

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FACILITY SERVICES
OFFICE OF THE ASSISTANT DIRECTOR
JAIL AND DETENTION SECTION

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

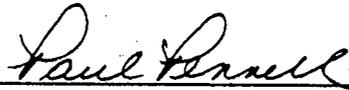
JAIL AND DETENTION SECTION

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

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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 This schedule is to remain in effect until superseded.

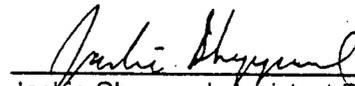
APPROVAL RECOMMENDED



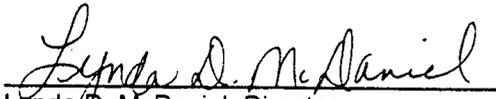
Paul Pennell, Business Officer and Records Officer
Division of Facility Services



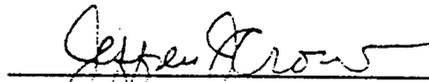
Robert G. Lewis, Chief
Jail and Detention Section



Jackie Sheppard, Assistant Director
Division of Facility Services

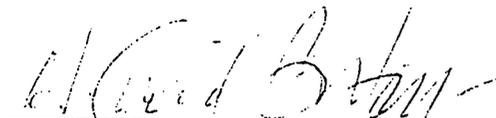


Lynda D. McDaniel, Director
Division of Facility Services



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

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.

April 15, 2000

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
OFFICE OF THE ASSISTANT DIRECTOR
JAIL AND DETENTION SECTION**

ITEM 1740. LOCAL CONFINEMENT JAIL STATISTICAL REPORTS FILE.

Statistical reports prepared by the Jail and Detention Section. Reports include the number of children under age 16 in county and municipal jails, jails in North Carolina with separation for juveniles, county jail construction by decade, tabulations by county of persons committed to county jails, and population in jails. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date transferred. Records no longer being created.

ITEM 1741. LOCAL AND MUNICIPAL CONFINEMENT JAIL MONTHLY REPORTS FILE.

Monthly population reports received from counties' and municipalities' confinement facilities. Reports include Municipal Confinement Facilities Monthly Reports and Local Confinement Facilities Monthly Reports. Reports list location, total head count, inmate race and sex, total number of inmates carried over from previous month, and other related data. (Local Confinement Facilities Monthly Report is entered into Local Confinement Database (Electronic) File (Item 44302).

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 1742. LOSS OF LIFE FILE.

Records concerning the loss of life in county and municipal jails. File includes yearly tabulations, reports of prisoners' deaths, narrative death investigation reports from the area jail inspector, copies of death certificates, and other related records.

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 1743. COUNTY AND MUNICIPAL JAIL INSPECTION (INACTIVE) FILE.

Records concerning inspection of county and municipal confinement facilities. File includes correspondence, narrative addenda to jail inspection reports received from the area jail inspector, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 7692. COUNTY AND MUNICIPAL JAIL INSPECTION (ACTIVE) FILE.

Records concerning inspection of county and municipal confinement facilities. File includes correspondence, narrative addenda to jail inspection reports received from the area jail inspector, and other related records. (File is used to substantiate previous actions, furnish information, and to aid in technical assistance to county and municipal confinement facilities.)

DISPOSITION INSTRUCTIONS: Transfer to County and Municipal Jail Inspection (Inactive) File (Item 1743) 3 years after inspection if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to County and Municipal Jail Inspection (Inactive) File (Item 1743) after completion of action and resolution of issues involved.

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ITEM 7694. CORRESPONDENCE FILE.

Correspondence and memorandums concerning jail and detention facilities. File includes memorandums and correspondence with public and private agencies and institutions, memorandums to supervisory personnel of local confinement facilities, requests for information on the jail and detention programs and standards, information received on confinement inspection programs in other states, and other related records.

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 7695. COMPLAINT FILE.

Complaints and letters received from inmates, inmates' families, general public, Office of the Governor, and prison legal system. File also includes investigation reports and responses to complaints.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 7701. LEGISLATIVE FILE.

Reference copies of records concerning bills, statutes, and excerpts of statutes pertaining to jail and detention facilities. File includes statutes, passed bills pertaining to local confinement, and legislative study committee material on jails.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44302. LOCAL CONFINEMENT DATABASE (ELECTRONIC) FILE.

Machine readable records concerning monthly population of inmates in county confinement facilities. Electronic file includes total count, inmate race and sex, county of confinement, number released, number admitted, and other related records. (File maintenance and backup procedures are conducted by Department of Health and Human Services, Division of Facility Services, Data Management Section.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when reference value ends.