



North Carolina Department of Health and Human Services
Office of the Controller

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller
(919) 733-0169

MAILING ADDRESS:
2019 Mail Service Center
Raleigh, NC 27699-2019

LOCATION:
1050 Umstead Drive
Raleigh, NC

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MEMORANDUM #2010-16

TO: County Managers
County Finance Officers
Local Department of Social Services Directors
Local Management Entity, Area Authority and County Program Directors
LME and Area Program Finance Officers
Local Health Department Directors
District Health Department Directors
District Health Department Finance Officers
Councils of Government Executive Directors
Councils of Government Finance Officers

FROM: Laketha M. Miller *Laketha M. Miller*

SUBJECT: DHHS Records Retention and Disposition Schedule for Grants

Semiannually, the North Carolina Department of Health and Human Services Controller's Office issues the DHHS Records Retention and Disposition Schedule for Grants, which provides **by funding source and State fiscal year** the earliest date that records for the funding source may be destroyed. This retention schedule is governed by Federal regulations found at 7 CFR 3016.42, 7 CFR 3019.53, 45 CFR 74.53 and 45 CFR 92.42 and State regulations found at 09 NCAC 03M .0703 (4). All financial and programmatic records, supporting documents, statistical records, and all other records pertinent to a Federal award must be retained in accordance with this schedule. All State and local government agencies, nongovernmental entities and their subrecipients, including applicable vendors, that administer programs funded by Federal sources passed through the North Carolina Department of Health and Human Services and its divisions and offices ("DHHS") are expected to maintain compliance with both the DHHS Records Retention and Disposition Schedule for Grants and any agency-specific programmatic record retention requirements.

The DHHS Records Retention and Disposition Schedule for Grants has been updated through March 31, 2010, and supersedes previously approved applicable schedules. Grant records with a purge date (i.e. any date appearing in column three of the schedule) more than two years prior to the Schedule's posting date have been removed. Additionally, the updated Schedule includes adjustments to purge dates for Temporary Assistance for Needy Families (TANF) grants. **The records retention period for the TANF program, also known as the Work First program, has changed from five years to ten years for Cash Assistance Services. The retention period for Employment Services and 200% Services for Families/Non-Custodial Parents**

remains at five years. The Work First program automatically provides Medical Assistance benefits to recipients of Work First. Recipients of Work First Cash Assistance Services benefits are tied to eligibility for the DHHS/Division of Medical Assistance programs, which require a ten year retention period. As a result, the Work First program Cash Assistance Services should adhere to the more restrictive retention period. All financial and programmatic records as well as all supporting documentation for the Work First program services related to Cash Assistance must be retained for a period of ten years.

The Memorandum, Background and updated Schedule for records retention are available on the DHHS Office of the Controller's website and can be accessed at the following Internet address: <http://www.ncdhhs.gov/control/>. At this web address, page down and select the 7th bullet under "Letters/reports/forms for ALL Agencies".

Please notify all employees and all contractors who are or will be involved in the records retention and disposition process that the updated Memorandum and Schedule have been posted along with the related Background pages.

Please ensure that all users of this information go to our web page to print this Memorandum, the Background and the Schedule.

If you have questions relating to the above, please contact either Don McLamb at (919) 855-3743 or by e-mail at Don.McLamb@dhhs.nc.gov, or Leigh Ann Kerr at (919) 855-3738 or by e-mail at LeighAnn.Kerr@dhhs.nc.gov. Thank you in advance for your continued cooperation and assistance.

LMM/lck/dmcl

cc:	Secretary Lanier M. Cansler	Division Records Officers
	Executive Committee	DHHS Controller's Office Section Chiefs
	Division/Office Directors	Becky McGee-Lankford, Dept. of Cultural Resources
	Division Budget Officers	James Burke, Local Government Commission