

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES**

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 STATE OPERATED HEALTHCARE FACILITIES**

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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Health and Human Services and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends.*" The Department of Health and Human Services hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Health and Human Services will be responsible for cost of microfilm production.

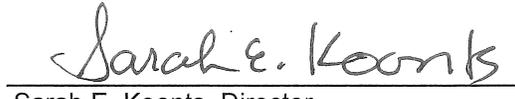
The Department of Health and Human Services and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Health and Human Services agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Health and Human Services agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
Dale C. Armstrong, Director  
Division of State Operated Healthcare  
Facilities

  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
Rick Brajer, Secretary  
Department of Health and Human Services

  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES**

**ITEM 50662. DIVISION CENTRAL OFFICE OPERATIONS FILE**

Records in paper and electronic formats concerning the organization and operations of the division. File includes correspondence, memoranda, reports, and other related records regarding the division. File also includes minutes from meetings of institutional directors.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will transfer immediately to the custody of the Archives.

**ITEM 50663. FACILITY REPORTING AND DATA FILE**

Records in paper and electronic formats concerning data collected and reports generated by facilities within the Division of State Operated Healthcare Facilities. File includes governing bodies reports, accreditation, certification, and licensing paperwork, quality assurance data, incident reporting in QUANTROS, admissions data from HEARTS, and other related records regarding facilities.

DISPOSITION INSTRUCTIONS: Transfer governing bodies reports to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will transfer immediately to the custody of the Archives. Destroy remaining records in office when superseded or obsolete.

**ITEM 49882. HEALTH ENTERPRISE ACCOUNTS RECEIVABLE TRACKING SYSTEM (HEARTS) (ELECTRONIC) FILE**

Electronic records concerning patient information in all division facilities. Electronic file includes billing information, admissions/discharges, clients' treatments, clients' emergency information, and other related data. Data is entered daily into the database from the admissions offices. (Comply with applicable provisions of G.S. § 122C-24, 42 CFR Part 2, 45 CFR 164.306, and 42 USC 1320d-2(d)(2) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: For adult patients/residents, purge data fields after 11 years if no litigation, claim, audit, or other official action involving the records has been initiated. For minor patients/residents, purge data fields after the patient's 30th birthday if no litigation, claim, audit, or other official action involving the records has been initiated. (See 10A NCAC 13B .3903.) If official action has been initiated, purge after completion of action and resolution of issues involved.

**ITEM 38578. HISTORICAL DATA CONCERNING STATE FACILITIES FILE**

Records concerning state operated healthcare facilities. File includes materials that capture the development of these facilities. File should not contain protected health information (PHI).

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

**ITEM 1885. INTERSTATE COMPACT ON MENTAL HEALTH FILE**

Official copies of correspondence and other information concerning the transfer of patients to and from other states. File includes reference copies of clinical information on each patient.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES**

**The following items will be discontinued.**

**ITEM 6295. DRAWINGS, SPECIFICATIONS, BLUEPRINTS FILE**

Reference copies of records concerning buildings on the schools' campuses. File includes buildings' drawings, specifications, and blueprints. (Comply with applicable provisions of G.S. 132-1.7 regarding the confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 4015. HOSPITALS AND CENTERS FILE**

Records concerning state operated healthcare facility reporting and data. File includes correspondence, survey information, hospital bylaws, The Joint Commission (TJC) paperwork, Medicare/Medicaid approvals, governing bodies reports, accreditation, certification, and licensing paperwork, quality assurance data, incident reports from QUANTROS, admissions data from HEARTS, and other related records regarding facilities.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Facility Reporting and Data File (Item 50663).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
CHERRY HOSPITAL**

**ITEM 48414. WHELPLEY FILM COLLECTION FILE**

Records concerning 16 mm black and white motion picture films depicting scenes of Cherry Hospital in the 1930's and 1940's. File includes 12 reels of film showing pictures of buildings, grounds, patients, farm animals, farm equipment, and crops. (Films were taken by Dr. Whelpley, who was employed at the hospital and later became the hospital's superintendent.) (Comply with applicable provisions of 42 USC 1320d-2(d)(2) regarding the confidentiality and safeguarding of records covered by the Health Information Portability and Accountability Act (HIPAA), and G.S. § 131E-97 and G.S. § 130A-12 regarding the confidentiality of patient records.)

