

STATE HEALTH INSURANCE PLAN

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

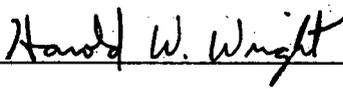
STATE HEALTH INSURANCE PLAN

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 and the

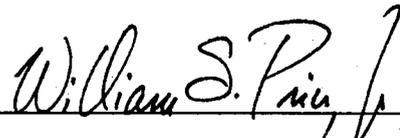
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



Harold W. Wright, Assistant Director
State Health Insurance Plan



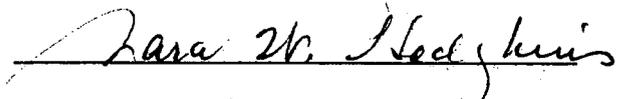
William S. Price, Jr., Director
Division of Archives and History

APPROVED

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Geoffrey Elting, Director
State Health Insurance Plan



Sara W. Hodgkins, Secretary
Department of Cultural Resources

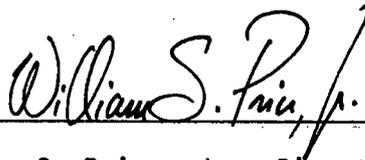
October 19, 1984

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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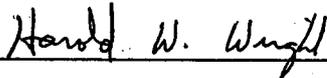
Amend the records retention and disposition schedule approved October 19, 1984 by adding Item 8 as shown on substitute Page 3 dated May 4, 1987.

APPROVAL RECOMMENDED



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

APPROVED



Harold W. Wright
Department Plan Administrator
State Health Insurance Plan



Patric Dorsey, Secretary
Department of Cultural Resources

May 4, 1987

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ITEM 3356. PROCESSED CLAIMS FILE.

Microfilm copies of claims submitted by plan members.

DISPOSITION INSTRUCTIONS: Transfer a security copy periodically to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3883. COMPUTER TAPE FILE.

Security copies of computer tapes containing information concerning state employees benefit claims. Amended 5-4-87

DISPOSITION INSTRUCTIONS: Transfer security copy of machine readable records (magnetic tape/disk, etc.) to the State Records Center for backup storage. Records will be held for agency in the State Records Center 5 years and then returned to the originating agency for erasure and reuse.

ITEM 20796. DIRECTOR/ASSISTANT DIRECTOR CORRESPONDENCE FILE.

Record copies of all correspondence received or prepared by the director and assistant director.

DISPOSITION INSTRUCTIONS: Transfer 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 20797. MINUTES FILE.

Official minutes of the trustees of the Teachers and State Employees Comprehensive Major Medical Plan.

DISPOSITION INSTRUCTIONS: Transfer periodically to the State Records Center to be microfilmed for security and returned. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage. Transfer returned records when reference value ends to the State Records Center. Records will then be transferred to the custody of the Archives.