ADMINISTRATIVE OFFICE OF THE COURTS
COMMUNITY PENALTIES PROGRAM

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

COMMUNITY PENALTIES PROGRAM

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

COMMUNITY PENALTIES PROGRAM

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Michael Unruh
Chief Records Officer
Administrative Office of the Courts

Robert Atkinson
Area Administrator

William S. Price, Jr., Director
Division of Archives and History

APPROVED

James Drennan, Director
Administrative Office of the Courts

Betty Ray McCain, Secretary
Department of Cultural Resources

May 24, 1993

MCC

ADMINISTRATIVE OFFICE OF THE COURTS
COMMUNITY PENALTIES PROGRAM

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APPROVAL RECOMMENDED

Michael Unruh
Chief Records Officer
Administrative Office of the Courts

This schedule was modified to comply with the provisions of the *General Schedule for State Agency Records*, effective October 1, 2000 Remaining items retain the original date shown below.

Robert Atkinson
Area Administrator

William S. Price, Jr., Director
Division of Archives and History

APPROVED

James Drennan, Director
Administrative Office of the Courts

Betty Ray McCain, Secretary
Department of Cultural Resources

May 24, 1993

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ADMINISTRATIVE OFFICE OF THE COURTS
COMMUNITY PENALTIES PROGRAM

ITEM 35467. ADMINISTRATIVE FILE.
Records concerning the organization and daily operations of the office. File includes correspondence, memorandums, reports and other related records regarding the program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35468. AUDIT FILE.
Reports of independent audit conducted by private firms. File also includes correspondence, financial reports, and other related records concerning the programs. (These reports reflect the financial status of the Community Penalties Program as required by G.S. 7A-775(4).)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 35474. LEGISLATION FILE.
Reference copies of legislation from the N.C. General Assembly concerning the program. File includes copies of Article 61, G.S. 7A-770 through 7A-777, the administrative codes, and house bills.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35478. PRISON ADMISSION FILE.
Computer printout of the statewide prison admissions. File includes a breakdown of felon and misdemeanor admissions for all judicial districts.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.