



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

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

October 20, 2006

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

**SUBJECT: SOCIAL SERVICES RECORDS RETENTION AND
DISPOSITION SCHEDULE**

Effective for your immediate use, a revised Social Services Records Retention and Disposition Schedule has been posted at the following url:
<http://www.ah.dcr.state.nc.us/records/local/default.htm>. The primary changes reflected in the revised Schedule are a change in the standard retention period from three years to five years as required under NCGS 143-6.2 (implemented via APA Rules 09NCAC 03M.0703 (4)); and local flexibility to purge from an open file once the standard for disposition is met via the NCDHHS Office of the Controller memo (DHHS Records Retention and Disposition Schedule for Grants/Medicaid Records Alert) which is located at the following url:
<http://www.dhhs.state.nc.us/control/>.

Please be mindful in cases where the Social Services Records Retention and Disposition Schedule differs from the DHHS Records Retention and Disposition Schedule for Grants, any agency-specific program schedules, any APA rules, State or Federal statutes or other legal requirements in terms of the retention period, you must use the most restrictive (i.e., the longest) retention period. A copy of this schedule should be posted and provided to all employees who are or will be involved in the records retention and disposition process.

The Schedule has a Q & A section in the introduction which will address many issues. Should you need any additional assistance you may direct your inquiries to your Local Business Liaison.

Sincerely,

A handwritten signature in black ink that reads "Sherry S. Bradsher". The signature is written in a cursive style and is positioned to the left of a vertical red line.

Sherry S. Bradsher

SSB:JC/law

BG-05-2006