

DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS

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

COMMISSION OF INDIAN AFFAIRS

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. The

COMMISSION OF INDIAN AFFAIRS

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 This schedule is to remain in effect until superseded.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



Rebecca K. Clegg, 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



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

October 16, 1989

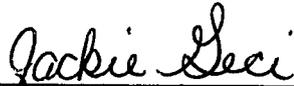
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

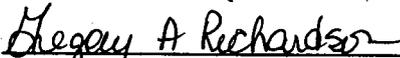
DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS

Amend the records retention and disposition schedule approved June 12, 1987 by changing the disposition instructions for Item 41 as shown on substitute pages dated August 31, 2005.

APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration



Greg Richardson, Director
Commission of Indian Affairs



David Brook, Director
Historical Resources Division

APPROVED



Gwynn T. Swinson, Secretary
Department of Administration



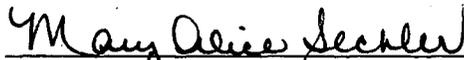
Lisbeth C. Evans, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
TITLE XX COMMUNITY SERVICE PROJECT

Amend the records retention and disposition schedule approved October 16, 1989 by changing the disposition instructions of Item 77; by changing the records series title of Item 11200; by adding and changing the records series title and description of Items 11280 and 27520; by adding and changing the description of Item 11300; and by adding and changing the records series title, description, and disposition instruction of Item 11302 as shown on substitute pages dated June 19, 1992.

APPROVAL RECOMMENDED



Mary Alice Sechler, Chief Records Officer
Department of Administration

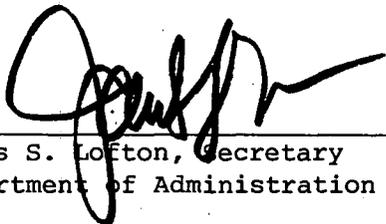


A. Bruce Jones, Executive Director
Commission of Indian Affairs

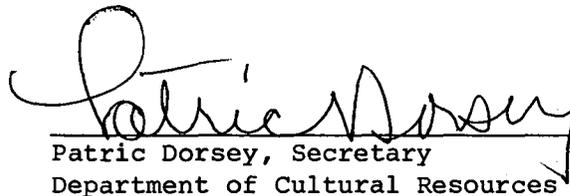


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

June 19, 1992

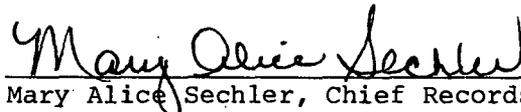
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
TITLE XX CAPACITY BUILDING PROJECT

Amend the records retention and disposition schedule approved October 16, 1989 by changing the disposition instructions of Items 79, 80, and 81 as shown on substitute page dated May 8, 1992.

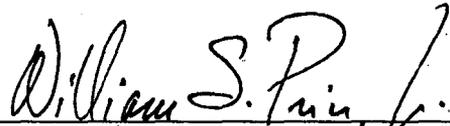
APPROVAL RECOMMENDED



Mary Alice Sechler, Chief Records Officer
Department of Administration

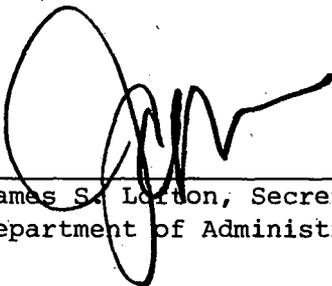


A. Bruce Jones, Executive Director
Commission of Indian Affairs

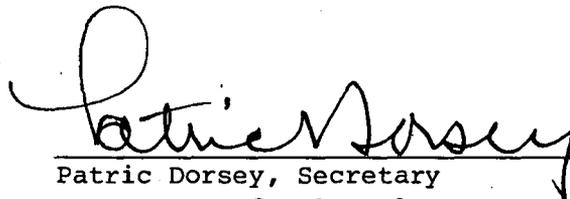


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lorton, Secretary
Department of Administration



Patric Dorsey, Secretary
Department of Cultural Resources

May 8, 1992

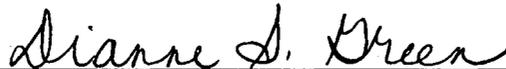
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
SECTION EIGHT HOUSING ASSISTANCE PROGRAM

Amend the records retention and disposition schedule approved October 16, 1989 by changing the disposition instructions of Item 4016 as shown on substitute page dated April 19, 1994.

APPROVAL RECOMMENDED



Dianne S. Green, Chief Records Officer
Department of Administration

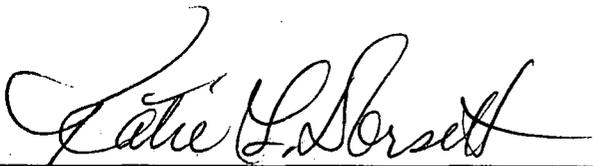


A. Bruce Jones, Executive Director
Commission of Indian Affairs



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

April 19, 1994

JH

DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS

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

COMMISSION OF INDIAN AFFAIRS

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. The

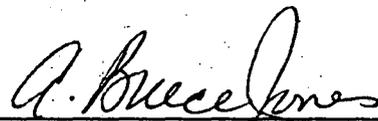
COMMISSION OF INDIAN AFFAIRS

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.

