Chapter 13
Records Retention

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This chapter provides guidance on the requirements for retaining and disposing of WIC Program records.

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Records Retention and Disposition Schedule

WIC Program records must be retained in accordance with records retention requirements of the North Carolina Department of Natural and Cultural Resources and the North Carolina Department of Health and Human Services.

Prior to disposing of any records associated with the WIC Program, staff must confirm they are in compliance with the latest retention requirements. Once it is confirmed the required retention time is met, staff should shred all confidential documents. Documents that do not mention participants' name or other confidential material may be shredded or recycled/discarded.

- **North Carolina Department of Natural and Cultural Resources - Records Retention and Disposition Schedule for Local Health Departments**
  The North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section provides and administers records management services to state government agencies, local government agencies, and state-supported institutions of higher education in North Carolina in accordance with *General Statutes* 121 and 132 and the mandate provided in these laws for the preservation of the historical record of this state.

  Local government program schedules available online: https://archives.ncdcr.gov/government/local. The retention schedule applies to all documents found in a local health department and is updated periodically. Local government record retention schedules must be used in conjunction with the North Carolina Department of Health and Human Services (DHHS) records retention schedule for grants to determine more specifically when staff may dispose of WIC Program administrative records.

- **North Carolina Department of Health and Human Services (DHHS) - Records Retention and Disposition Schedule for Grants**
  The DHHS Records Retention and Disposition Schedule for Grants is updated regularly (one to two times each year). Financial and programmatic records, supporting documents, statistical records, and all other records pertinent to a Federal award, of which the WIC Program is one, must be retained in accordance with this schedule.

  There are two DHHS documents related to records retention of which staff should be aware:

  - Records Retention and Disposition Schedule Background and Contact Information: provides an overview of the records retention and disposition schedule; and

  - Records Retention and Disposition Schedule Spreadsheet: provides detailed information about which state fiscal year records have been approved for disposition and which records must be retained.

  These documents can be found at the DHHS Office of the Controller website at: https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention.

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