

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
CHRONIC DISEASE AND INJURY
FORENSIC TESTS FOR ALCOHOL

Program Records Retention and Disposition Schedule

The Program 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

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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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

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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 This schedule is to remain in effect until superseded.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



Anna Wasdell, Chief Records Officer
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APPROVED



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ITEM 8154. DRIVER MEDICAL EVALUATION-FINISHED CASES FILE.

Correspondence and forms concerning individuals required to have a medical evaluation before a driver's license is issued. File includes drivers' medical evaluation forms, medical report forms, discharge summaries from hospitals or mental health clinics, Medical Review Board correspondence, and pertinent records from the Division of Motor Vehicles. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Transportation, Division of Motor Vehicles.

ITEM 8155. DRIVER MEDICAL EVALUATION-CURRENT FILE.

Incomplete information concerning individuals required to have a medical evaluation before a driver's license is issued. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services and local health departments.)

DISPOSITION INSTRUCTIONS: Records transferred to Driver Medical Evaluation-Finished Cases File (Item 8154).

ITEM 8157. BLOOD ANALYST FILE.

Applications submitted by agencies for individuals to receive permits as blood analysts. File includes blood analysts' permit history and current applications. File also includes individuals' names, agency names, effective and expiration dates, and other related data. Data is entered into Blood Analyst Database (Electronic) File (Item 46869) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after individual receives permit. Destroy in office disapproved application requests after 6 months.

ITEM 8158. BLOOD ANALYST CARD FILE.

Records in paper and electronic formats listing names, addresses, permit numbers, employers, approval dates, and expiration dates of individuals registered to perform chemical analyses of blood. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years.

ITEM 8159. CHEMICAL ANALYST FILE.

Applications submitted by agencies for individuals to attend Intoxilyzer 5000 training. File includes chemical analysts' permit history and current applications. Training dates and locations, names, addresses, birthdates, gender, race, agency names, and effective and expiration dates of permits are entered into Chemical Analyst Database (Electronic) File (Item 46757) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office applications after 2 years. Destroy in office chemical analysts' permit history 5 years after inactive date.

ITEM 8160. CHEMICAL ANALYST CARD FILE.

Cards identifying chemical analysts and names of agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 46756. BLOOD ANALYST FILE.

Applications submitted by agencies for individuals to receive permits as blood analysts. File includes blood analysts' permit history and current applications.

DISPOSITION INSTRUCTIONS: Records transferred to Blood Analyst Application File (Item 8157).

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ITEM 46757. CHEMICAL ANALYST DATABASE (ELECTRONIC) FILE.

Electronic records concerning individuals' identification and permit numbers. Electronic file includes individuals' names, agencies, locations and dates of training, gender, race, birthdates, effective and expiration dates of permits, and permit numbers. Data is entered into this database from Chemical Analyst File (Item 8159). (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after permit expiration date.

ITEM 46758. ALCOHOL SCREENING TEST DEVICE TRAINING DATABASE (ELECTRONIC) FILE.

Electronic records concerning individuals and agencies who attended training. Electronic file includes training locations, dates of training, students' names, agency names, and county names. Data is entered into this database from Alcohol Screening Test Device Training File (Item 47007). (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 46759. GOVERNOR'S HIGHWAY SAFETY GRANT FILE.

Records in paper and electronic formats concerning requests for funding support from the Governor's Highway Safety Program. File includes records for funding positions and acquiring equipment. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records for accepted grant requests 3 years following date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, or audit or other official action involving the records has been initiated before the end of the three-year period, the records shall be retained until all issues are resolved, or until the end of the regular three-year period, whichever is later. Destroy in office only after receiving authorization from the Department of Health and Human Services, Office of the Controller. Destroy in office rejected grant requests after 6 months.

ITEM 46760. ALCOHOL SCREENING TEST DEVICE SIMULATOR AND ETHANOL GAS CANISTER LOG FILE.

Records in paper and electronic formats concerning calibration checks of alcohol screening test devices. File includes dates, time, and locations of calibration checks. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46761. ALCOHOL SCREENING TEST DEVICE MANUALS FILE.

Records in paper and electronic formats concerning operational manuals for alcohol screening test devices. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

ITEM 46762. CHEMICAL ANALYST PERMIT NUMBER FILE.

Records concerning permit numbers assigned to chemical analysts.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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ITEM 46764. DRIVING WHILE IMPAIRED CHECKPOINT EVENT FILE.

Records in paper and electronic formats concerning requests for the Breath Alcohol Testing Mobile Unit to participate in a checkpoint event. File includes correspondence, inspection equipment sign-out sheet, inventory, checkpoint statistics, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46765. INTOXILYZER 5000 INSPECTION FILE.

Records concerning inspection of Intoxilyzer 5000 by Forensic Tests for Alcohol. File includes completed test record tickets, dates of tests, and time of tests.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46766. INTOXILYZER 5000 TRAINING MANUAL FILE.

Records in paper and electronic formats concerning training manual containing evidential breath alcohol testing information. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

ITEM 46767. INTOXILYZER 5000 REPAIR FILE.

Records concerning repairs to the Intoxilyzer 5000. File includes serial numbers, repair location, names of technicians, and descriptions of the repair.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46768. INTOXILYZER 5000 SCHOOL FILE.

Records concerning individuals receiving a chemical analyst permit. File includes school roster, correspondence, school information, and other related records. Pertinent data is entered into the Chemical Analyst Database (Electronic) File (Item 46757) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after completion of training.

ITEM 46769. INTOXILYZER 5000 PREVENTIVE MAINTENANCE FILE.

Records concerning preventive maintenance conducted on the Intoxilyzer 5000. File includes serial numbers, locations of maintenance, simulator changes, and diagnostic checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46770. HIGHWAY SAFETY AND EDUCATIONAL EVENT FILE.

Records concerning requests for the Breath Alcohol Testing Mobile Unit to participate in highway safety and educational events. File includes correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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ITEM 46771. SCIENTIFIC LABORATORY FILE.

Records in paper and electronic formats concerning laboratory tests conducted by branch personnel. File includes calibration checks, simulator stock solutions, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years if no litigation, claim, audit, or other official action involving has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46848. INTOXILYZER 5000 DATABASE (ELECTRONIC) FILE.

Electronic records concerning data collected from the Intoxilyzer breath alcohol test instruments in the state in order to create the annual Driving While Impaired (DWI) Statistical Report. Electronic file includes locations of Intoxilyzers, serial numbers, dates of tests, names of counties, subjects' names and drivers' license numbers, officers' names, analysts' names and permit numbers, test results, calibration checks, and other related data are entered into the database by local law enforcement officers. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after Annual Driving While Impaired Statistical Report is completed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46849. ANNUAL DRIVING WHILE IMPAIRED STATISTICAL REPORT FILE.

Records concerning annual summary of Driving While Impaired arrests throughout the state. Report is generated from Intoxilyzer 5000 Database (Electronic) File (Item 46848).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 46869. BLOOD ANALYST DATABASE (ELECTRONIC) FILE.

Electronic records concerning applications submitted by agencies for individuals to receive permits as blood analysts. Electronic file includes history of permit. File also includes analysts' names, dates of birth, testing dates, permits issued, effective and expiration dates, and other related data. Data is entered into this database from Blood Analyst File (Item 8157). (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years and when reference value ends.

ITEM 47007. ALCOHOL SCREENING TEST DEVICE TRAINING FILE.

Records concerning individuals who attended alcohol screening test training. File includes student rosters, names of agencies, dates of training, locations, and other related data. Data is entered into Alcohol Screening Test Device Training Database (Electronic) File (Item 46758) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.