

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES

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

**DIVISION OF YOUTH SERVICES**

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

**DIVISION OF YOUTH SERVICES**

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 This schedule is to remain in effect until superseded.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

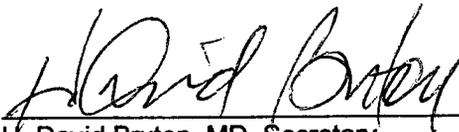


Mary Ann Richter, Acting Chief Records Officer  
Department of Health and Human Services



Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



H. David Bruton, MD, Secretary  
Department of Health and Human Services



Betty Ray McCain, Secretary  
Department of Cultural Resources

April 16, 1999

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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES

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**DIVISION OF YOUTH SERVICES**

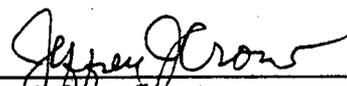
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**DIVISION OF YOUTH SERVICES**

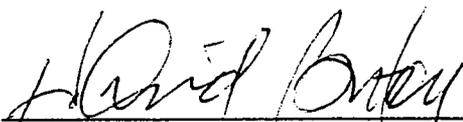
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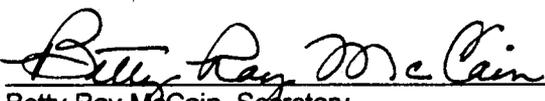
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Mary Ann Richter, Acting Chief Records Officer  
Department of Health and Human Services

  
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H. David Bruton, MD, Secretary  
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Betty Ray McCain, Secretary  
Department of Cultural Resources

April 16, 1999

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.

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ADMINISTRATION  
ACCREDITATION AND ADMISSIONS**

**ITEM 8514. DIVISION OF YOUTH SERVICES PURCHASING OFFICER'S FILE.**

Interoffice correspondence, maintenance records, and copies of purchase orders.

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

**ITEM 8515. DIVISION OF YOUTH SERVICES REQUISITIONS FILE.**

Requisitions for supplies, materials, equipment, clothing, and food.

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

**ITEM 8517. LOCAL PURCHASE AUTHORIZATIONS-DIVISION OFFICE FILE.**

Local purchase authorizations and invoices.

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

**ITEM 8518. DIVISION OF YOUTH SERVICES CLOSED PURCHASE ORDERS FILE.**

Purchase orders, requisitions, invoice copies, and any change orders or correspondence concerning an individual purchase order.

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

**ITEM 8519. DIVISION OF YOUTH SERVICES VENDOR FILE.**

Purchase orders filed by vendor name.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ADMINISTRATION  
CHAPLAINCY SERVICES**

**ITEM 8565. CHAPLAINCY SERVICE FILE.**

Correspondence concerning chaplaincy services. File also includes "working files" of the Chief of Chaplaincy Services and other related records.

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

**ITEM 23880. VOLUNTEER SERVICES FILE.**

Correspondence, memorandums, quarterly reports, and minutes of volunteer directors' meetings. File also includes Volunteer Services Manual.

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

**ITEM 35396. ADVOCACY SERVICES FILE.**

Records concerning advocacy services provided by the Chaplaincy Services Branch. File includes working papers; correspondence regarding complaints, inquiries, and investigations; and monitoring reports.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ADMINISTRATION  
DEPUTY DIRECTOR**

**ITEM 6917. DEPUTY DIRECTOR'S SECTIONS FILE.**

Correspondence and other related records concerning sections within the division.

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

**ITEM 6918. DEPUTY DIRECTOR'S INFORMATION FILE.**

Reference copies of policies, directives, and other related records concerning committees, associations, and councils. File also includes other related records utilized by the Deputy Director in the administration of the office.

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

**ITEM 7806. DEPUTY DIRECTOR'S FILE.**

Records concerning the administration and operations of the Division's training schools, including Community-Based Alternatives programs and detention centers.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ADMINISTRATION  
DIRECTOR'S OFFICE**

**ITEM 2225. DIRECTOR'S CORRESPONDENCE FILE.**

Correspondence from the Director to division staff, Department of Human Resources, other divisions and departments, non-state agencies, and individuals concerning the administration and operation of the division's training schools, Community-Based Alternatives (CBA) programs, detention centers, therapeutic camping programs, and Governor's One-On-One programs.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 6919. DIRECTOR'S ADMINISTRATION SECTIONS FILE.**

Reference information received from Administration Sections which includes Deputy Director, Detention, Chaplaincy Services, and other sections.

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

**ITEM 6920. DIRECTOR'S ADMINISTRATIVE SERVICES SECTIONS FILE.**

Reference information received from the Administrative Services Sections which includes Fiscal, Budget, Legal Affairs, Staff Development, Computer Operations, Training School Admissions, Purchasing, and Physical Plant Operations.

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

**ITEM 6921. DIRECTOR'S COMMUNITY SERVICES SECTION FILE.**

Reference information concerning programs of the Community Services Section. Programs include Community-Based Alternatives Programs, One-on-One Volunteer Programs, and Eckerd Camping Programs.

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

**ITEM 6922. DIRECTOR'S INSTITUTIONAL SERVICES FILE.**

Reference information concerning programs of the Institutional Service Section, which includes five residential training schools. Programs include Clinical Treatment Services, Educational/Vocational Services, Campus Life, Social and Health Services, and Accreditation and Policy.

