

DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION DIVISION

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 all the public records of the

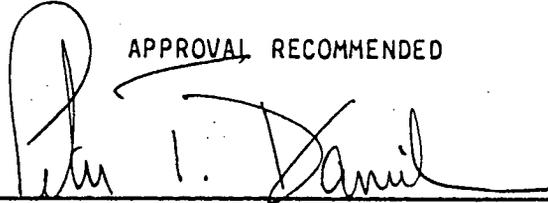
FOOD DISTRIBUTION DIVISION

are listed herein and that they 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

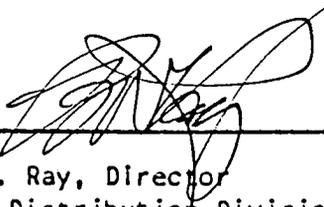
FOOD DISTRIBUTION DIVISION

agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

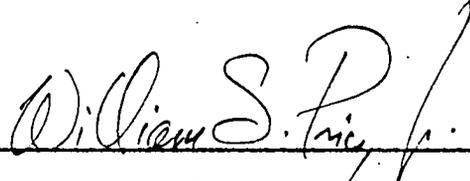
APPROVAL RECOMMENDED



Peter T. Daniel, Chief Records Officer  
Department of Agriculture

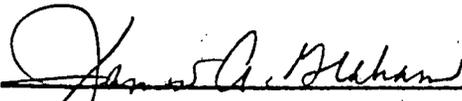


B. W. Ray, Director  
Food Distribution Division

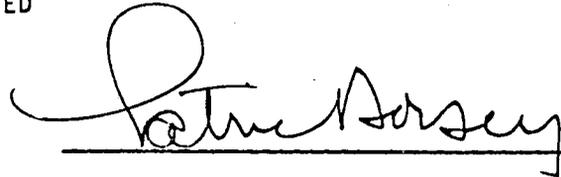


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



James A. Graham, Commissioner  
Department of Agriculture



Patric Dorsey, Secretary  
Department of Cultural Resources

November 15, 1987

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.

KWM

**DEPARTMENT OF AGRICULTURE AND CONSUMER 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 Agriculture to Department of Agriculture and Consumer 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 Agriculture. 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

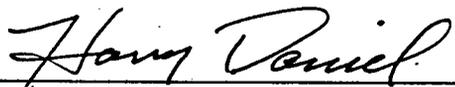
**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

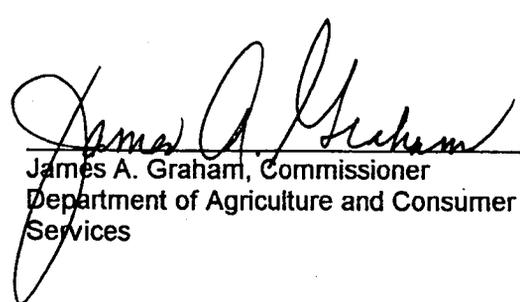
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

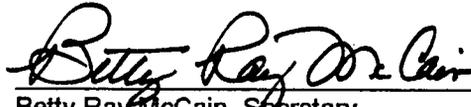
**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
Harry Daniel, Chief Records Officer  
Department of Agriculture and Consumer  
Services

  
\_\_\_\_\_  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
\_\_\_\_\_  
James A. Graham, Commissioner  
Department of Agriculture and Consumer  
Services

  
\_\_\_\_\_  
Betty Ray McCain, Secretary  
Department of Cultural Resources

July 1, 1997

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**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
ACCOUNTING AND AUDIT SECTION  
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
ADMINISTRATION**

**ITEM 8868. STATE PLANS AND MANAGEMENT EVALUATIONS FILE.**

Records concerning program plans administered by office. File includes plans, evaluations made by U.S. Department of Agriculture personnel, and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 8869. PERSONNEL FILE.**

Records concerning office personnel. File includes applications, insurance and retirement information, withholding forms, correspondence, personnel action forms, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8870. DONATED FOOD LOSS REPORT FILE.**

Records concerning claims for loss of food donated by U.S. Department of Agriculture to state school systems. File includes claim form NCD-61.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 8871. RECIPIENT AGENCY FILE.**

Records concerning each recipient agency which receives U.S. Department of Agriculture donated food. File includes applications, agreements, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 8872. TIME SHEETS AND LEAVE REQUESTS FILE.**

