

DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES

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

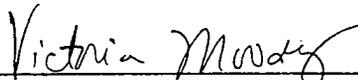
OFFICE OF RURAL HEALTH SERVICES

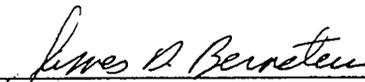
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

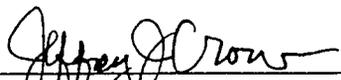
OFFICE OF RURAL HEALTH SERVICES

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 This schedule is to remain in effect until superseded.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

  
Victoria Moody, Chief Records Officer  
Department of Human Resources

  
James D. Bernstien, Director  
Office of Rural Health Services

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
C. Robin Britt, Secretary  
Department Human Resources

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

February 13, 1996

JH

DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES

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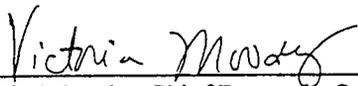
OFFICE OF RURAL HEALTH SERVICES

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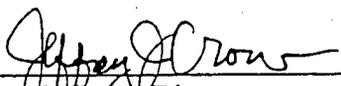
OFFICE OF RURAL HEALTH SERVICES

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APPROVAL RECOMMENDED

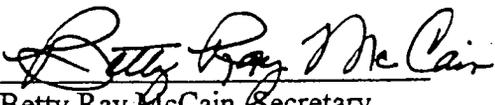
  
Victoria Moody, Chief Records Officer  
Department of Human Resources

  
James D. Bernstien, Director  
Office of Rural Health Services

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
C. Robin Britt, Secretary  
Department Human Resources

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

February 13, 1996

**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**

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

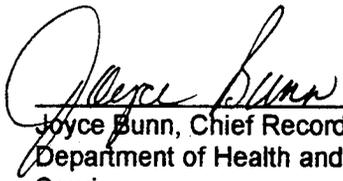
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

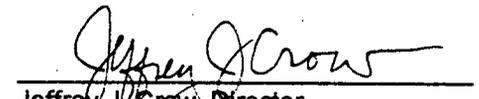
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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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**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  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES  
CENTRAL FILE**

**ITEM 1755. COLLEGES AND UNIVERSITIES FILE.**

Correspondence and memorandums between the Office of Rural Health Services, colleges, and universities concerning rural health programs, training, and placing of medical personnel in the state.

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 1756. FEDERAL PROGRAMS FILE.**

Correspondence concerning federal health programs.

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 1757. DEPARTMENT OF HUMAN RESOURCES FILE.**

Correspondence between the Office of Rural Health Services and the Office of Secretary of the Department of Human Resources. File includes reference directives, studies, and committee information.

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 1758. GOVERNOR'S OFFICE FILE.**

Correspondence between the Office of Rural Health Services and the Governor's Office. File includes reference information concerning speeches and minutes of the Task Force on Human Progress.

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 1759. DIVISION FILE.**

Correspondence between the Office of Rural Health Services and the sections within the Division of Facility Services. File includes speeches by the Office of Rural Health Services' staff.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1760. OTHER STATE AGENCIES FILE.**

Correspondence from other state agencies regarding rural health programs.

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 1761. OTHER HEALTH CENTERS FILE.**

Memorandums and correspondence concerning the operation of rural health centers not affiliated with the Office of Rural Health Services but receiving technical assistance from Rural Health Services.

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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES  
CENTRAL FILE**

**ITEM 1762. COUNTY FILE.**

Requests for information on how to establish rural health. File includes other health related requests.

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 1763. PUBLICITY FILE.**

News releases and other material used in publicizing the Office of Rural Health Services.

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 7594. SLIDES AND SCRIPTS FILE.**

Slides and scripts used in publicizing the Office of Rural Health Services.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7604. APPALACHIAN REGIONAL COMMISSION FILE.**

Correspondence written and received by the Office of Rural Health Services concerning Appalachian Regional Commission (ARC) projects and administration of ARC grants.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 7607. HEALTH BULLETIN FILE.**

Reference newsletters and bulletins from other agencies and organizations.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7612. NORTH CAROLINA LEGISLATURE FILE.**

Reference information concerning legislative bills, list of legislators, and correspondence concerning legislation.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7614. BUDGET ADMINISTRATIVE FILE.**

Reference information concerning amendments to state health plans for health center employees. File includes budget projections, monthly reports on the budget, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7615. HEALTH CENTER FILE.**

Correspondence, construction and equipment information, monthly and quarterly reports, and budget information concerning rural health centers. File includes reference information pertaining to board meeting minutes, contracts, personnel, committees, publicity, and educational materials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when health center's association with the Office of Rural Health Services is terminated. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 7617. CONSULTANTS FILE.**

Reference information concerning contracts, payment requests, and all other related information pertaining to consultants hired to work on various projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES  
CENTRAL FILE**

**ITEM 7619. STATE PROGRAMS FILE.**

Correspondence, reference minutes, and information concerning health programs in other agencies. File includes organizations and committees records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7620. FAMILY NURSE PRACTITIONER PROGRAM FILE.**

Correspondence between persons interested in the Family Nurse Practitioner Program and the Office of Rural Health Services. File includes reference travel requests and reimbursements.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 36312. WORD PROCESSING ADMINISTRATIVE (ELECTRONIC) FILE.**

Machine readable records concerning the administration and management of the Office of Rural Health Services. Electronic files on hard disks and diskettes include correspondence, reports, grant information, brochures, and other related records. (Paper copies of electronic files are located within records series in paper files.)

