORNEY GENERAL'S OFFICE CORRESPONDENCE FILE.

Correspondence with the Attorney General's Office. File includes formal opinions and informal memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6838. OTHER AGENCIES FILE.

Correspondence with other state agencies, Department of Human Resources, associations, and division offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 6839. COUNTY BOARD MEMBER CORRESPONDENCE FILE.

Correspondence with county social services board members. File includes appointment forms, letters regarding appointments, and resignations submitted.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after member terminates service.

ITEM 6840. CARELINE FILE.

Pending and processed Careline letters. Amended 7-19-94

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.