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

**ITEM 6923. DIRECTOR'S INFORMATION FILE.**

Reference copies of policies and procedures and other related records concerning the division.

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

**ITEM 6930. PUBLICATIONS AND HISTORIES FILE.**

Publications concerning activities of the Division of Youth Services.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ADMINISTRATION  
DIRECTOR'S OFFICE**

**ITEM 6931. DIRECTOR'S PERSONNEL FILE.**

Reference copies of records concerning division employees. File includes work plans, secondary employment records, and grievance 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 35398. DEPUTY DIRECTOR'S CORRESPONDENCE FILE.**

Correspondence from the Deputy Director concerning the day-to-day operations of the division. File also includes reports and other related records.

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

**ITEM 35399. DIRECTOR'S ASSOCIATIONS, BOARDS, COMMISSIONS, AND COMMITTEES FILE.**

Correspondence and other related records concerning associations, boards, commissions, and committees with which the director is involved.

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

**ITEM 35400. DIRECTOR'S DEPARTMENT OF HUMAN RESOURCES FILE.**

Reference information received or generated by divisions within the Department of Human Resources.

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

**ITEM 35401. DIRECTOR'S OTHER STATE AGENCIES FILE.**

Reference information received from other state agencies.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ADMINISTRATION  
MANAGER OF DETENTION SERVICES**

**ITEM 2242. REPORTS AND CORRESPONDENCE FILE.**

Correspondence with the directors of the eleven detention centers and other state officials. File also includes narrative history of each center.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 2243. DETENTION STATISTICS FOR JUVENILES HELD IN DETENTION FACILITIES FILE.**

Monthly and annual detention statistical reports concerning each of the eleven detention centers. File also includes other statistical reports.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 8576. COUNTY FILE.**

Reference copies of subsidy agreements and payment requests for each month and county.

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

**ITEM 8577. DETENTION OFFICE ADMINISTRATIVE FILE.**

Correspondence, minutes of meetings, and work accomplishment records concerning the offices of the Manager of Detention Services.

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

**ITEM 8580. NORTH CAROLINA MINIMUM STANDARDS FOR JUVENILE DETENTION FACILITIES FILE.**

Records concerning the development of minimum standards. File includes copies of the approved standards.

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

**ITEM 35402. NON-SECURE DETENTION AGREEMENTS FILE.**

Program agreements from all non-secure detention programs, signed and approved for each fiscal year.

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

**ITEM 35403. NON-SECURE DETENTION CLIENT TRACKING FORMS FILE.**

Tracking forms concerning each juvenile in a non-secure detention program.

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

**ITEM 35404. REPORTS AND CORRESPONDENCE FILE.**

Correspondence received from the Manager of Juvenile Detention Services concerning Non-Secure Detention Programs. File also includes monthly and yearly reports regarding each non-secure program.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ADMINISTRATION  
MANAGER OF DETENTION SERVICES**

**ITEM 35405. SECURE DETENTION INSPECTION REPORTS FILE.**

Inspection reports completed by the Detention Consultant. File includes health inspection reports submitted to the Manager of Detention Services on all eleven detention facilities.

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

**ITEM 35406. SECURE DETENTION TRACKING FORMS FILE.**

Client tracking forms for all juveniles in a detention facility.

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

**ITEM 35446. DETENTION TRANSPORTATION REIMBURSEMENT FILE.**

Requests from law enforcement officials for reimbursement of expenses in transporting juveniles to and from detention facilities.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
CHIEF FISCAL AFFAIRS**

**ITEM 2231. FEDERAL VOUCHERS AND CERTIFICATIONS OF DEPOSITS FILE.**

Federal vouchers attached to the original code sheets and original invoices and material received reports indicating that materials ordered and paid for were received. File also includes certificates of deposits with code sheets for journal entries.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 2232. STATE VOUCHERS AND CERTIFICATIONS OF DEPOSIT FILE.**

State vouchers attached to original code sheets or original invoices, with the material received reports indicating that materials ordered and paid for were received.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 2233. STUDENT TRUST FUND FILE.**

Records concerning the amount of money each student receives. File lists monthly withdrawals and the amount student earned through incentive pay. File also includes checking account records for each school which indicate checks issued for student's welfare and deposits and withdrawals on bank statement.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 8504. FIXED ASSETS SYSTEM FILE.**

Records concerning fixed assets of each of the five schools in Division of Youth Services. File includes printouts and the fixed asset master file.

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

**ITEM 8507. PAID PURCHASE ORDERS FILE.**

Purchase orders with voucher number, date paid, amount paid, and whether the purchase order was completed or cancelled.

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

**ITEM 8508. SCHOOL FOOD SERVICE REPORTS AND REIMBURSEMENT REQUESTS FILE.**

Worksheets received from schools indicating the costs of food, supplies, and commodities used in food services. File also includes reports summarizing the costs which are sent to the Department of Public Instruction (DPI), copies of application agreements for the National School Lunch/Breakfast Program, and forms for all reports sent from DPI.

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

**ITEM 8509. FEDERAL PROJECTS FILE.**

Records concerning federal projects. File includes original contracts and related agreements, reports, time sheets, accounts of expenses, and correspondence.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
CHIEF FISCAL AFFAIRS**

**ITEM 8511. BUDGET REPORTS FILE.**

Computer printouts and microfiche records concerning budgetary transactions.

