

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF VOCATIONAL REHABILITATION

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

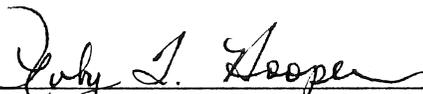
DIVISION OF VOCATIONAL REHABILITATION

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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

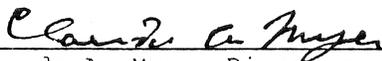
DIVISION OF VOCATIONAL REHABILITATION

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 This schedule is to remain in effect until superseded.

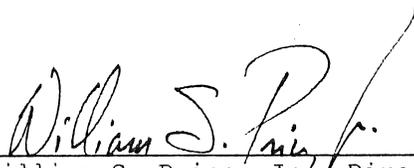
APPROVAL RECOMMENDED



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



Claude A. Myer, Director
Division of Vocational Rehabilitation



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

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

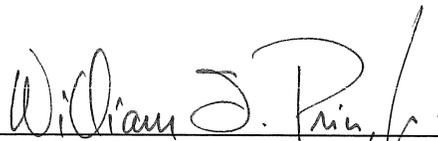
DEPARTMENT OF HUMAN RESOURCES
DIVISION OF VOCATIONAL REHABILITATION
ADMINISTRATIVE SERVICES
STATISTICS AND CASE SERVICE ACCOUNTING SECTION

Amend the records retention and disposition schedule approved August 28, 1989 by changing the records series title of Items 7475, 7477 and 7478 and the disposition instructions of Items 7476, 7479, 7480, and 7484 as shown on substitute pages dated April 12, 1993.

APPROVAL RECOMMENDED



Claude A. Myer, Director
Division of Vocational Rehabilitation



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

APPROVED



C. Robin Britt, Secretary
Department of Human Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

April 12, 1993

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 VOCATIONAL REHABILITATION
ADMINISTRATIVE SERVICES
PROPERTY MANAGEMENT AND COMMUNICATIONS**

ITEM 2218. STATE AND REGIONAL OFFICES CLOSED PURCHASE ORDERS FILE

Closed purchase orders, billing records, and material receipt reports concerning state regional offices.

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

ITEM 2219. UNIT OFFICES CLOSED PURCHASE ORDERS FILE

Closed purchase orders, billing records, and material receipt reports concerning Vocational Rehabilitation District office line items.

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

ITEM 7431. ACTIVE PURCHASE ORDERS FILE

Active purchase orders for supplies or equipment.

DISPOSITION INSTRUCTIONS: Transfer to appropriate closed purchase order file when invoice is paid.

ITEM 7437. REQUISITIONS CROSS-REFERENCE FILE

Requisitions used as cross reference for supplies and equipment.

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

ITEM 7443. ACTIVE FACILITIES EQUIPMENT CONTROL CARDS FILE

Control cards concerning each item of active equipment purchased and assigned to a rehabilitation facility, unit, or workshop.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Facilities Equipment Control Cards File when equipment is sold or transferred out of agency ownership.

ITEM 7445. ACTIVE VOCATIONAL REHABILITATION UNITS EQUIPMENT CONTROL CARDS FILE

Control cards concerning each item of active equipment purchased and assigned to vocational rehabilitation programs in school units, mental health and social services offices, model cities, adult and youth correction institutions, and related facilities.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Vocational Rehabilitation Units Equipment Control Card File when equipment is sold or transferred out of agency ownership.

ITEM 7454. SURPLUS PROPERTY ACCOUNTS FILE

Correspondence and reports listing amount and cost of surplus equipment sold by the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ADMINISTRATIVE SERVICES
SPECIALIST FOR OPERATIONAL MANAGEMENT SYSTEM**

ITEM 7458. MONTHLY BUDGET AND ENCUMBRANCE REPORTS FILE

Computer printouts summarizing expenditures and used to monitor program funds.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 7459. STAFF CORRESPONDENCE FILE

Specialists' correspondence with various staff members concerning caseload assignments, the reporting system, budget and program reviews, and related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office policy and procedure memorandums when obsolete or superseded. Destroy in office intraagency correspondence when administrative value ends.

ITEM 7460. PROGRAM FOLDER FILE

Fiscal and program-planning reports concerning vocational rehabilitation facilities and units.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7461. STATISTICAL REPORTS FILE

Computer tabulation printouts entitled "Operational Management System Statistics by Program Code" used to perform statistical surveys and studies. Information includes or concerns caseload code, program objectives and year-to-date figures for general referrals, public assistance cases, and cases involving social security disability insurance.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7462. TRAINING SESSIONS AND INSTITUTES REFERENCE FILE

Records concerning training institutes in which specialists participated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7463. SPECIALIST'S GENERAL SUBJECT FILE

Correspondence and reports used to monitor vocational rehabilitation programs, participation in committee and national association activities, and the performing of office administrative duties.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7464. REFERENCE LIBRARY FILE

Correspondence concerning assignments, use, and transfers of reference library volumes to agency staff.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 7465. CIVIL RIGHTS FILE

Correspondence concerning civil rights compliance for room and board vendors, training vendors, and other vendors used by the Division of Vocational Rehabilitation.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
ADMINISTRATIVE SERVICES
STATISTICS AND CASE SERVICE ACCOUNTING SECTION**

ITEM 2222. CLOSED AUTHORIZATIONS OF SERVICE FILE

Closed authorizations of service with all supporting papers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 7472. VOCATIONAL REHABILITATION CLOSURES (REPORT VC200) FILE

Annual computer printouts concerning clients' cases closed during the state fiscal year. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of clients' records in the possession of Division of Vocational Rehabilitation.)

DISPOSITION INSTRUCTIONS: Destroy in office after storage space is depleted.

ITEM 7476. WEEKLY CLIENTS' DIARY LISTING (REPORT VC070) FILE

Microfiche tabulations concerning clients' transactions. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of clients' records in the possession of Division of Vocational Rehabilitation.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 7477. MONTHLY CASELOAD SUMMARY BY CASE TYPE (REPORT VR407) FILE

Computer printouts summarizing monthly caseloads by case types.

DISPOSITION INSTRUCTIONS: Destroy in office section copies when data is no longer required.

ITEM 7478. MONTHLY CASELOAD SUMMARY BY REGION/DISTRICT (REPORT VR409) FILE

Computer printouts summarizing monthly caseloads by regions and districts.

DISPOSITION INSTRUCTIONS: Destroy in office hard copies when no longer required. Destroy in office all but final issue after 1 year. Destroy in office final issue when administrative value ends.