

DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF THE SECRETARY  
DIVISION OF ECONOMIC OPPORTUNITY

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 ECONOMIC OPPORTUNITY

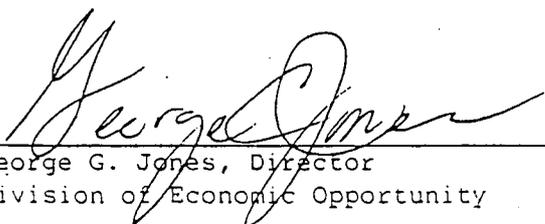
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

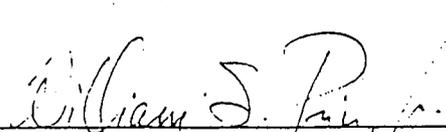
DIVISION OF ECONOMIC OPPORTUNITY

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 This schedule is to remain in effect until superseded.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

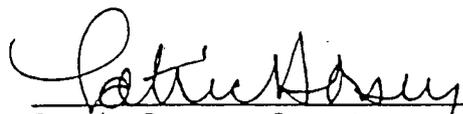
  
\_\_\_\_\_  
Ruby T. Hooper, Chief Records Officer  
Department of Human Resources

  
\_\_\_\_\_  
George G. Jones, Director  
Division of Economic Opportunity

  
\_\_\_\_\_  
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

November 21, 1989

**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.**

JH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
DIVISION OF ECONOMIC OPPORTUNITY**

**ITEM 2493. STATE ECONOMIC OPPORTUNITY FILE.**

Records concerning the daily operation and programs of the State Economic Opportunity Office. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 2496. EMPLOYMENT OPPORTUNITIES PILOT PROJECT FILE.**

Records concerning the daily operation and programs of the Employment Opportunity Project. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 2576. ADMINISTRATIVE FILE.**

Records concerning the administration of division. File includes ombudsman information sheets and referrals; correspondence; meeting, workshop, grant and conference records; and other related material.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after submission of annual or final financial report. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 2577. COMMUNITY ACTION AGENCIES (GRANTS) FILE.**

Records concerning programs of community action agencies. File includes source of funding records, correspondence, audit information, grants, budget materials, and eligibility documents.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after submission of annual or final financial report. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 2578. COMMUNITY ACTION AGENCIES (ADMINISTRATIVE) FILE.**

Records concerning programs of community action agencies. File includes correspondence, program-progress reports, eligibility documents, board meeting records, and various other subject materials relating to community action programs.

DISPOSITION INSTRUCTIONS: 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 3666. COMMUNITY SERVICES BLOCK GRANT PROGRAM FILE.**

Records concerning Community Services Block grantees. File includes or concerns anti-poverty plans, contracts for funding, grantees' eligibility documents, applications, correspondence, community action partnership program, homeless, and program and fiscal reporting forms.

DISPOSITION INSTRUCTIONS: 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 18286. REGIONAL OFFICE MINUTES FILE.**

Reference copies of minutes of field office staff conferences.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 18295. COMMUNITY SERVICES BLOCK GRANT PROGRAM REJECTED FILE.**

Records concerning applicants which were not awarded the Community Services Block Grant. File includes rejected grantees' eligibility documents, community anti-poverty plans, and fiscal reporting forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.