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

**ITEM 8516. DIVISION OF YOUTH SERVICES CONTRACTUAL SERVICES FILE.**

Approved contracts with original signature and all correspondence concerning each contract.

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

**ITEM 8522. FISCAL OFFICER AND CENTRAL OFFICE FILE.**

Reference copies of correspondence with the director, state auditors, personnel office, and State Disbursing Office concerning fiscal matters. File also includes evaluations of treatments, Institutional Services and Community-Based Alternatives memorandums, and budget reports.

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

**ITEM 8523. FISCAL OFFICER'S TRAINING SCHOOL FISCAL CORRESPONDENCE FILE.**

Correspondence concerning academic education, food services, travel, plant operations, vocations, social work, recreation, cottage life, office supplies, psychology, camping, and contracts. File also includes correspondence received from principals and directors.

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

**ITEM 8524. DIVISION OF YOUTH SERVICES BUDGET AUTHORIZATION FILE.**

Travel authorization forms listing names, estimated costs, locations, mode of transportation, and purpose of trips.

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

**ITEM 8525. TRAVEL ADVANCE REQUESTS FILE.**

Travel advance requests submitted by employees.

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

**ITEM 8535. PAYROLL DEDUCTION REGISTER FILE.**

Computer printouts listing each employee's rate of pay, tax, social security, and retirement information. (Deduction register lists miscellaneous deductions.)

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

**ITEM 8537. SALARY RESERVE BOOKS FILE.**

Budget information maintained in notebooks concerning salary reserve for positions in the department.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
CHIEF FISCAL AFFAIRS**

**ITEM 8538. STATE GENERAL JOURNAL ENTRIES FILE.**

Code sheets, Forms 606, and other supporting records for Journal 10 and Journal 20 entries.

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

**ITEM 8583. COMMUNITY-BASED ALTERNATIVES AND NON-SECURE DETENTION FISCAL ACCOUNTING FILE.**

Final accounting forms, listing budget and disbursement of funds for the fiscal year for each program within a county. File also includes billing statement to the county for funds not used and copy of checks received.

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

**ITEM 8588. COMMUNITY-BASED ALTERNATIVES AUDIT REPORTS FILE.**

Annual audit reports performed by Department of Human Resources Audit Services of county community-based alternatives programs. File also includes correspondence relative to billing counties for refunds and refund checks received.

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

**ITEM 8733. BANK RECONCILEMENT/CANCELLED CHECKS FILE.**

Cancelled checks and disbursing account reconciliations used as reference and documentation of payment to vendors.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
CHIEF OF PLANT OPERATIONS AND MAINTENANCE**

**ITEM 8561. PLOT PLANS-AERIAL MAPS-BLUEPRINTS-SPECIFICATIONS FILE.**

Maps and blueprints for all existing buildings on campuses in the Division of Youth Services system.

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

**ITEM 8562. CURRENT CONSTRUCTION PROJECTS FILE.**

Specifications, contracts, records of payments, and other related records concerning construction projects in progress.

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

**ITEM 8563. OPERATIONS FILE.**

Records concerning ongoing program operations and functions at schools.

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

**ITEM 8564. COMPLETED CAPITAL WORK FILE.**

Records concerning completed capital improvements work. File includes reference copies of specifications, contracts, work progress reports, records of payments, and other related records for the five training schools in the Division of Youth Services.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
CHIEF STAFF DEVELOPMENT**

**ITEM 8500. CORRESPONDENCE FILE.**

Correspondence sent to and received from Division of Youth Services schools, various agencies, and organizations. File also includes copies of requisitions, correspondence to and from Criminal Justice Training and Standards Council, basic training publications and forms, magazines, and training and standards reporting forms.

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

**ITEM 8501. CRIMINAL JUSTICE TRAINING AND STANDARDS CERTIFICATIONS FILE.**

Records concerning departmental employees who have been certified by the Criminal Justice Education and Training Standards Commission to serve as Youth Correctional Officers. File includes employees' probationary, general, and "grandfather" certifications.

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

**ITEM 8502. DIVISION OF YOUTH SERVICES TRAINING GRANT-LAW ENFORCEMENT ASSISTANCE ADMINISTRATION FILE.**

Records concerning workshops sponsored by the Youth Services Training Grant. File includes lists of workshop participants, registration forms, workshop/training events calendars, rosters, requests for in-service training under the grant, vouchers, and correspondence relating to the grant.

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

**ITEM 8503. BASIC TRAINING CLASS FILE.**

Records concerning participants in basic training classes. File includes class rosters and schedules, tests, evaluations, registrations, absentee reports, participant letters, and comments.

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

**ITEM 31585. IN-SERVICE TRAINING RECORDS FILE.**

Records concerning required in-service programs attended by Division of Youth Services staff. File includes or concerns training topics and hours and dates attended.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
MANAGEMENT INFORMATION SYSTEM**

**ITEM 8498. THERAPEUTIC CAMPING MANAGEMENT INFORMATION SYSTEM FILE.**

Reference information concerning clients' test data, clients' tracking system intake forms (original and revised), clients' tracking system exit forms, clients' tracking system follow-up forms, and clients' progress and exit summaries, which are entered into Therapeutic Camping Management Information System (Electronic) File (Item 35439).

