



North Carolina Department of Health and Human Services Division of Social Services

2401 Mail Service Center • Raleigh, North Carolina 27699-2401
Courier # 56-20-25 Fax 919-733-9386

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

February 14, 2003

Dear County Director of Social Services:

SUBJECT: DSS Records Retention Schedule

The County DSS records retention schedule is now ready for each county to download, approve and register with the Department of Cultural Resources. The schedule may be downloaded from <http://www.ah.dcr.state.nc.us/sections/archives/rec/local.htm>. The County DSS Board is required to review and adopt the new schedule. The County Manager and the County DSS Director must sign the cover page signifying their agreement to implement the schedule. Send a copy of the signed cover sheet and notification of date the schedule was adopted by the County DSS Board to Laura Hensey, Department of Cultural Resources, State Records Center, 4615 Mail Service Center, Raleigh, NC 27699-4615 or by courier to Courier Number 51-81-20.

The DSS Board minutes must reflect the action of the Board and a copy of the approved cover sheet must be filed with the Government Records Branch. The schedule can then be implemented. If a County Board chooses not to officially adopt the schedule or file the signed cover sheet, the County DSS must request specific authorization from Cultural Resources before destroying any existing records after October 7, 2002. The August 1989 schedule became obsolete when Secretary Evans signed the cover sheet on October 7, 2002.

If you have any questions about the procedures for adoption, please call Laura Hensey at 919/733-3540 or James Clark at 336/643-4537 or send inquiries to laura.hensey@ncmail.net or james.clark@ncmail.net.

Sincerely,

A handwritten signature in black ink that reads "Pheon E. Beal".

Pheon E. Beal

PEB:JC/law
BG-02-2003