

DEPARTMENT OF HUMAN RESOURCES
INFORMATION AND REFERRAL 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

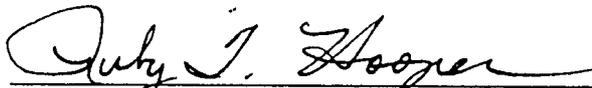
INFORMATION AND REFERRAL DIVISION

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

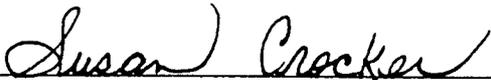
INFORMATION AND REFERRAL DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



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



Susan Crocker, Director
Information and Referral Division

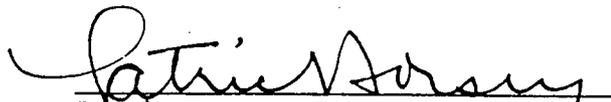


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

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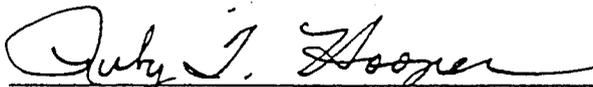
INFORMATION AND REFERRAL DIVISION

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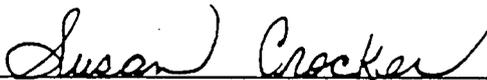
INFORMATION AND REFERRAL DIVISION

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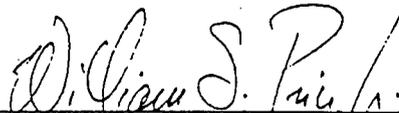
APPROVAL RECOMMENDED



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



Susan Crocker, Director
Information and Referral Division

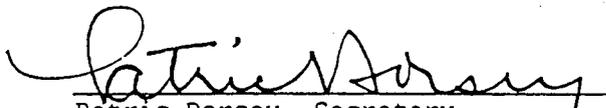


William S. Price, Jr., Director
Division of Archives and History

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.**

September 30, 1988

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

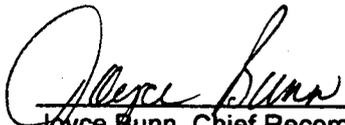
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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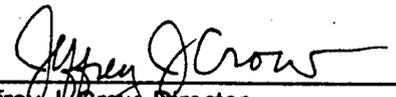
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

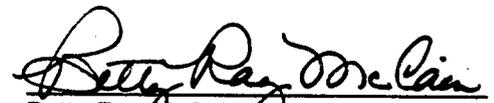


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



H. David Bruton, MD, Director
Department of Health and Human
Services



Betty Ray McCain, Secretary
Department of Cultural Resources

July 1, 1997

MS

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
INFORMATION AND REFERRAL DIVISION**

ITEM 1595. OMBUDSMAN CASE FILE.

Correspondence, request for action forms and responses made by the appropriate division within the Department of Human Resources. File includes case log of the case listing number, client's name, and the division to which it is referred.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 17019. DISASTER RECOVERY FILE.

Data processing disaster recovery plan and backup material which will be essential in case of emergency.

DISPOSITION INSTRUCTIONS: Transfer one copy of plan and backup material when prepared to the State Records Center for security storage. Retain master plan in office until superseded.

ITEM 17022. CARE-LINE AGENCY FILE.

Current information concerning governmental, non-profit, and support groups offering human services for all 100 counties. (Information serves as backup to our computerized operation.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21654. DIRECTIVES FILE.

Policy statements and directives concerning or affecting office operating procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 22369. ERASABLE MEDIA MASTER TAPE FILE.

Machine readable master tapes for the CARE-LINE log data base.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center master tape after 2 years for security storage. Agency representative will retrieve tapes periodically to be duplicated to ensure readability. Erase tapes in office when administrative value ends.