



North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

Deborah J. Cassidy, Director

MEMORANDUM

TO: Directors of County Departments of Social Services
Directors of Local Purchasing Agencies

FROM: Deborah J. Cassidy, Ph.D. *DJC*

ISSUED: March 29, 2011

SUBJECT: Retention of Child Care Services Records

EFFECTIVE DATE: Upon Receipt

The Office of the Controller has notified us that all child care services records for State Fiscal Year) 2001-02, beginning July 1, 2001 and ending June 30, 2002 can be purged. Counties must retain the records for State Fiscal Year 2002-03 and subsequent years until further notice.

Please contact your Subsidy Services Consultant if you have questions.

DJC:BC

cc. Child Care Coordinators
Subsidy Services Consultants
Program Compliance Consultants
Local Business Liaisons