Records concerning leave by division employees. File includes leave requests and time sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8873. APPLICATIONS FOR EMPLOYMENT FILE.**

Applications for employment.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8880. CORRESPONDENCE FILE.**

Official office correspondence. File includes correspondence with other divisions of the department and correspondence concerning the National Association of State Agencies for Food Distribution and other associations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 8884. COMPLAINTS FILE.**

Complaints concerning distributed foods.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8888. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REPORTS FILE.**

Quarterly OSHA reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
ADMINISTRATION**

**ITEM 8890. U.S. DEPARTMENT OF AGRICULTURE (USDA) FILE.**

Records concerning USDA donated food. File includes agreements between the USDA and the N.C. Department of Agriculture; distribution rates of foods; 08 reports from the USDA listing food, prices, weights, and code numbers; and related correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
CHEROKEE INDIAN PROGRAMS**

**ITEM 8875. CHEROKEE INDIAN PROGRAMS ADMINISTRATIVE FILE.**

Records concerning the administration of office. File includes monthly reports, annual state plans, memorandums, correspondence, directives, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 8876. APPLICATIONS FOR EMPLOYMENT FILE.**

Applications for employment. File includes resumes, recommendations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8877. PERSONNEL FILE.**

Records concerning office personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8878. LEAVE FILE.**

Records concerning leave by office personnel. File includes leave requests, monthly leave reports, yearly leave recapitulations, and related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8879. POLICIES AND PROCEDURES FILE.**

Reference copies of current policies and procedures.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8881. TRAVEL REIMBURSEMENT FILE.**

Records concerning reimbursement for travel and related expenses for staff. File includes requests for reimbursement, authorizations, and documentation of payment.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8882. CONFERENCES AND WORKSHOPS FILE.**

Records concerning conferences and workshops conducted by or attended by staff or office personnel. File includes correspondence, agendas, programs, reports, training materials, handouts, reservations, critiques, questionnaires, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8883. ANNUAL REPORTS FILE.**

Reference copies of annual reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
CHEROKEE INDIAN PROGRAMS**

**ITEM 8885. SUPPLIES AND EQUIPMENT FILE.**

Records concerning supplies and equipment. File includes operating manuals, warranties, inventories, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8886. MAINTENANCE RECORDS FILE.**

Reference copies of work orders submitted to Maintenance Office.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8887. PAYROLL TIME SHEETS FILE.**

Employee payroll time sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8891. REFERENCE FILE.**

Reference information concerning subjects pertinent to or of interest to the office. File includes publications, reports, directives and guidelines, news articles, and other material.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8892. RECIPIENT CASE FILE.**

Records concerning recipient agencies. File includes applications, notices of eligibility, and distribution cards.

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

**ITEM 8893. PURCHASE ORDERS FILE.**

Purchase orders for equipment and supplies.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8894. POSITION DESCRIPTIONS FILE.**

Job description for each position.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8895. TIME CARDS FILE.**

Time cards for office personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8896. OVERTIME FILE.**

Records of overtime by office personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
CHEROKEE INDIAN PROGRAMS**

**ITEM 8897. GRIEVANCE FILE.**

Records concerning disputed employee grievances. (File is considered part of employee's official personnel file and includes records that are considered confidential in accordance with G.S. 126-22/29 and 132-1.1.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
FINANCE AND PURCHASING**

**ITEM 8899. COMMODITY SUPPLEMENTAL FOOD PROGRAM STATE PLANS FILE.**

Records concerning the Commodity Supplemental Food Program administered by division. File includes state plans and related correspondence.

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

**ITEM 8900. FINANCIAL REPORTS AND RECORDS, PAID EXPENSE SHEETS, VOUCHERS, AND TRAVEL LOGS FILE.**

Records concerning travel by divisional staff. File includes division expense sheets, vouchers, travel logs, documentation of costs, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8901. PAID BILLS FILE.**

Invoices for paid monthly operating expenses.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 8902. REPORTS, REQUESTS, AND TRANSMITTALS SUBMITTED TO THE U.S. DEPARTMENT OF AGRICULTURE - REGIONAL OFFICE FILE.**

Periodic reports, requests, letters of credit, grant awards, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