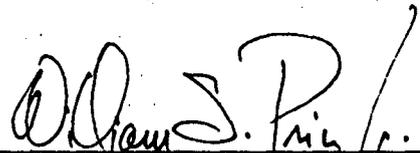
APPROVAL RECOMMENDED



Rebecca K. Clegg, Chief Records Officer
Department of Administration

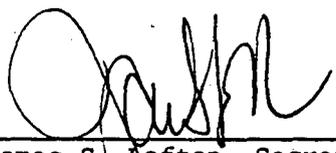


A. Bruce Jones, Executive Director
Commission of Indian Affairs

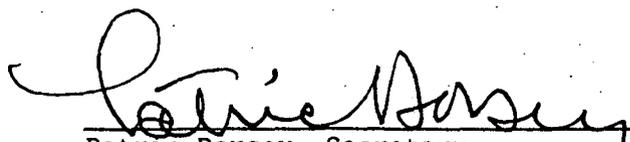


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James S. Lofton, Secretary
Department of Administration



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.**

October 16, 1989

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.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
CHILD DAY CARE STANDARD**

ITEM 11298. FOOD BILLS FILE.

Records concerning all food purchased.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office when released from all audits.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
EDUCATIONAL TALENT SEARCH PROJECT**

ITEM 11195. TALENT SEARCH PROGRAM FILE.

Records created and accumulated concerning a project funded by the U.S. Department of Education designed to assist participants to continue in and graduate from secondary schools and enroll in post-secondary educational programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
EMPLOYMENT AND TRAINING STANDARD**

ITEM 41. INDIAN AFFAIRS COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA) PERSONNEL RECORDS FILE.

Records concerning service histories of individuals working in the CETA program of the Commission of Indian Affairs. Amended 08-31-05.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 11273. JOB TRAINING PARTNERSHIP ACT (JTPA) FILE.

Records concerning participants in the JTPA Program. File includes or concerns classroom training, community services employment, GED work experience, summer youth projects, terminations, referrals, income, applications, tracking systems, and other materials related to the program.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
EXECUTIVE DIRECTOR'S OFFICE**

ITEM 70. CORRESPONDENCE FILE.

Correspondence generated or received by the Executive Director's Office concerning the Commission of Indian Affairs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 72. SUBJECT FILE.

Records concerning the administration and operation of the N.C. Commission of Indian Affairs. File includes administrative procedures, publications of the commission, samples of articles of incorporation, budget and fiscal information, proposals, reports, legislative information, summer intern applications, national organization materials, and various office administration records regarding parking, telephone, postage, printing, car pools, and supplies.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies as required of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11-7/11.8. Destroy in office remaining copies when reference value ends. Destroy in office budget and fiscal records, telephone, postage, and printing records when released from all audits. Destroy in office remaining records when administrative value ends.

ITEM 73. PROJECT FILE.

Records concerning individual programs of the commission. File includes or concerns Job Training Partnership Act projects, proposals, guidelines, regulations, correspondence and sub-grants; Educational Talent Search proposals and information; Section Eight Housing proposals and information; and Title XX proposals and information.

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 74. TRIBAL ORGANIZATIONS FILE.

Records concerning Indian tribal organizations in North Carolina. File includes newsletters, articles of incorporation, and fact sheets.

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 11167. MINUTES FILE.

Minutes concerning the North Carolina Commission of Indian Affairs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
JOB TRAINING AND PARTNERSHIP ACT (JTPA)**

ITEM 76. PARTICIPANT PROGRAM FILE.

Records concerning the Job Training and Partnership Act (JTPA) Program administered by the N.C. Commission of Indian Affairs which provides employment and training opportunities for economically disadvantaged, unemployed, and underemployed Indians and others of Native American descent in North Carolina. File includes correspondence, memorandums, JTPA enrollment forms, applications for employment, job descriptions, client status change notices, termination notices, JTPA project leave notices, requests for services, approvals of services, requests for payment, and time sheets.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning ineligible applicants after 1 year. Destroy in office remaining records 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.

ITEM 11178. SUBJECT FILE.

Records concerning the operations of the Job Training and Partnership Act (JTPA) Program. File includes action plans, transmittal documents, weekly and annual reports, agendas of meetings, association and council materials, statistics, office equipment catalogs, and various other office administration material.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11180. REGIONAL FILE.

General information concerning the administration of Job Training and Partnership Act (JTPA) Title III funds in regions.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 11184. GRANT DOCUMENT FILE.

Records concerning grants that have been awarded to the Job Training and Partnership Act (JTPA) Program. File includes quarterly reports, close-out packages, and modifications statements.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) 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.

ITEM 11185. CUMBERLAND COUNTY ASSOCIATION FOR INDIAN PEOPLE FILE.

