



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

325 North Salisbury Street  
2408 Mail Service Center • Raleigh, North Carolina 27699-2408  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

April 19, 2007

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: Work First Program Administrators, Supervisors, and Staff**

**SUBJECT: Records Retention Schedule for Work First**

In January of 2007, the Department of Health and Human Services Controller's Office published the DHHS Records Retention and Disposition Schedule for Grants. The schedule provides by funding source and State fiscal year the earliest date that records for the funding source can be destroyed. The purpose of this letter is to inform you **not to purge** any Work First Family Assistance case files beginning SFY 1997. The Work First program provides medical assistance benefits to recipients of Work First Family Assistance. As a result, we must use the most restrictive retention period based on the Division of Medical Assistance Programs. All financial and programmatic records, supporting documents, and all other pertinent documents for Work First Family Assistance must be retained from SFY 1997 through present.

If there are questions, please contact your Work First Representative.

Sincerely,

A handwritten signature in cursive script that reads "Esther T. High".

Esther T. High, Acting Chief  
Family Support and Child Welfare Section

ETH/sdm

cc: Sherry Bradsher  
JoAnn Lamm  
Hank Bowers  
Sarah Barham  
Family Support and Child Welfare Team Leaders  
Work First Representatives  
Local Business Liaisons

**FSCWS-31-07**