



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

Michael F. Easley, Governor
Dempsey Benton, Secretary

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November 10, 2008

MEMORANDUM

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* (919)

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 September 30, 2008 and supersedes previously approved applicable schedules. The accompanying Memorandum, the Background pages and the 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 5th bullet under "Letters/reports/forms for ALL Agencies".

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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) 855-3740 or by e-mail at Don.McLamb@ncmail.net, or Anna Wasdell at (919) 855-3738 or by e-mail at Anna.Wasdell@ncmail.net. Thank you in advance for your continued cooperation and assistance.

LMM/AJW/dmcl

cc: Secretary Dempsey Benton
Executive Committee
Division/Office Directors
Division Budget Officers
Division Records Officers

Regional Accountant
DHHS Controller's Office Section Chiefs
Ed Southern, Dept. of Cultural Resources
James Burke, Local Government Commission

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