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

**ITEM 8610. INSTITUTIONAL SERVICES MANAGEMENT INFORMATION (ELECTRONIC) FILE.**

Machine readable records concerning admission and termination information used for client tracking. File includes monthly reports and commitment and exit records. (Computer disks are maintained and backed up by Information Technology Services (ITS).)

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

**ITEM 9758. COMMUNITY-BASED ALTERNATIVES MANAGEMENT INFORMATION SYSTEM REFERENCE FILE.**

Reference information concerning clients' tracking forms and batch cover sheets. File includes school quarterly monitoring report forms, implementation report forms, implementation update forms, preprocessor printouts, edit update printouts, and transaction update printouts.

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

**ITEM 35408. COMMUNITY-BASED ALTERNATIVES (CBA) MANAGEMENT INFORMATION SYSTEM FILE.**

Reports of a statewide summary and a listing of clients receiving after care. Reports also include transaction updates, list of programs reporting each month, programs quarterly reports, training schools matching error frequency reports, bath control reports, edit updates, and other related reports which are entered into Community-Based Alternatives Management Information System (Election) File (Item 35409).

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

**ITEM 35409. COMMUNITY-BASED ALTERNATIVES (CBA) MANAGEMENT INFORMATION SYSTEM (ELECTRONIC) FILE.**

Machine readable records containing reports of a statewide summary and a listing of clients receiving after care. Information includes transaction updates, programs reporting each month, programs quarterly reports, training schools, matching error frequency reports, batch control reports, edit updates, and CBA Directories arranged numbers by county program. (Computer disks are maintained and backed up by State Information Processing Services (SIPS).)

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
MANAGEMENT INFORMATION SYSTEM**

**ITEM 35410. COMMUNITY-BASED ALTERNATIVES (CBA) MANAGEMENT INFORMATION SYSTEM (PRINTOUTS) FILE.**

Computer printouts listing a statewide summary of clients receiving after care. Printouts also list transaction updates, programs reporting each month, programs quarterly reports, training school matching error frequency reports, batch control reports, edit updates, and CBA Directories arranged numbers by county program.

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

**ITEM 35411. COMPUTER APPLICATIONS/PROGRAMS SYSTEM DOCUMENTATION FILE.**

Machine readable records containing forms, sample reports, special formats, and documentation used to support all in-house applications.

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

**ITEM 35412. DISKETTES (BACKUP) FILE.**

Machine readable records of all Division of Youth Services data bases and programs.

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

**ITEM 35413. INSTITUTION SERVICES MANAGEMENT INFORMATION FILE.**

Data listing admission, termination, exit, and other actions, which are entered into Institution Services Management Information (Electronic) File (Item 35414).

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

**ITEM 35414. INSTITUTION SERVICES MANAGEMENT INFORMATION (ELECTRONIC) FILE.**

Machine readable records containing admission, terminator, exit, and other actions. (Computer disks are maintained and backed up by Information Technology Services (ITS).)

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

**ITEM 35415. INSTITUTION SERVICES MANAGEMENT INFORMATION (PRINTOUTS) FILE.**

Computer printouts listing admission and termination data and commitment and exit data of clients.

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

**ITEM 35416. NON-SECURE DETENTION REPORTS FILE.**

Quarterly reports of each Community-Based Alternatives Management program and statewide summary reports which are entered into Non-Secure Detention Reports (Electronic) File (Item 35417) and routinely updated.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
MANAGEMENT INFORMATION SYSTEM**

**ITEM 35417. NON-SECURE DETENTION REPORTS (ELECTRONIC) FILE.**

Machine readable records containing quarterly reports of each program and statewide summary reports. (Computer disks are maintained and backed up by Information Technology Services (ITS).)

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

**ITEM 35418. NON-SECURE DETENTION REPORTS (PRINTOUTS) FILE.**

Computer printouts listing reports of each program and a statewide summary.

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

**ITEM 35419. TRAINING SCHOOLS SUBSTANCE ABUSE AND SEXUAL OFFENSE REPORTS FILE.**

Reports concerning substance abuse and sexual offenses in training schools. Data is entered into Training Schools Substance Abuse and Sexual Offense Reports (Electronic) File (Item 35420) and routinely updated.

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

**ITEM 35420. TRAINING SCHOOLS SUBSTANCE ABUSE AND SEXUAL OFFENSE REPORTS (ELECTRONIC) FILE.**

Machine readable records containing reports concerning substance abuse and sexual offenses occurring in training schools. (Computer disks are maintained and backed up by Information Technology Services (ITS).)

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

**ITEM 35421. TRAINING SCHOOL SUBSTANCE ABUSE AND SEXUAL OFFENSE REPORTS (PRINTOUTS) FILE.**

Computer printouts listing reports of substance abuse and sexual offenses in training schools.

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

**ITEM 35422. TREATMENT SERVICES STUDENT REPORTS AND CLINICIANS REPORTS FILE.**

Reports of number of direct hours spent with students by medical personnel and summary reports of direct/indirect service hours grouped by clinicians, which are entered into Treatment Services Student Reports and Clinicians Reports (Electronic) File (Item 35423) and routinely updated.

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

**ITEM 35423. TREATMENT SERVICES STUDENT REPORTS AND CLINICIANS REPORTS (ELECTRONIC) FILE.**

Machine readable records containing reports of number of direct hours spent with students and summary reports of direct/indirect services hours grouped by clinicians. (Computer disks are maintained and backed up by Information Technology Services (ITS).)

