



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

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### 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*

**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, 2009, 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 a retention period of ten years. The Work First program automatically provides Medical Assistance benefits to recipients of Work First. Recipients of Work First 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 should adhere to the more restrictive retention period. All financial and programmatic records as well as all supporting documentation for the Work First program 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 5<sup>th</sup> 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](mailto:Don.McLamb@dhhs.nc.gov), or Leigh Ann Kerr at (919) 855-3738 or by e-mail at [LeighAnn.Kerr@dhhs.nc.gov](mailto:LeighAnn.Kerr@dhhs.nc.gov). Thank you in advance for your continued cooperation and assistance.

LMM/lck/dmcl

cc: Secretary Lanier M. Cansler  
Executive Committee  
Division/Office Directors  
Division Budget Officers

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

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