DEPARTMENT OF ADMINISTRATION
STATE HEALTH PLAN PURCHASING ALLIANCE BOARD

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

STATE HEALTH PLAN PURCHASING ALLIANCE BOARD

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

STATE HEALTH PLAN PURCHASING ALLIANCE BOARD

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 This schedule is to remain in effect until superseded.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

Jackie Geci

Jackie Geci, Chief Records Officer
Department of Administration

Robert F. Joyce, Executive Director
State Health Plan Purchasing Alliance Board

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Katie G. Dorsett, Secretary
Department of Administration

Betty Ray McCain, Secretary
Department of Cultural Resources

November 7, 2000

KLS

DEPARTMENT OF ADMINISTRATION
STATE HEALTH PLAN PURCHASING ALLIANCE BOARD

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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.

November 7, 2000

KLS

DEPARTMENT OF ADMINISTRATION
STATE HEALTH PLAN PURCHASING ALLIANCE BOARD

ITEM 38926. ACCOUNTABLE HEALTH CARRIERS FILE.
Records concerning accountable health carriers. File includes adjusted community rating records; advisory committee records; records concerning risk adjustment, actual carriers, potential carriers, and rate comparisons; and other related records. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38927. ALLIANCE FILE.
Records concerning regional alliance offices. File includes agents' orientation records, records concerning press contacts, budget records, by-laws, grants records, and other records for the 6 regions. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center December 31, 2000. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38930. CONTRACTS FILE.
Records concerning legal contracts for services provided to agency. File includes correspondence, invoices, and proposals. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office records dated prior to 1996 if no litigation, claim, audit, or other official action involving the records has been initiated. Transfer remaining records to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then destroyed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in the State Records Center after completion of action and resolution of issues involved.

ITEM 38931. CORRESPONDENCE FILE.
Correspondence to and from staff concerning applications, agents, appointments, alliance activities, and agency response to questions. (State Health Plan Purchasing Alliance is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Transfer remaining records to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then destroyed.

ITEM 38933. LEGISLATIVE FILE.
Records concerning legislative committees and rules. File includes correspondence and reports from committees and correspondence and rules relating to the committees. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38934. MINUTES FILE.
Minutes of the State Health Plan Purchasing Alliance. (This is an essential agency record.) (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center by December 31, 2000 to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault.

ITEM 38935. OFFICE ADMINISTRATION FILE.
Records concerning the day-to-day management of the office. File includes routine correspondence, mail records, committees contacts, and reference and services information. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Transfer remaining records to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then destroyed.

ITEM 38936. PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE.
Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to Department of Administration, Human Resources Management Office, Performance Management Program (PMP) File (Item 11271) by December 31, 2000.

ITEM 38937. PERSONNEL FILE.
Records concerning division employees. File includes applications, correspondence, personnel action forms, and other personnel records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to Department of Administration, Human Resources Management Office, Personnel File (Item 88) by December 31, 2000.

ITEM 38938. REFERENCE FILE.
Reference material concerning alliances and health care. File includes other states' alliances materials, census reports, news articles, maps, and other related records. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Transfer remaining records to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then destroyed.

ITEM 38939. STATE HEALTH PLAN PURCHASING ALLIANCE (ELECTRONIC) FILE.
Machine readable records concerning the administration and management of the office. Electronic files on hard disks and diskettes include correspondence, budget information, minutes, reports, and other related records. File also includes backup records. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when reference value ends. Transfer all remaining data, including backup records to Department of Administration, Management Information Services by December 31, 2000.

DEPARTMENT OF ADMINISTRATION
STATE HEALTH PLAN PURCHASING ALLIANCE BOARD

ITEM 38940. STATE HEALTH PLAN PURCHASING ALLIANCE (SHPPA) BOARD FILE.
Records concerning SHPPA Board meetings. File includes administrative documents and members' jackets containing members' names, addresses, telephone numbers, and other related documentation. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38941. THIRD-PARTY ADMINISTRATOR FILE.
Records concerning third-party administrator proposals and activities. File includes correspondence, reports, and requests for proposals. (State Health Plan Purchasing Alliance Board is scheduled to be abolished December 31, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office records dated prior to 1996 if no litigation, claim, audit, or other official action involving the records has been initiated. Transfer remaining records to the State Records Center by December 31, 2000. Records will be held in the State Records Center 5 additional years and then destroyed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in the State Records Center after completion of action and resolution of issues involved.