DISPOSITION INSTRUCTIONS: Copy electronic file from hard disks to diskettes. Transfer 1 security copy of each diskette to an off-site location for backup storage. Erase in office hard disk and diskettes when administrative and reference values end and (if applicable) when released from all audits, whichever occurs later. Dispose of paper copies only with corresponding records series disposition instructions in this schedule. If series is unlisted or uncheduled, destruction is not authorized.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES  
PHYSICIAN RECRUITMENT BRANCH**

**ITEM 7624. ADMINISTRATION FILE.**

Reference information concerning weekly, monthly, and quarterly reports by the Physician Recruitment Branch. File includes information concerning area needs for physicians other than rural health and master copies of form letters written by the Physician Recruitment Branch. File also includes physician placement listings and profiles on various communities in the state.

DISPOSITION INSTRUCTIONS: Retain in office physician placement listings permanently. Transfer remaining records 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 7625. STUDENT LOANS RESEARCH FILE.**

Minutes of Student Loan Ad Hoc Committee. File includes correspondence to and from committee members and committee working papers.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7626. OTHER PROGRAMS FILE.**

Reference information from organizations concerning their physician recruitment programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7627. RESOURCE FILE.**

Reference information concerning reports, articles, speeches, and legislation pertaining to physician recruitment.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7628. ACTIVE PHYSICIAN FILE.**

Correspondence between the Physician Recruitment Branch and physicians. File includes curriculum vitae and telephone interview forms.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7629. INACTIVE PHYSICIAN FILE.**

Records transferred from the Active Physician File.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7630. PHYSICIAN RECRUITMENT CORRESPONDENCE FILE.**

Recruitment letters from the Office of Rural Health Services.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7631. ADVERTISEMENT FILE.**

Correspondence concerning advertising for physicians. File includes advertisements to be in magazines and advertisements that have been placed in magazines.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7632. COMMUNITY FILE.**

Correspondence and memorandums between the Physician Recruitment Branch and communities within the state concerning medical needs. File includes a community profile for the Physicians Location Assistance Program for each community.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES  
PHYSICIAN RECRUITMENT BRANCH**

**ITEM 7633. OFFICE ADMINISTRATION FILE.**

Reference information concerning travel requests and reimbursements for physicians and staff. File includes reference requests for payment for advertisements in magazines.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
OFFICE OF RURAL HEALTH SERVICES  
PLANNING AND DESIGN BRANCH**

**ITEM 7634. ALPHABETICAL SUBJECT FILE.**

Correspondence, reference guidelines and policies, staff meeting information, slide show scripts, and general information used by the Planning and Design Branch staff. File includes reference information concerning the Facility Planning and Design Branch policy as developed by the Office of Rural Health Services.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7635. UNIFORM CONSTRUCTION INDEX FILE.**

Reference brochures and information concerning products, equipment, and furnishings.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7636. GUIDELINES FILE.**

Reference information concerning suggested layouts of rural health facilities.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7637. CONSTRUCTION COMPANIES FILE.**

Reference information received from construction companies.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7638. EQUIPMENT FILE.**

Reference information concerning recommended standard equipment lists and medical equipment lists for rural health centers. File includes reference information from manufacturers.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7639. RURAL HEALTH CENTERS FILE.**

Budget information, contracts, staff reports, and correspondence concerning each rural health center established and funded under the Rural Health Program. File also includes capital budget summaries on all programs.

DISPOSITION INSTRUCTIONS: Transfer to Health Center File (Item 7615) in the Central File when the center's facility planning becomes inactive.

**ITEM 7640. PROJECT NOTEBOOKS FILE.**

Working papers of Health Center Development Specialists.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7641. BLUEPRINTS FILE.**

Building plans for rural health centers.

DISPOSITION INSTRUCTIONS: Retain in office blueprints dated prior to September 1, 1976 permanently. Destroy in office blueprints dated after September 1, 1976 immediately.

**ITEM 7642. ROBERT WOOD JOHNSON FOUNDATION FILE.**

Correspondence, budget information, guidelines, studies, and sites survey information concerning the Robert Wood Johnson Foundation Grant.

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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE SECRETARY  
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PLANNING AND DESIGN BRANCH**

**ITEM 7643. PHYSICIAN LOCATION ASSISTANCE SITES FILE.**

Correspondence, preliminary schematic drawings, and meeting notes concerning rural health sites for which the Planning and Design Branch has provided technical assistance.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 7645. CHARGE ACCOUNTS FILE.**

Reference invoices and bills for items charged by the Planning and Design Branch.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.