**DISPOSITION INSTRUCTIONS:** Records no longer being created. Transfer records in the State Records Center to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
EDUCATION PROGRAM SERVICES  
BUSINESS OFFICE**

**The following item will be discontinued.**

**ITEM 49459. OFFICE CORRESPONDENCE FILE**

Records in paper and electronic formats, including e-mail, concerning non-cleared check voucher correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
EDUCATION PROGRAM SERVICES  
CENTRAL OFFICE**

**ITEM 49460. ASSISTANT SUPERINTENDENT'S EDUCATIONAL GRANT RECORDS FILE**

Records in paper and electronic formats, including e-mail, concerning special projects and various grant records. File contains applications, requests for funding, and reports listing funding, expenditures, and deposits.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, audit, negotiation, or other official action involving the records has been initiated before the end of the five-year period, the records shall be retained until all issues are resolved, or until the end of the regular five-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

**ITEM 50664. ASSISTANT SUPERINTENDENT'S EDUCATIONAL HEADCOUNT RECORDS FILE**

Records in paper and electronic formats listing statistics concerning exceptional children served in facility schools. File includes biannual reports used as a basis for federal funding.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after 3 years. Records concerning data collected will be housed on the data system provided by the North Carolina Department of Public Instruction Exceptional Children Data Management System.

**ITEM 50665. ASSISTANT SUPERINTENDENT'S EDUCATIONAL LICENSURE RECORDS FILE**

Records in paper and electronic formats concerning the licensure of educators working within the Department of Health and Human Services.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after 5 years. Records concerning licensure requests or licensure renewals will be housed on the data system provided by the North Carolina Department of Public Instruction licensure system.

**ITEM 49426. CURRICULUM FILE**

Records in paper and electronic formats concerning the establishment of course requirements in the various areas of study such as vocational and technical programs, English, foreign languages, mathematics, social studies, fine and performing arts, and healthful living. File includes approved instructional resources, objectives, methods of evaluation, handbooks, curriculum course guides, assessment guides, and testing guides.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (excluding e-mail) when superseded or obsolete. Destroy e-mail after 5 years.

**ITEM 49420. EDUCATION PROGRAM SERVICES CORRESPONDENCE AND MEMORANDA FILE**

Records in paper and electronic formats, including e-mail, of correspondence and internal memoranda concerning Education Program Services.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

**ITEM 49419. STUDENT AND STAFF REPORTS FILE**

Reports concerning vacancies, transfers, and enrollment of students. (Comply with applicable provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of state agencies and the Individuals with Disabilities Education Act regarding students with disabilities.)

DISPOSITION INSTRUCTIONS: Destroy in office vacancy and transfer reports after 6 months. Destroy in office enrollment reports after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
EDUCATION PROGRAM SERVICES  
CENTRAL OFFICE**

**The following 2 items will be discontinued.**

**ITEM 49422. HUMAN RESOURCES CORRESPONDENCE FILE**

Records in paper and electronic formats, including e-mail, of correspondence and memorandums written by the human resources manager. File also includes correspondence sent and received from other departments and agency human resources offices.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Personnel File (Item 1700).

**ITEM 49430. REGIONAL ARTICULATION PLACEMENT FILE**

Records in paper and electronic formats used to report a student's completion of course work, which could be used for credit at an area college or university. File includes students' names, addresses, phone numbers, social security numbers, schools attended, descriptions of courses, final grades, and other related records. (Comply with applicable provisions of 34 CFR 361.49 regarding confidentiality of personal records in the possession of state agencies and 20 USC 1232g regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to North Carolina Cumulative Records File (Item 49445).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
EDUCATION PROGRAM SERVICES  
CHILDREN WITH DISABILITIES**

**ITEM 49389. PLANS OF OPERATIONS FILE**

Records in paper and electronic formats of operating plans for children with disabilities.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**The following item will be discontinued.**

**ITEM 49388. RULES AND REGULATIONS FILE**

Rules governing programs and services for children with special needs.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Received Directives, Reports, Policies, and Procedures File).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
EDUCATION PROGRAM SERVICES  
PERSONNEL**

**ITEM 49462. CORRESPONDENCE FILE**

Records in paper and electronic formats, including e-mail, of correspondence received from or sent to agency human resources offices and other state government offices.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (excluding e-mail) after 4 years. Destroy e-mail after 5 years.

**ITEM 1700. PERSONNEL FILE**

Records concerning school employees (but not employees of the main office). File includes applications for employment, personnel section forms, staff certifications, withholding reports, increment or change in basic salary forms, reference letters, notifications of reclassification, personal histories, and other related information. (Note: Personnel records for employees of the Governor Morehead School, North Carolina School for the Deaf, and Eastern North Carolina School for the Deaf who terminated employment after June 1, 2011 are in the custody of the Department of Public Instruction, Education Services for the Deaf and Blind, Personnel File (Item 50094).) (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding the confidentiality of personnel records.)