Records concerning a subgrant issued to the Cumberland County Association for Indian People which allows them to administer the Job Training and Partnership Act (JTPA) Program in a similar fashion as the commission. File includes telephone logs, time sheets, requests for reimbursement of travel, job descriptions, personnel action forms, and JTPA participant records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) 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.

ITEM 11186. CHARACTERISTICS FILE.

Records concerning vital statistics of participants in the Job Training and Partnership Act (JTPA) Program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
JOB TRAINING AND PARTNERSHIP ACT (JTPA)**

ITEM 11187. JOB TRAINING AND PARTNERSHIP ACT (JTPA) GENERAL FILE.

Records concerning the JTPA Program. File includes or concerns copy of act, policies and procedures, budget materials, reports, regulations, general provisions, program reviews, list of participants, and federal publications.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11188. MANPOWER PLANNING COUNCIL FILE.

Records concerning the Manpower Planning Council. File includes minutes, bylaws, general requirements for proposals, and model grievance procedures for public service employees.

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 11189. SUB-GRANTS FILE.

Records concerning sub-grant applications for Job Training and Partnership Act (JTPA) Title VI funds used to open regional offices for the commission.

DISPOSITION INSTRUCTIONS: Transfer records concerning approved grants to appropriate grant file when approved. Destroy in office records concerning rejected or withdrawn grants 4 years after rejection or withdrawal.

ITEM 11190. TITLE VI PROJECT APPLICATIONS FILE.

Applications for funding of projects concerning business development, community development, housing, literacy, and stay in school.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
SECTION EIGHT HOUSING ASSISTANCE PROGRAM**

ITEM 11192. WAITING LIST FILE.

Records concerning individuals who are eligible for Section Eight Housing Assistance but for whom no housing funds are available for placement.

DISPOSITION INSTRUCTIONS: Destroy in office material relating to individuals who wish to be taken off the waiting list when notified. Transfer remaining records to Contracts File when individual enters program.

ITEM 11193. INELIGIBLE APPLICATIONS FILE.

Records concerning individuals who have completed application but are not eligible for Section Eight Housing Assistance.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after individuals are notified that they are no longer eligible for the program.

ITEM 11194. SUBJECT FILE.

Records used in the administration of the unit. File includes correspondence, personnel-related records, requisitions, Section Eight general information, information regarding counties, lease agreements, memorandums to realtors, and advertising information. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer personnel-related records to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service. Destroy in office requisitions when released from all audits. Destroy in office lease agreements 3 years after termination. Destroy in office remaining records after 4 years.

**DEPARTMENT OF ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
SUBSTANCE ABUSE PREVENTION AWARENESS PROGRAM**

ITEM 37228. SUBSTANCE ABUSE PREVENTION AWARENESS PROGRAM FILE.

Records concerning the Substance Abuse Prevention Awareness Program. File includes documentation of commission meetings, substance abuse meetings, and project director's meetings; brochures; Governor's Council on Alcohol reports; and newsletters.

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 ADMINISTRATION
COMMISSION OF INDIAN AFFAIRS
TITLE XX COMMUNITY SERVICE PROJECT**

ITEM 78. SUBJECT FILE.

Records concerning the administration of the unit. File includes materials regarding the staff, monthly reports, time sheets, requests for reimbursement of travel, correspondence, sample forms, memorandums, newsletters, plans of action, requisitions, postage and printing materials, rules, regulations, and workshop information.

DISPOSITION INSTRUCTIONS: Destroy in office time sheets, travel reimbursements records, requisitions, and postage and printing materials after 5 years 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 11200. IN-HOME AIDE SERVICES FILE.

Records concerning a day care program used to provide assistance to individuals who are physically or mentally unable to carry on incidental activities such as light housekeeping. File includes monthly reports, personnel material, time sheets, requests for travel reimbursement forms, and other related material. Amended 6-19-92

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

ITEM 11201. PREPARATION AND DELIVERY OF MEALS FILE.

Records concerning a day care program designed to provide nutritious meals to blind, elderly, or disabled individuals and provide transportation services, where needed, for either day care or the meals program. File includes monthly reports, personnel material, time sheets, requests for reimbursement of travel, agreements, site reports, invoices, and related materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

ITEM 11203. VOLUNTEER TRANSPORTATION FILE.

Records concerning a day care program designed to provide transportation to Title XX eligible clients through volunteers. File includes monthly reports, travel reimbursement forms, and other related material.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

ITEM 11280. ACTIVE IN-HOME AIDE SERVICES FILE.

Enrollment applications and request forms received from Social Services. File includes authorization forms, service dates, and units provided. (Records transferred from Child Day Care Standard.) Amended 6-19-92

DISPOSITION INSTRUCTIONS: Transfer to Inactive In-Home Aide Services File (Item 27520) when designated inactive.

ITEM 27520. INACTIVE IN-HOME AIDE SERVICES FILE.

Inactive In-Home Aide services records processed by office. (Records transferred from Child Day Care Standard.) Amended 6-19-92

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.