

DEPARTMENT OF HUMAN RESOURCES
OFFICE OF THE SECRETARY
BUDGET AND ANALYSIS DIVISION

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

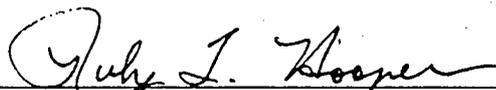
BUDGET AND ANALYSIS DIVISION

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

BUDGET AND ANALYSIS DIVISION

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 This schedule is to remain in effect until superseded.

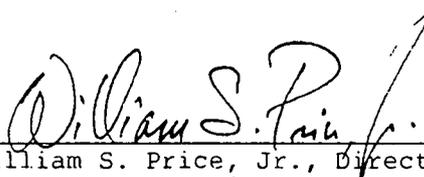
APPROVAL RECOMMENDED



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

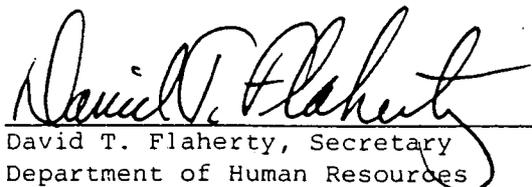


Allen L. Gambill, Director
Budget and Analysis Division

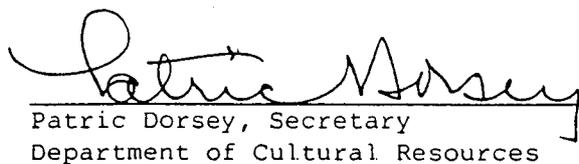


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

August 15, 1989

JH

DEPARTMENT OF HUMAN RESOURCES
OFFICE OF THE SECRETARY
BUDGET AND ANALYSIS DIVISION

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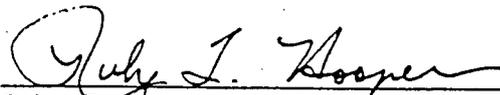
BUDGET AND ANALYSIS DIVISION

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BUDGET AND ANALYSIS DIVISION

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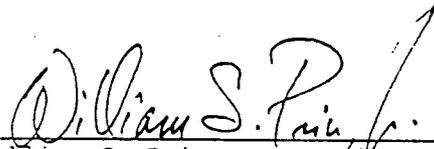
APPROVAL RECOMMENDED



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



Allen L. Gambill, Director
Budget and Analysis Division



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.

August 15, 1989

JH

DEPARTMENT OF HUMAN RESOURCES
OFFICE OF THE SECRETARY
BUDGET AND ANALYSIS DIVISION
AUDIT SERVICES SECTION

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

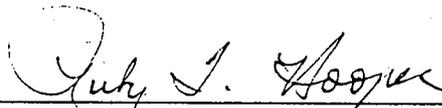
AUDIT SERVICES SECTION

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

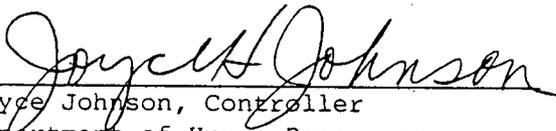
AUDIT SERVICES SECTION

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.

APPROVED



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

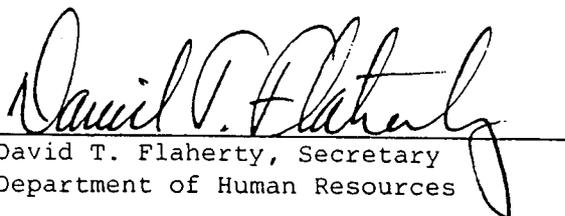


Joyce Johnson, Controller
Department of Human Resources

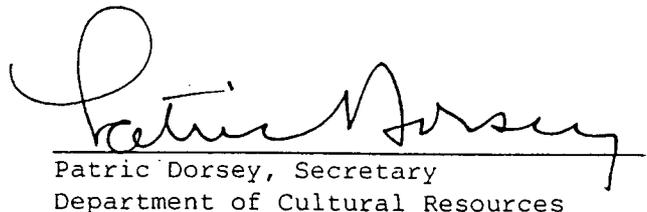


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

August 25, 1988

JH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

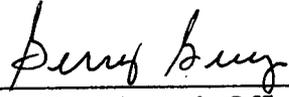
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
BUDGET AND ANALYSIS DIVISION
DIRECTOR'S OFFICE

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 16980 as shown on substitute page dated November 19, 2002.

