



Social Services
HEALTH AND HUMAN SERVICES

RICHARD O. BRAJER
Secretary

WAYNE E. BLACK
Director

February 19, 2016

Dear County Director of Social Services, Program Administrators, Managers and Supervisors and Fiscal Managers

Re: New County Social Services Agencies Records Retention and Disposition Schedule

The Government Records Section of the State Archives of North Carolina has published the new County Social Services Agencies Records Retention and Disposition Schedule. The schedule is available for approval by the Director of your county's social services agency and the chair of its governing board at:

http://archives.ncdcr.gov/Portals/3/PDF/schedules/SocialServices_FinalSchedule_2016.pdf

Once your county has approved the new schedule, please send a copy of your signature page to the Government Records Section at the address or fax number below, or email a copy to a [Records Management Analyst](#).

Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615
Fax: 919.715.3627

Thank you for your feedback and comments that contributed to the new schedule. If you have any questions or concerns about the new schedule, please contact the Government Records Section at (919) 807-7350.

Sincerely,

Carlotta Dixon, MHS, CPM
Records Retention Coordinator
Program Compliance Section
PC-02-2016