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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
PATIENT/RESIDENT RECORDS  
ALCOHOL AND DRUG ABUSE TREATMENT CENTERS**

**ITEM 1953. J. F. KEITH ALCOHOL AND DRUG ABUSE TREATMENT CENTER INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Destroy in office 11 years after date of last encounter.

**ITEM 1960. R. J. BLACKLEY ALCOHOL AND DRUG ABUSE TREATMENT CENTER INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Destroy in office 11 years after date of last encounter. Destroy records currently held in the State Records Center 30 years after date of record.

**ITEM 2008. WALTER B. JONES ALCOHOL AND DRUG ABUSE TREATMENT CENTER INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Destroy in office 11 years after date of last encounter. Destroy records currently held in the State Records Center 30 years after date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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FACILITY OPERATIONS  
PATIENT/RESIDENT RECORDS  
DEVELOPMENTAL CENTERS**

**ITEM 1962. CASWELL DEVELOPMENTAL CENTER INACTIVE RESIDENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting resident care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of resident records.)

DISPOSITION INSTRUCTIONS: Destroy in office after the death of the individual.

**ITEM 2012. J. IVERSON RIDDLE DEVELOPMENTAL CENTER INACTIVE RESIDENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting resident care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of resident records.)

DISPOSITION INSTRUCTIONS: Destroy in office after the death of the individual.

**ITEM 1994. MURDOCH DEVELOPMENTAL CENTER INACTIVE RESIDENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting resident care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of resident records.)

DISPOSITION INSTRUCTIONS: Destroy in office after the death of the individual. Records currently stored in the State Records Center may be destroyed 30 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
PATIENT/RESIDENT RECORDS  
NEURO-MEDICAL TREATMENT CENTERS**

**ITEM 3956. LONGLEAF NEURO-MEDICAL TREATMENT CENTER INACTIVE RESIDENT RECORDS  
FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting resident care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of resident records.)

DISPOSITION INSTRUCTIONS: Destroy in office 11 years after date of last encounter.

**ITEM 1997. O'BERRY NEURO-MEDICAL TREATMENT CENTER INACTIVE RESIDENT RECORDS  
FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting resident care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of resident records.)

DISPOSITION INSTRUCTIONS: Destroy in office 11 years after date of last encounter.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
PATIENT/RESIDENT RECORDS  
PSYCHIATRIC HOSPITALS**

**ITEM 1956. BROUGHTON HOSPITAL INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Destroy in office records of adult patients 11 years after date of last encounter. Destroy in office records of minor patients who are no longer receiving services when the client reaches age 30. (See 10A NCAC 13B .3903(a).)

**ITEM 1965. CHERRY HOSPITAL INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Destroy in office records of adult patients 11 years after date of last encounter. Destroy in office records of minor clients who are no longer receiving services when the patient reaches age 30. (See 10A NCAC 13B .3903(a).)

**ITEM 1973. DOROTHEA DIX HOSPITAL INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy in office records of adult patients 11 years after date of last encounter. Destroy in office records of minor patients who are no longer receiving services when the client reaches age 30. (See 10A NCAC 13B .3903(a).)

**ITEM 1988. JOHN UMSTEAD HOSPITAL INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy records currently held in the State Records Center 30 years after date of record.

**ITEM 3676. WRIGHT SCHOOL INACTIVE PATIENT RECORDS FILE**

Official documents created or received by facilities that report to the Division of State Operated Healthcare Facilities documenting patient care. Records may be stored in paper, electronic, or microform format. (Comply with applicable provisions of G.S. § 122C-52 regarding the confidentiality of patient records.)

DISPOSITION INSTRUCTIONS: Destroy in office records of minor patients who are no longer receiving services when the patient reaches age 30. (See 10A NCAC 13B .3903(a).)

