

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
OFFICE OF THE INTERNAL AUDITOR

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

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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 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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Department of Health and Human Services hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records.

The Department of Health and Human Services and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Health and Human Services agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Health and Human Services agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

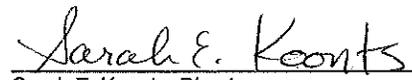
APPROVAL RECOMMENDED



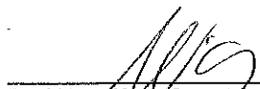
Monica Hughes, Chief Records Officer
Department of Health and Human Services



Chet Spruill, Director
Office of the Internal Auditor
Department of Health and Human Services

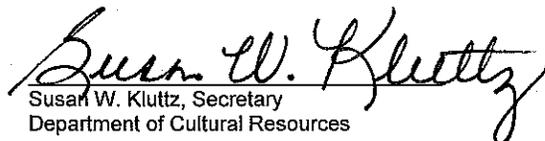


Sarah E. Koonts, Director
Division of Archives and Records



Dr. Aldona Wos, Secretary
Department of Health and Human Services

APPROVED



Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 4107. AUDIT REPORTS (CLOSED) FILE

Records in paper and electronic format concerning resolved audit reports prepared by the Office of the Internal Auditor for divisions within the Department of Health and Human Services. File includes reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 10 years.

ITEM 24811. CLOSED AUDIT REPORTS WORKPAPERS FILE

Records in paper and electronic format consisting of work papers compiled by auditors of the Office of the Internal Auditor used to prepare audit reports for divisions within the Department of Health and Human Services.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 10 years.