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES  
MANAGEMENT INFORMATION SYSTEM**

**ITEM 35424. TREATMENT SERVICES STUDENT REPORTS AND CLINICIANS REPORTS (PRINTOUTS)  
FILE.**

Computer printouts listing number of direct hours spent with students and number of direct/indirect service hours grouped by clinicians.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES  
ADMINISTRATION**

**ITEM 2241. ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES ADMINISTRATION FILE.**

Correspondence and other related records used by the Assistant Director for Institutional Services in the operation of the state's five training schools. File also includes or concerns audit reports, associations, councils, committees, budgets, school accreditation, grant applications, Division of Youth Services Sections, Institutional Services Sections, Department of Human Resources, Office of the Governor, legislation, other state agencies, policies and programs, Performance Management System plans and reviews of population management, special investigations, reports of problems, needs assessments, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 8554. ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES FILE.**

Records concerning divisional policies and executive directives. File includes Attorney General's rulings, agreements, and procedures concerning the operation of Institutional Services Programs.

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

**ITEM 8555. PERSONNEL FILE.**

Records concerning office 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 8558. SCHOOLS' CORRESPONDENCE FILE.**

Records concerning the operation of youth services institutions. File includes correspondence sent to and received from the five training schools.

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

**ITEM 8584. INSTITUTIONAL OPERATIONS FILE.**

Monthly activity reports and court decisions. File includes camping information, outdoor standards, policies, statistics, Attorney General's information, referrals, and reports of student incident, affirmative actions, and "Willie M." class actions.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 8586. OPERATIONAL INFORMATION FILE.**

Professional services contracts, institutional monitoring reports, and visitation reports.

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

**ITEM 8587. CORRESPONDENCE (OPERATIONAL) FILE.**

Interoffice departmental and Chief of Field Operations correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES  
ADMINISTRATION**

**ITEM 23868. CAMPUS DETENTION REPORTS FILE.**

Reports listing number of students in campus detention.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES  
CHIEF OF ACCREDITATION AND POLICY**

**ITEM 23867. TRAINING SCHOOL ACCREDITATION FILE.**

Records concerning compliance with standards of America Correction Association (ACA) Commission on Accreditation for each training school that is accredited or a candidate for accreditation. File includes memorandums, correspondence, staff meeting records, requisitions, and other records relevant to proving compliance with the Standards or to maintaining the Office of Accreditation.

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

**ITEM 23869. DILLON ACCREDITATION FILE.**

Records concerning accreditation standards and compliance with America Correction Association (ACA) standards. File includes correspondence and other related records.

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

**ITEM 23871. GENERAL CORRESPONDENCE FILE.**

Records concerning budget justification and performance management system. File includes memorandums, letters, reference copies of evaluations, and monthly activity reports.

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

**ITEM 23874. JUVENILE EVALUATION CENTERS (JEC)-JACKSON, SAMARKAND, AND DOBBS-ACCREDITATION FILE.**

Certifications of compliance by Juvenile Evaluation Centers with America Correction Association (ACA) standards.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES  
CHIEF OF CLINICAL TREATMENT**

**ITEM 8559. CHIEF OF CAMPUS LIFE FOR INSTITUTIONAL SERVICES FILE.**

Records concerning therapeutic recreation, intra-mural sports, cottage life programmed activities, Camp Willow Run, and Food Services Programs. File includes school visit reports, correspondence, and other related records. File also includes or concerns reports on problems, needs recommendations, schedules, staff meetings, notes, and requisitions.

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

**ITEM 8560. CHIEF OF CLINICAL TREATMENT SERVICES GENERAL FILE.**

Records concerning clinical treatment services. Records also concern Social Services Block Grant, New Beginnings Program, Intensive Development Program, and Substance Abuse Counselor Services provided by the Division of Mental Health, supervision of licensed psychologists, "Willie M." students in training school, specific treatment strategies (sex offender, substance abuse, etc.), the Structural Treatment Environmental Program and The Mainstream Program. File includes psychological testing records and treatment plans, and other related records.

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

**ITEM 8585. HEALTH AND NUTRITION INFORMATION FILE.**

Reference information concerning health and nutrition. File includes or concerns health education, Acquired Immune Deficiency Syndrome (AIDS) training, health statistics, correspondence, and meetings.

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

**ITEM 23870. FOOD SERVICE FOR TRAINING SCHOOLS FILE.**

Correspondence, inspection reports, and monthly activity reports concerning food service.

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

**ITEM 23873. REFERENCE INFORMATION FILE.**

Records concerning Assignment to Wing (ATW), orientation, and security studies. File includes recreation reports and security investigation reports.

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

**ITEM 23876. TRAINING SCHOOL MONITORING REPORTS FILE.**

Records concerning the monitoring of training schools. File includes evaluations and other related records.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES  
CHIEF OF EDUCATION**

**ITEM 8567. INTER/INTRA AGENCY REPORTS FILE.**

Correspondence and reports concerning the State Board of Education, Department of Public Instruction, accreditation, State Vocational Education Planning Committee, and teaching training programs.

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

**ITEM 8568. EDUCATION TRAINING SCHOOLS GENERAL FILE.**

Correspondence sent to and received from school administrators. File includes or concerns minutes of monthly principals' meetings, curricula plans and revisions, annual Teacher's Conference, school calendars, textbook orders, teacher and principal evaluations, and programs documentation.

