

DEPARTMENT OF PUBLIC SAFETY

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

DEPARTMENT OF PUBLIC SAFETY

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.

This schedule encompasses the following changes:

- A. The consolidation of the program records retention and disposition schedules for the former Departments of Correction, Crime Control and Public Safety, and Juvenile Justice and Delinquency Prevention.
- B. The removal of all items which were discontinued or whose functions and records were transferred prior to January 1, 2012. These items are listed on the *Items Deleted* attachment.

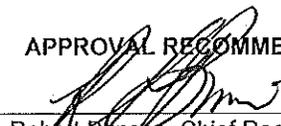
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Public Safety agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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

DEPARTMENT OF PUBLIC SAFETY

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


Robert Blinson, Chief Records Officer
Department of Public Safety


William M. Polk, Special Counsel
Department of Public Safety


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


Reuben F. Young, Secretary
Department of Public Safety


Linda A. Carlisle, Secretary
Department of Cultural Resources

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
ADMINISTRATIVE 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

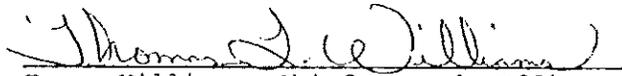
ADMINISTRATIVE SERVICES

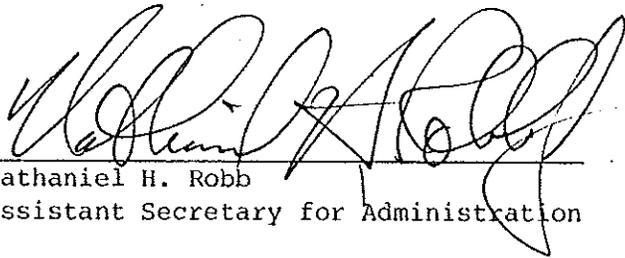
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

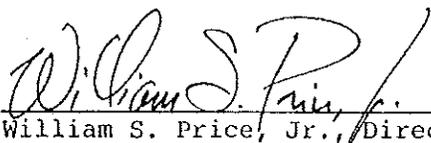
ADMINISTRATIVE SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

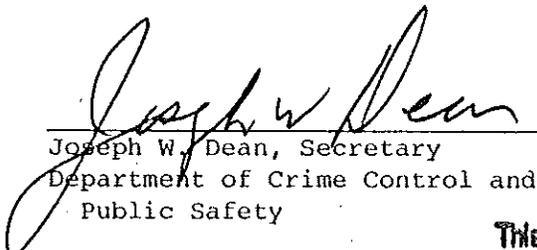
APPROVAL RECOMMENDED

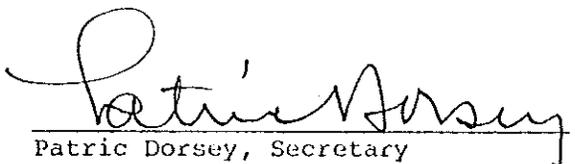

Tommy Williams, Chief Records Officer
Department of Crime Control and Public
Safety


Nathaniel H. Robb
Assistant Secretary for Administration


William S. Price, Jr., Director
Division of Archives and History
This schedule was modified as part of the
creation of the Department of Public Safety.
Items discontinued or items whose functions
and records have transferred have been deleted.
Remaining items are effective January 1, 2012.

APPROVED


Joseph W. Dean, Secretary
Department of Crime Control and
Public Safety


Patric Dorsey, 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.

August 2, 1988

KWM

**DEPARTMENT OF PUBLIC SAFETY
CCPS - ADMINISTRATIVE SERVICES**

ITEM 702. PERSONNEL FILE.

Records concerning department personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 7-15-02.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 9622. DIRECTOR'S REFERENCE FILE.

Records concerning the management of Administrative Services Division. File includes materials concerning administration and management, federal agencies, state departments, budgeting, legislation, office administration, operations and programs, reports, legal documents, and general correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 9636. CORRESPONDENCE-HIGHWAY PATROL MEDICAL SERVICES PROGRAM FILE.

Correspondence and ledgers concerning the Highway Patrol program that requires personnel to take physical examinations.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 9637. HIGHWAY PATROL MEDICAL SERVICE PROGRAM FILE.

Correspondence and completed forms received from Highway Patrol personnel and other individuals concerning the physical fitness of all uniformed personnel.

DISPOSITION INSTRUCTIONS: Destroy in office when employee terminates service.

ITEM 9653. CERTIFICATION OF DEPOSIT FILE.

Documents used in making deposits of receipts and revenues.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 9657. JOURNAL OF SUBGRANTEE REQUESTS FILE.

Monthly listings indicating subgrantees paid, amount paid, check number and date paid, and amounts charged to each grant.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 9658. MONTHLY ACTION CASH BALANCE REPORTS FILE.

Cash balance reports with attachments of copies of checks/refunds, lists of checks for Action and Planning Unit projects, and expenditure breakdown on action grants.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 9663. GRANT LEDGERS FILE.

Accounting ledger sheets with federal and state cost records and control for each project and grant.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF PUBLIC SAFETY
CCPS - ADMINISTRATIVE SERVICES**

ITEM 9664. AWARDS FILE.

Awards, contracts, and completed budget adjustments forms for all grants.

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 9665. GRANT JOURNAL VOUCHERS FILE.

Records indicating accounting entries that have been made for grants.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 2 additional years and then destroyed.