

# **Chapter 13**

## **Records Retention**

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## **Records Retention And Disposition Schedule**

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WIC Program records must be retained in accordance with records retention requirements of the North Carolina Department of 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 Cultural Resources -- Records Retention and Disposition Schedule for Local Health Departments**

The North Carolina Department of Cultural Resources, North Carolina Division of Historical Resources, Archives and Records Section, Government Records Branch 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.

The "Records Retention and Disposition Schedule for Local Health Departments" can be found at: <https://archives.ncdcr.gov/documents/local-health-departments-schedule>

This retention schedule applies to all documents found in a local health department and is updated periodically. This document however, 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 three DHHS documents related to records retention of which staff should be aware.

- ▶ Records Retention and Disposition Schedule Memorandum
- ▶ Records Retention and Disposition Schedule Background
- ▶ Records Retention and Disposition Schedule Spreadsheet.

These three documents can be found at the DHHS Office of the Controller website

<http://www.ncdhhs.gov/control/> Once at this web address, page down and under “Letters/reports/forms for ALL Agencies”, select the bullet titled Memoranda for the Records Retention and Disposition Schedule Memorandum, and the bullet titled Records Retention for the background and spreadsheet. The memo and background documents provide overview information. The spreadsheet provides detailed information about which FY records have been approved for disposition, and which FY records must be retained.