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

**ITEM 8569. EDUCATION CONSOLIDATED IMPROVEMENT ACT CHAPTER II FILE.**

Annual reports, projects information, and correspondence concerning the Education Consolidated Improvement Act.

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

**ITEM 8571. EDUCATION CONSOLIDATED IMPROVEMENT ACT CHAPTER I FILE.**

Records concerning the Education Consolidated Improvement Act. File includes correspondence, minutes of meetings, and training evaluation reports.

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

**ITEM 8573. EDUCATION CONSOLIDATED IMPROVEMENT ACT (ECIA) CHAPTER I PURCHASE ORDERS FILE.**

Purchase orders for materials and equipment purchased through the ECIA Title I grants.

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

**ITEM 8574. EDUCATION CONSOLIDATED IMPROVEMENT ACT CHAPTER I SCHOOL FILE.**

School correspondence, interoffice correspondence, and various other pertinent records.

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

**ITEM 8575. EDUCATION CONSOLIDATED IMPROVEMENT ACT (ECIA) CHAPTER III FILE.**

Records concerning ECIA projects. File includes correspondence and evaluation reports.

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

**ITEM 9012. TITLE VI-B SCHOOL FILE.**

School and interoffice correspondence and other related records concerning the Title VI-B Program.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
ASSISTANT DIRECTOR FOR INSTITUTIONAL SERVICES  
CHIEF OF EDUCATION**

**ITEM 9022. TITLE VI-B FILE.**

Records concerning Title VI-B projects. File includes correspondence, evaluation reports, and other related records.

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

**ITEM 9023. TITLE VI-B PURCHASE ORDERS FILE.**

Purchase orders for materials and equipment purchased through the Title VI-B grant.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
ADMINISTRATION  
SCHOOL DIRECTOR'S OFFICE RECORDS**

**ITEM 2245. DIRECTOR'S CORRESPONDENCE FILE.**

Records used in the administration and operation of each training school. File includes correspondence to and from central office staff, memorandums to staff, correspondence to and from department heads, and minutes of department head and general staff meetings. File includes or concerns correspondence with clubs and churches, donations, letters of appreciation, Performance Management System, policies, programs, general correspondence with other agencies, newspaper clippings, and dedications.

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 8628. DIRECTIVES FILE.**

Directives from the Department of Human Resources and the Division of Youth Services.

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

**ITEM 8629. MINUTES FILE.**

Reference copies of minutes of Division of Youth Services meetings.

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

**ITEM 8630. PERSONNEL MANUAL FILE.**

Memorandums and statements of policies from the Office of State Personnel, Department of Human Resources, and the Division of Youth Services.

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

**ITEM 8670. CHAPLAINCY VOLUNTEER FILE.**

Completed volunteer applications. File includes monthly and quarterly volunteer reports, local volunteer organization reports, and summer intern file.

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

**ITEM 8672. VOLUNTEER DIRECTOR'S SUBJECT FILE.**

Volunteer Director's correspondence, memorandums, Department of Human Resources quarterly reports, and school monthly reports. File also includes Division of Youth Services monthly reports and records of volunteer hours.

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

**ITEM 8673. VOLUNTEER APPLICATIONS FILE.**

Volunteer applications, job descriptions, and contracts.

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

**ITEM 35441. CHAPLAINCY CORRESPONDENCE FILE.**

Correspondence and memorandums concerning student referral to chaplain. File includes student requests, orientation notes, monthly activity reports, and other related records.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
ADMINISTRATION  
SCHOOL DIRECTOR'S OFFICE RECORDS**

**ITEM 35442. NEW BEGINNINGS DIRECTOR'S CORRESPONDENCE FILE.**

Records used in the administration and operation of the New Beginnings Program. File includes correspondence and memorandums from central office staff, department heads, and other agencies. File also includes policy statements, minutes of staff meetings, and employees' work plans.

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

**ITEM 35443. NEW BEGINNINGS RESIDENTIAL TREATMENT PROGRAM FILE.**

Records concerning students' progress in the Residential Treatment Program. File includes daily and weekly contracts, notes, and weekly progress reports of students receiving treatment in a modification environment.

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

**ITEM 35444. SECURITY CORRESPONDENCE AND RECORDS FILE.**

Correspondence and office shift reports concerning cottage security checks by security officers. File includes logs and memorandums.

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

**ITEM 35445. TRANSITION HOME STUDENTS FILE.**

Records concerning counselors contacts with students. File includes or concerns counseling sessions, progress notes, correspondence with family and court counselors, visitation reports, and school records.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
ADMINISTRATION  
SECURITY**

**ITEM 8648. BUILDING EVACUATION AND INSPECTION REPORTS FILE.**

Reports concerning evacuation plans and inspections. File includes individual building evacuation plans and inspections and reports for cottages, academic school buildings, and cafeteria.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
FISCAL RECORDS**

**ITEM 8631. ADMINISTRATION/OPERATION (FISCAL) FILE.**

General correspondence and memorandums received from Division of Youth Services, Department of Human Resources, and Division of Purchase and Contract. File includes energy consumption reports, travel vouchers, textile questionnaires, and records concerning the Occupational Safety and Health Administration and surplus commodities.

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

**ITEM 8632. STUDENT TRUST FUND CARDS FILE.**

Trust fund cards listing each student participating in the trust fund.