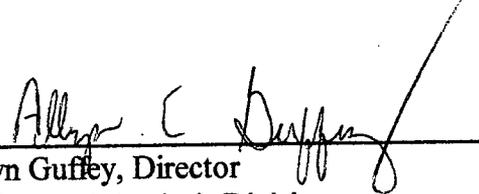
APPROVAL RECOMMENDED



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



Gerry Guy, Records Officer
Budget and Analysis Division

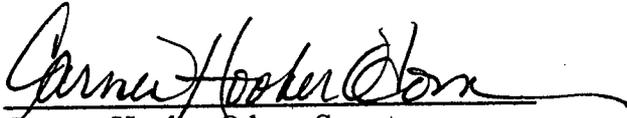


Allyn Guffey, Director
Budget and Analysis Division

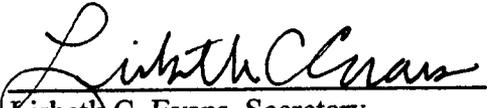


David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 19, 2002

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
BUDGET AND ANALYSIS DIVISION
AUDIT SERVICES SECTION**

ITEM 4107. AUDIT REPORTS (CLOSED) FILE.

Resolved audit reports prepared by the Audit Services Section for divisions within the Department of Human Resources. File includes reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 24811. CLOSED AUDIT REPORTS WORKPAPERS FILE.

Work papers compiled by auditors of the Audit Services Section used to prepare audit reports for divisions within the Department of Human Resources.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 24812. PERSONNEL FILE.

Records concerning employees of the Audit Services Section. (Comply with provisions of G.S. 126.22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the agency personnel office immediately to be incorporated into official personnel file.

ITEM 24813. GENERAL CORRESPONDENCE FILE.

Correspondence written and/or received by the Audit Services Section.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24814. REQUISITIONS FILE.

Requests for orders of equipment or supplies. (File is maintained for reference purposes only and not subject to audit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24815. PURCHASE ORDERS AND OUTSTANDING BILLS FILE.

Records concerning purchases for the office. File includes purchase orders, invoices, and other related records. (File is maintained for reference purposes only and not subject to audit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24817. EXPENSE REPORTS FILE.

Records concerning expenses incurred by and paid to employees of the Audit Services Section. (File is maintained for reference purposes only and not subject to audit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24818. PERSONAL CAR AUTHORIZATIONS FILE.

Records concerning requests and approvals of office personnel to use personal vehicles for travel for state business. (File is maintained for reference purposes only and not subject to audit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 24819. OVERNIGHT TRAVEL AUTHORIZATIONS FILE.

Records concerning requests and approvals of overnight travel authorizations for office personnel. (File is maintained for reference purposes only and not subject to audit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
BUDGET AND ANALYSIS DIVISION
DIRECTOR'S OFFICE**

ITEM 1583. SUBJECT FILE.

Records concerning continuation, expansion, and capital improvement budgets. File includes materials relating to various program subjects of interest to the division and financial correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office budget correspondence after 3 years. Destroy in office continuation, expansion, and capital improvement budget materials after 4 years. Transfer remaining records to the State Records Center after 4 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 16980. COMPUTER FILE.

Magnetic tapes containing various information concerning division operations. Amended 11-19-02

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
BUDGET AND ANALYSIS DIVISION
PURCHASE AND CONTRACT**

ITEM 17001. MEDICAID CONTRACTS FILE.

Legal and program records concerning Medicaid.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of contract.