

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

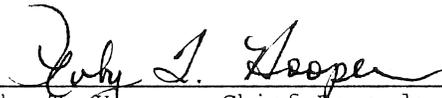
DIVISION OF VOCATIONAL REHABILITATION

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 This schedule is to remain in effect until superseded.

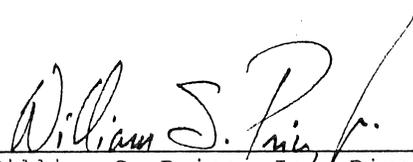
APPROVAL RECOMMENDED



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



Claude A. Myer, Director
Division of Vocational Rehabilitation

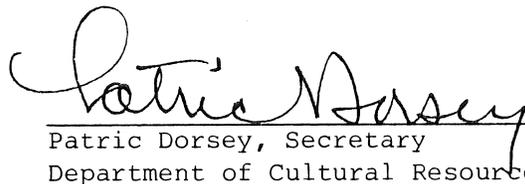


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



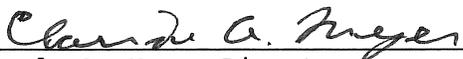
Patric Dorsey, Secretary
Department of Cultural Resources

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

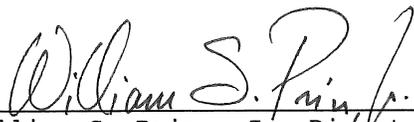
Records Retention and Disposition Schedule Amendment

Amend the records retention and disposition schedule approved August 28, 1989 by changing the disposition instructions of Item 2223 as shown on substitute page dated July 18, 1991.

APPROVAL RECOMMENDED

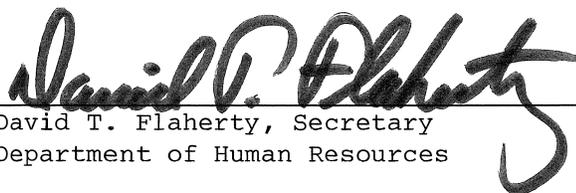


Claude A. Myer, Director
Division of Vocational Rehabilitation



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

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Division of Cultural Resources

July 18, 1991

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

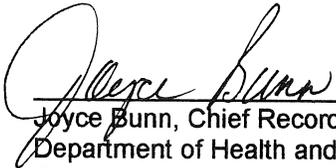
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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
FISCAL SERVICES**

ITEM 2223. CLIENTS' DATA SHEETS (FORM R-1) FILE

Data sheets concerning clients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of clients' records in the possession of Division of Vocational Rehabilitation.) Amended 7-18-91

DISPOSITION INSTRUCTIONS: Destroy records currently stored in the State Records Center 4 years from date received. Follow federal retention and disposition instructions for disposition of subsequent records.

ITEM 7467. IMPREST CASH FUND WORKING FILE

Correspondence and listings with unit offices and facilities concerning the refund of imprest cash by rehabilitation offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.