

**ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE SERVICES DIVISION**

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

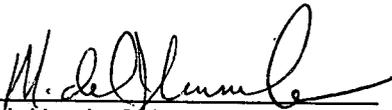
**JUVENILE SERVICES DIVISION**

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.** The

**JUVENILE SERVICES DIVISION**

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 This schedule is to remain in effect until superseded.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**

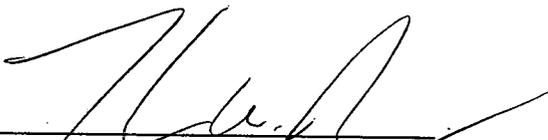


Michael J. Unruh, Chief Records Officer  
Administrative Office of the Courts

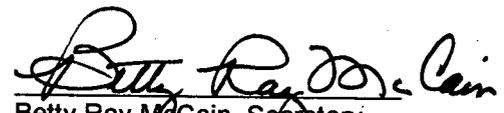


Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



Judge Thomas W. Ross, Director  
Administrative Office of the Courts



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 30, 1999

MS

**ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE SERVICES DIVISION**

**ITEM 10592. POLICIES AND PROCEDURES FILE.**

Policies and procedures applicable to the division. File includes state, federal, and Administrative Office of the Courts policies and procedures.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 10593. MONTHLY AND QUARTERLY REPORTS FILE.**

Quarterly and monthly reports used to prepare the Annual Statistical Report and to measure program performance.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 10599. RESEARCH FILE.**

Booklets, pamphlets, printouts, reports, and other materials received and maintained for research purposes.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 10600. PERSONNEL FILE.**

Records concerning division personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 10601. POSITION CONTROL CARDS FILE.**

Position control cards for chief court counselors and court counselors.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35355. ADMINISTRATIVE FILE.**

Records used to expedite the operations in the division and area administration. File includes charts, maps, copies of the mission statements and standards of the division, copies of policies and procedures for chief court counselors, telephone credit card and facsimile numbers, and copies of applicable general statutes and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35359. BUDGET AND FISCAL FILE.**

Working copies of the division's operating budget and related reports. File includes biennium and expansion budget requests and surveys, reference copies of requisitions, and supply catalogs.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35360. CONFERENCES, ASSOCIATIONS, AND WORKSHOPS FILE.**

Correspondence, minutes of meetings, reports, and other related records concerning division members' participation in various associations, committees, and professional conferences.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE SERVICES DIVISION**

**ITEM 35362. DIVISION PERSONNEL DATA FILE.**

Data accumulated concerning division personnel. File includes listing of employees with addresses, telephone numbers, birthdates, and names of individuals in the military. File also includes a record of division identification cards issued.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35363. EQUIPMENT FILE.**

Forms used to check-out equipment and PC Video Systems. File includes notebooks containing forms with a listing of who borrowed the equipment and when it was returned.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35364. FIELD OFFICE MANAGEMENT FILE.**

Notices received concerning changes in telephone numbers and addresses of field offices.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35366. INVENTORY FILE.**

Records used to verify inventory. File includes instructional forms, yearly transactions, copies of the annual inventory, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35368. LEAVE FILE.**

Records concerning leave by division employees. File includes leave requests, monthly leave reports, yearly leave recapitulations, and related correspondence.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35370. LEGISLATION FILE.**

Records concerning legislative issues affecting the division. File includes legislative daily bulletins, a listing of the members of the House and Senate, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35373. PENDING PERSONNEL ACTION FILE.**

Temporary file used to accumulate records concerning the hiring, promotion, reclassification, or separation of employees. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE SERVICES DIVISION**

**ITEM 35374. PERSONNEL DEVELOPMENT FILE.**

Correspondence and working papers used in administering action for the development of division employees. File includes performance appraisals and records collected for conducting staff retreats. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records, specifically performance appraisals.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35375. PERSONNEL GRIEVANCES/DISCIPLINARY ACTIONS FILE.**

Records concerning employees' personnel grievances and disciplinary actions. File includes correspondence, working papers, and other related records. (File is considered part of employee's official personnel file and is considered confidential in accordance with G.S. 126-22/29 and 132-1.1.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35376. PERSONNEL RECRUITMENT FILE.**

Records used to recruit employees. File includes applications, resumes, employment inquiries, interview notes, and other related records. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35377. PERSONNEL SALARIES FILE.**

Records concerning employee salaries. File includes salary inequities studies, current pay scale, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35378. POSITION MANAGEMENT FILE.**

Records concerning personnel utilization. File includes reclassification studies, strategies for personnel utilization, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35379. RECORDS MANAGEMENT FILE.**

Records concerning records management-related topics. File includes a copy of the official records disposition schedule, records management handbook, correspondence, transfer forms, destruction logs, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35381. STATE VEHICLES FILE.**

Records concerning state vehicles assigned to the division. File includes correspondence, reports, car assignments, travel logs, copies of valid drivers' licenses, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE SERVICES DIVISION**

**ITEM 35382. TELEPHONE FILE.**

Reference copies of telephone bills and justification for long-distance calls made by districts.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.

**ITEM 35383. TRAVEL FILE.**

Records concerning travel by division personnel. File includes reference copies of travel reimbursements with receipts, out-of-district travel forms, and travel authorizations.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Governor, Office of Juvenile Justice.