

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
NORTH CAROLINA COUNCIL ON DEVELOPMENTAL DISABILITIES

Program Records Retention and Disposition Schedule

The Program 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

NORTH CAROLINA COUNCIL ON DEVELOPMENTAL DISABILITIES

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

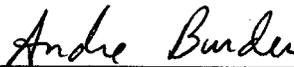
NORTH CAROLINA COUNCIL ON DEVELOPMENTAL DISABILITIES

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 This schedule is to remain in effect until superseded.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



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



Andre Burden, Records Officer
North Carolina Council on Developmental
Disabilities



Holly Riddle, Executive Director
North Carolina Council on Developmental
Disabilities



Jeffrey J. Crow, Deputy Secretary
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APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 1586. MINUTES OF THE NORTH CAROLINA COUNCIL ON DEVELOPMENTAL DISABILITIES FILE.

Minutes of the North Carolina Council on Developmental Disabilities.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently being held for agency in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 1588. INDIVIDUAL COUNCIL MEMBERS FILE.

Records concerning members of the council. File includes correspondence concerning appointments, committees, conflicts of interest, and the work of the council.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 17012. DEVELOPMENTAL DISABILITIES SERVICES ACT (DDSA) FILE.

Records concerning DDSA proposals. File includes information about DDSA training funds, contracts, projects, and statistics.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 46870. GRANTS FILE.

Records concerning grants funded by or for the office. File includes awarded grant applications, correspondence, documentation of allocations and disbursements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years following date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, or audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 46871. UNSUCCESSFUL GRANT APPLICATION FILE.

Records concerning unsuccessful bids for grants. File includes rejected applications, correspondence, project profiles, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after rejection or withdrawal of grant.

ITEM 46872. CORRESPONDENCE FILE.

Records in paper and electronic formats of correspondence concerning the administration of the office. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

ITEM 46873. REGULATORY FILE.

Records concerning the development and compliance with regulatory codes. File includes federal and local guidelines.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ITEM 46977. AGENDA PACKET FILE.

Reference copies of records submitted as supporting documentation for meetings of committees, commissions, and boards for discussion, consideration, or other actions. File includes agendas, copies of previous Council meeting minutes, agency reports, and news related to developmental disabilities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 46978. HEFNER AWARD FILE.

Records in paper and electronic formats concerning the annual Hefner award recognizing achievement for outstanding contributions in the area of developmental disabilities. File includes nomination forms, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

ITEM 46979. PROJECT BUDGET FILE.

Records concerning expenditures and balances of agency grantees. File includes financial information.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years following date of submission of the final expenditure report for the period to which the report pertains. If no litigation, claim, negotiation, or audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller.

ITEM 46980. SEQUENCE OF EVENTS FILE.

Listing of agency events to be held throughout the year. File includes dates of meetings, workshops, requests for application (RFA) release dates, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 46981. STATE PLAN FILE.

Records in paper and electronic formats concerning the state plan of goals for the North Carolina Council on Developmental Disabilities. File includes focus topics for agency to accomplish. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Retain in office paper records permanently. Update electronic records in office routinely. Destroy in office electronic records when administrative value ends.

ITEM 47035. MAILING LIST DATABASE (ELECTRONIC) FILE.

Electronic records of mailing list of individuals and organizations (stake holders), state agencies, and legislators involved with the Council. Electronic file includes names, addresses, phone numbers, and other related data. Data is entered into this database by office staff. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.