

DEPARTMENT OF ADMINISTRATION  
COMMISSION OF INDIAN AFFAIRS  
CHILD ABUSE AND NEGLECT PROJECT

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

CHILD ABUSE AND NEGLECT PROJECT

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.**

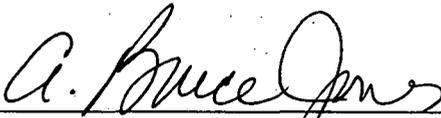
CHILD ABUSE AND NEGLECT PROJECT

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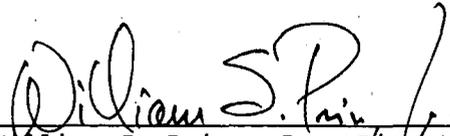
APPROVAL RECOMMENDED



Dianne S. Green, Chief Records Officer  
Department of Administration



A. Bruce Jones, Executive Director  
Commission of Indian Affairs



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

APPROVED



Katie G. Dorsett, Secretary  
Department of Administration



Betty Ray McCain, Secretary  
Department of Cultural Resources

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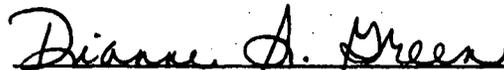
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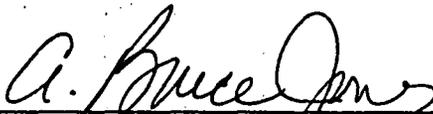
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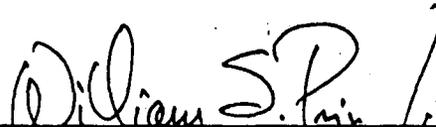
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This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

August 12, 1994

JH

**DEPARTMENT OF ADMINISTRATION  
COMMISSION OF INDIAN AFFAIRS  
CHILD ABUSE AND NEGLECT PROJECT**

**ITEM 36888. CORRESPONDENCE FILE.**

Correspondence generated concerning the Child Abuse and Neglect Project. File also includes inter-office memorandums, staff meeting minutes, project proposals, legislation information, and newsletters.

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 36889. MANPOWER PLANNING COUNCIL FILE.**

Planning and other related documentation concerning each Task Force in which the Child Abuse and Neglect Project staff are involved.

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 36890. CLOSED PARTICIPANT PROGRAM FILE.**

Records concerning the Child Abuse and Neglect Project. File includes prevention, intervention, and treatment services documentation for families in Halifax, Robeson, and Warren Counties.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after closed.

**ITEM 36894. SUBJECT FILE.**

Records concerning the Child Abuse and Neglect Project. File includes budget and fiscal information, proposals, reports, legislative information, summer intern applications, national organization materials, lease agreements, and various office administration records regarding parking, postage, printing, and supplies.

DISPOSITION INSTRUCTIONS: Destroy in office budget and fiscal information and lease agreements 3 years after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining records when administrative value ends.

**ITEM 36896. TRIBAL INFORMATION FILE.**

Records concerning Indian tribes in North Carolina. File includes community profiles, surveys, and correspondence from tribal organizations.

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 37344. ACTIVE PARTICIPANT PROGRAM FILE.**

Records concerning active participants in the Child Abuse and Neglect Project. File includes prevention, intervention, and treatment services documentation for families in Halifax, Robeson, and Warren Counties.

DISPOSITION INSTRUCTIONS: Transfer to Closed Participant Program File (Item 36890) after closed.