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

**ITEM 8633. STUDENT TRUST FUND DEPOSIT AND WITHDRAWAL RECEIPTS FILE.**

Trust fund deposit and withdrawal receipts.

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

**ITEM 8634. STUDENT MONETARY ACTIVITIES AND STAFF EXPENSE VOUCHERS FILE.**

Forms concerning travel, incentive payroll, payroll deductions, lost payroll checks, statement of cash receipts and cash disbursements of student trust fund, student welfare fund disbursements, and student account disbursements.

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

**ITEM 8635. STUDENT TRUST FUND BANK AND FILLED CHECK REGISTERS FILE.**

Cancelled checks, reconciled bank statements, and filled check registers.

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

**ITEM 8636. REQUISITIONS AND PURCHASE ORDERS FILE.**

Requisitions and purchase orders for equipment and supplies.

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

**ITEM 8637. LOCAL PURCHASE AUTHORIZATIONS FILE.**

Authorizations for emergency purchase of materials, supplies, and labor.

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

**ITEM 8638. WORKER'S COMPENSATION FILE.**

Records concerning employees injured on the job. File includes accident reports, medical records, and other related records. (Portions of file may be considered confidential in accordance with G.S. 97-92(b).)

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
FISCAL RECORDS**

**ITEM 8639. ANNUAL ESCHEAT SCHEDULE FILE.**

Listings of students' names, identification numbers, and amounts escheated.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
PERSONNEL RECORDS**

**ITEM 8640. PERSONNEL FILE.**

Records concerning office employees. 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 8641. POSITION CONTROL CARD FILE.**

Records concerning personnel position numbers. File includes an accounting of all personnel transactions per position number.

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

**ITEM 8642. TIME SHEETS FILE.**

Monthly time sheets submitted by employees. File includes listing of hours worked, hours used, earning rate for annual leave, and listing of current balance for each employee.

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

**ITEM 8643. PAYROLL SHIFT PREMIUM, HOLIDAY, AND OVERTIME FILE.**

Records concerning shift premium hours. File includes lists of employees working holidays; overtime reports; computer printout of shift premium, holiday, and overtime pay; and sign-off sheets for receiving checks.

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

**ITEM 8644. APPLICATIONS FOR EMPLOYMENT FILE.**

Completed application forms for employment with resumes and other supporting 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 8645. PERFORMANCE MANAGEMENT SYSTEM (PMS) FILE.**

Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (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.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
PROGRAM SERVICES  
ACADEMIC RECORDS**

**ITEM 2246. PRINCIPALS' CORRESPONDENCE FILE.**

Records used in the operation of the school. File includes or concerns correspondence to and from division office staff, memorandums to staff, minutes of teachers' meetings, principals' monthly reports, reference copies of applications for employment, student behavior codes, school calendars, policies, vocational and educational programs, performance reviews, personnel ratings, association information (North Carolina Association of Educators, North Carolina State Employees' Association) and substitute teacher's information. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Department of Juvenile Justice and Delinquency Prevention.

**ITEM 8675. ACADEMIC FILE.**

Correspondence or policies concerning the operation of the academic section. File includes or concerns teacher contracts, due process records, advisory council on education, calendars, educational assistance program, Elementary and Secondary Education Act (ESEA) grants, and substitute teacher policy.

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

**ITEM 8676. ACCREDITATION FILE.**

Data gathered and used to accreditate a Division of Youth Services school. File includes or concerns minutes, situation analysis, mission statement goals, planning dates and related records, comprehensive educational plan, and all other records used in order to obtain accreditation for schools.

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

**ITEM 8678. INDEX FILE.**

Index cards listing students' names, dates of birth, dates admitted/discharged, any runs students made and dates returned, counties students live in and judicial district, parents' names, addresses, phone numbers, court counselors' names, race and sex, identification number of each student, and offense student committed.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
PROGRAM SERVICES  
TREATMENT RECORDS**

**ITEM 8651. PROGRAM MANAGER/CLINICAL DIRECTOR CORRESPONDENCE FILE.**

Correspondence concerning departmental communications, Department of Human Resources and Division of Youth Services directives, and school policies. File also includes official copies of exceptional children forms used for referring and placing students in a special program.

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

**ITEM 8652. STUDENT MASTER RECORDS FILE.**

Pertinent records concerning students while in Youth Services System, including social history, psychological records, court orders, health certificates, visitation reports, detention reports, treatment plans, New Beginnings certifications, medical information, conditional releases, and final discharge forms. (Comply with provisions of G.S. 130A-12 and G.S. 7A-675 regarding confidentiality of medical and juvenile records.)

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

**ITEM 8653. PROGRAM SERVICES CORRESPONDENCE FILE.**

Correspondence concerning program services and the operation of the training school. File includes or concerns work schedules, correspondence to and from division office staff, memorandums to and from program staff, folders on all staff, correspondence with other agencies, management team minutes, minutes of treatment meetings, minutes of staff meetings, monthly reports, resource file, supply requisitions, dental records, charge sheets for treatment, daily treatment records, inventory, medicine records, infirmary log books, tuberculosis skin test log, and lease agreements. Note: This represents the general correspondence file of all Program Service Managers. (Comply with provisions of G.S. 130A-12 and G.S. 7A-675 regarding confidentiality of medical and juvenile records.)