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
EDUCATION RECORDS**

**The following item will be discontinued.**

**ITEM 49439. INACTIVE STUDENTS RECORDS FILE**

Inactive school student records. File includes social/academic records, cumulative records, and various health records. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal records in the possession of the Division of State Operated Healthcare Facilities' schools, programs, and central office and 20 USC 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to North Carolina Cumulative Records File (Item 49445).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
PERSONNEL RECORDS  
ALCOHOL AND DRUG ABUSE TREATMENT CENTERS**

**ITEM 1954. JULIAN F. KEITH ALCOHOL AND DRUG ABUSE TREATMENT CENTER PERSONNEL JACKET (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Prior to 1997, facility was known as the Black Mountain Alcohol Rehabilitation Center.) (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 1961. RJ BLACKLEY CENTER PERSONNEL JACKET (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (From 1950-1989, this facility was known as the N.C. Alcoholic Rehabilitation Center (ARC) at Butner; from 1989-2003, it was called Butner Alcohol and Drug Abuse Treatment Center; it was named R.J. Blackley Alcohol and Drug Abuse Treatment Center in 2003 and renamed RJ Blackley Center in 2015.) (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 2009. WALTER B. JONES ALCOHOL AND DRUG ABUSE TREATMENT CENTER PERSONNEL JACKET (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
PERSONNEL RECORDS  
DEVELOPMENTAL CENTERS**

**ITEM 1963. CASWELL DEVELOPMENTAL CENTER PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 3592. J. IVERSON RIDDLE DEVELOPMENTAL CENTER PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Prior to 2004, facility was called Western Carolina Center.) (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 1995. MURDOCH DEVELOPMENTAL CENTER PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
PERSONNEL RECORDS  
NEURO-MEDICAL TREATMENT CENTERS**

**ITEM 3497. BLACK MOUNTAIN NEURO-MEDICAL TREATMENT CENTER PERSONNEL JACKETS  
(INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 1996. LONGLEAF NEURO-MEDICAL TREATMENT CENTER PERSONNEL JACKETS  
(INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Prior to July 5, 2007, facility was called Wilson Special Care Center; formerly known as North Carolina Special Care Center.) (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 1998. O'BERRY NEURO-MEDICAL TREATMENT CENTER PERSONNEL JACKETS  
(INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
PERSONNEL RECORDS  
PSYCHIATRIC HOSPITALS**

**ITEM 1957. BROUGHTON HOSPITAL PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 50480. CENTRAL REGIONAL HOSPITAL PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 1966. CHERRY HOSPITAL PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 1974. DOROTHEA DIX HOSPITAL PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Dorothea Dix Hospital ceased operations May 31, 2008.) (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 1989. JOHN UMSTEAD HOSPITAL PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (John Umstead Hospital ceased operations May 31, 2008.) (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy records currently held in the State Records Center 30 years from date of record.

**ITEM 31744. WHITAKER PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 50666. WRIGHT SCHOOL PERSONNEL JACKETS (INACTIVE) FILE**

Official records with all information transferred from the Active Personnel File. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF STATE OPERATED HEALTHCARE FACILITIES  
FACILITY OPERATIONS  
STUDENT RECORDS**

## The following items will be discontinued.

**ITEM 49457. POWERSCHOOL DATABASE (ELECTRONIC) FILE**

Electronic records used to manage various types of student records and generate reports. Electronic file includes students' names, dates of birth, parents' names, grade level, students' academic status, attendance data, course selection and verification, academic progress information and grades, honor roll designations, exceptionalities, personal identification codes, and other related data. Data is transmitted to the central office and the Department of Public Instruction. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal records in the possession of schools.)

DISPOSITION INSTRUCTIONS: Item discontinued.

**ITEM 49446. STANDARD AND INDIVIDUALIZED ACTION PLANS FILE**

Records concerning plans for students with life threatening and/or chronic health conditions that describe procedures to be performed by school or program staff on the student throughout the year. (Plan should be attached to each student's permanent health record card while in use. Note on permanent health card when plan is discontinued.) (Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records and 42 USC 1320d-2(d)(2) regarding the confidentiality of medical information.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 49451. STUDENT DROPOUT FILE**

Records in paper and electronic formats used to track student withdrawals from school. File includes students' names, ages, race, gender, grade levels, dates of withdrawals, suspension and family data, intervention/prevention profiles, and monthly summaries of all dropouts. (Comply with applicable provisions of G.S. § 115C-402 regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 49454. STUDENT GRADE (SCHOOL) FILE**

Records in paper and electronic formats of school records showing individual student's grades. File includes listing of student grades by subject for each nine week grading period or midterm averages, students' final grades, whether promoted or held back. File also includes student report cards and marks gathering forms. (Comply with applicable provisions of 20 USC Section 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to North Carolina Cumulative Records File (Item 49445).

**ITEM 49440. STUDENT INFORMATION FILE**

Records from elementary through high school concerning each student enrolled in the Division of State Operated Healthcare Facilities' schools. (Comply with applicable provisions of 34 CFR 361.49 regarding the confidentiality of personal information in the possession of the Division of State Operated Healthcare Facilities and 20 USC 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to North Carolina Cumulative Records File (Item 49445).