

N.C. STATE BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

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

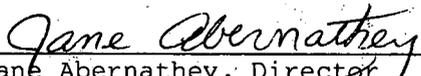
N.C. STATE BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

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

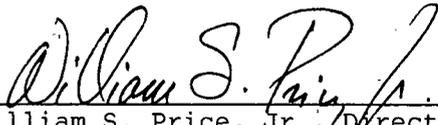
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

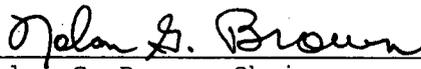


Jane Abernathy, Director
N.C. State Board of Examiners
for Nursing Home Administrators

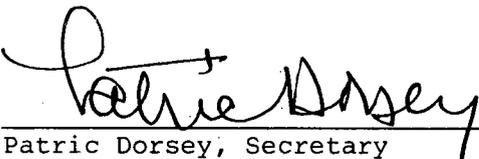


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Nolan G. Brown, Chairman
N.C. State Board of Examiners
for Nursing Home Administrators



Patric Dorsey, Secretary
Department of Cultural Resources

April 11, 1990

HFH

**N.C. STATE BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS
ADMINISTRATIVE UNIT**

Item 4117. BOARD FOR NURSING HOME ADMINISTRATORS MINUTES FILE.

Official minutes of board meetings. File includes supporting documentation.

DISPOSITION INSTRUCTIONS: Transfer copy of official, signed minutes after each board meeting to the State Records Center for security storage. Paper records will be microfilmed in the State Records Center when volume is sufficient. Microfilmed paper records will be returned to the agency. Transfer original 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.

Item 20911. NATIONAL ASSOCIATION OF BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS (NAB) FILE. Reference materials concerning the National Association of Board of Examiners of Nursing Home Administrators. File includes correspondence and materials received from national meetings for nursing home administrators.

DISPOSITION INSTRUCTIONS: Destroy in office tests when superseded or obsolete. Destroy in office remaining records after 2 years.

Item 20910. CONTINUING EDUCATION FILE. Records concerning continuing educational programs for nursing home administrators (e.g. psychology of patient care, health and safety regulations, etc.). File includes listings of approved courses, program descriptions, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 20904. PRECEPTOR SEMINARS FILE. Correspondence and other related records concerning preceptor seminars sponsored by the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 20906. NURSING HOME ADMINISTRATORS (INACTIVE) FILE. Records concerning each nursing home administrator formerly licensed by the board but who is no longer active. File includes applications, references, renewal information, correspondence, termination information, and other related records. File also includes information regarding individuals whose licenses have been revoked or suspended.

DISPOSITION INSTRUCTIONS: Transfer to Nursing Home Administrators (Retired/Deceased) File after 5 years.

Item 20905. NURSING HOME ADMINISTRATORS (ACTIVE) FILE. Records concerning each nursing home administrator currently licensed by the board. File includes applications, references, testing scores and answer sheets, renewal information, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Nursing Home Administrators (Inactive) File when license becomes inactive or to Nursing Home Administrators (Retired/Deceased) File when individual retires or dies.

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Item 29266. FINANCIAL FILE. Records concerning board budget and expenditures. File includes requisitions, vouchers, purchase orders, invoices, paid checks, expense reimbursement records, budget reports, bank statements, cash receipts, deposit slips, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

Item 29262. APPLICATIONS FOR EMPLOYMENT FILE. Completed application forms for employment with resumes and other supporting documents received by the board.

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

Item 29268. NURSING HOME ADMINISTRATORS (RETIRED/DECEASED) FILE. Records concerning individuals who have retired or died. File includes records concerning individuals whose licenses have been revoked or suspended.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 29264. BOARD PUBLICATIONS FILE. Publications prepared by the board. File includes newsletters, booklets, brochures, and other related records.

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 and related records when reference value ends.

Item 29265. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE. Routine correspondence and memorandums created and received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 29269. OFFICE ADMINISTRATION FILE. Records concerning the management of the office. File includes office space and building information, office operating instructions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 29267. LEAVE FILE. Recapitulation of leave taken, balance remaining, and employees' requests for vacation and/or sick leave.

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DISPOSITION INSTRUCTIONS: Destroy in office leave records after 4 years and when released from all audits, whichever occurs later. Destroy in office requests for leave after 1 year.

Item 29263. ATTORNEY GENERAL'S OPINIONS FILE. Legal opinions prepared by the Office of the Attorney General.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 29271. PERSONNEL FILE. Records concerning board personnel. File includes applications for employment, resumes, job descriptions, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

Item 29270. OFFICE EQUIPMENT FILE. Records concerning office equipment purchased for or by the board. File includes service contracts, purchasing records, inventories of board equipment and supplies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office service contracts and purchasing records after disposition of equipment and when released from all audits. Destroy in office inventory lists when superseded. Destroy in office remaining records when superseded or obsolete.

Item 3337. INCOMPLETE APPLICATIONS FOR LICENSURE FILE. Incomplete applications for licensure submitted to the board. File includes correspondence, references, testing scores and answer sheets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 4118. RULES AND REGULATIONS FILE. Records concerning board rules and regulations. File includes correspondence.

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.