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

**ITEM 8654. ORIENTATION COTTAGE RECORDS FILE.**

Students' case work records. File includes mainstream and treatment planning guides, memorandums, and directives from central office and departments. File also includes personal folders, orientation and mainstream forms, manuals, treatment aides, and deleted forms.

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

**ITEM 8655. STUDENT IDENTIFICATION CARDS FILE.**

Cards listing students' names, identification numbers, parents' names and addresses, height, weight, dates of birth, and color of hair and eyes. Notations are made on this card as to runaway date and return, conditional release date, and discharge date.

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

**ITEM 8656. CAMPUS DETENTION RECORDS FILE.**

Campus detention records concerning students who have been placed in the Assignment to Wing Program or Intensive Development Program. File includes documentation of reasons for assignment and other related records.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
PROGRAM SERVICES  
TREATMENT RECORDS**

**ITEM 8657. SOCIAL WORKERS FILE.**

Records concerning social workers and each assigned student. File includes or concerns log of daily contacts with student, counseling sessions, and progress notes.

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

**ITEM 8658. MONTHLY CONDITIONAL RELEASE FILE.**

Reference information listed on conditional release forms concerning student's date of release.

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

**ITEM 8659. DAILY POPULATION REPORT FILE.**

Records listing students' names, identification numbers, reasons for commitment, dates of birth, county codes, race and sex codes, number of students on and off campus, number of runaways, and releases.

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

**ITEM 8660. COTTAGE RECORDS FILE.**

Daily cottage logs, night shift reports, cottage point cards, and point sheets.

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

**ITEM 8661. STUDENT RUN AND RETURN BOOK FILE.**

Records concerning student runs and returns. File includes date and time of run, place of run, and Division of Criminal Information (DCI) notification.

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

**ITEM 8662. UNIT TIMEKEEPING RECORDS FILE.**

Staff sign-in sheets, shift premium pay records, work schedules, pink copies of individual time sheets, and documentation related to timekeeping.

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

**ITEM 8663. BED CHECK FORMS FILE.**

Form used in cottages to record checks made on students every 30 minutes.

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

**ITEM 8664. RECREATION WORKER'S CORRESPONDENCE FILE.**

Records concerning recreation workers. File includes monthly activities reports, program records, time sheets, schedules, directories, correspondence with other agencies, and other related records.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
PROGRAM SERVICES  
TREATMENT RECORDS**

**ITEM 8665. INFORMATION SYSTEM WORK REQUESTS AND OTHER MONTHLY FORMS FILE.**

Completed work request forms.

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

**ITEM 8666. PROGRAM FILE.**

Miscellaneous program information. File includes camping logs on students, re-education program information, Social Services Block Grant (SSBG) Program contracts, New Beginnings Program records, and other descriptive program materials.

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

**ITEM 8667. GROUPS ACTIVITY FILE.**

Notes, forms, and other records concerning group activities.

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

**ITEM 8668. VIDEO TAPES FILE.**

Video tapes of sessions (group and individuals) with students and of training sessions.

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

**ITEM 8669. POLICIES, PROCEDURES, AND PROGRAMS RESOURCE FILE.**

Policies, procedures, and programs resource records.

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

**ITEM 8671. MEDICAL RECORDS FILE.**

Medical records concerning each student. File includes physical examination forms, laboratory reports, records concerning medical information prior to admission, and other related records. (Comply with provisions of G.S. 130A-12 regarding confidentiality of medical records.)

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

**ITEM 8677. SPECIAL SERVICES REPORTS FILE.**

Records concerning class students and other students in need of special programming. File includes official copies of exceptional children forms used for referring and placing students in special programs.

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

**ITEM 23872. TIME SHEETS FILE.**

Time sheets listing time worked by employees.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
SUPPORT SERVICES  
FOOD SERVICES RECORDS**

**ITEM 8646. FOOD SERVICES FILE.**

Records concerning the management and operation of the Food Services Unit. File includes meal tickets reports, personnel evaluation forms, inspection reports, menus, milk reports, monthly food reports, purchase requisitions, quarterly questionnaires, work schedules, tray counts for regular students and for Assigned to Wing (ATW) students, U.S. Department of Agriculture reports and food allocations, and other related school food service records.

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
INSTITUTIONS STANDARD  
SUPPORT SERVICES  
MAINTENANCE RECORDS**

**ITEM 8647. MAINTENANCE DEPARTMENT FILE.**

Work orders for buildings and grounds. File includes reports concerning energy consumption, electricity, natural gas, waste water, test results, daily gas and oil consumption reports, information on Handicapped Section 504, monthly activity reports, and other related records.

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

**ITEM 8649. BLUEPRINTS FILE.**

Blueprints of buildings and water and sewer lines.

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

**ITEM 8650. MAINTENANCE REFERENCE MATERIAL FILE.**

Technical books and manuals used for reference.

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

**ITEM 17457. REENTRY CORRESPONDENCE FILE.**

Students' records containing correspondence, general information, copies of presentation about reentry, copies of certificates, and personnel action forms.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 17458. STOP VIOLENCE PROJECT GRANT REFERENCE FILE.**

Client's reference information used for grants and project purposes. File includes case notes, correspondence, and grant/project information.

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

**ITEM 17459. TRANSITION HOME CORRESPONDENCE FILE.**

Case folders containing outgoing/incoming correspondence, general information (memorandums), and personnel time sheets.

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