

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.

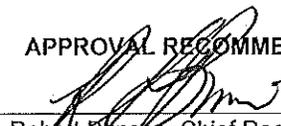
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further 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.

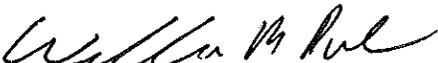
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

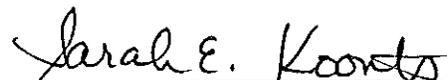
DEPARTMENT OF PUBLIC SAFETY

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.

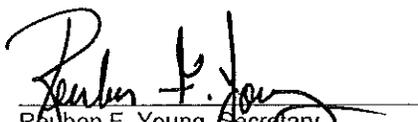
APPROVAL RECOMMENDED


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
ALCOHOL LAW ENFORCEMENT DIVISION

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

ALCOHOL LAW ENFORCEMENT DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

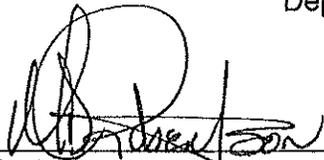
ALCOHOL LAW ENFORCEMENT DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

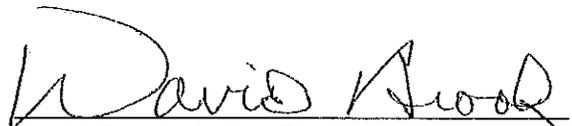
APPROVAL RECOMMENDED



Lisa Roberts, Chief Records Officer
Department of Crime Control and Public Safety



Mike Robertson, Director
Alcohol Law Enforcement Division



David Brook, Acting Director
Division of Historical Resources

APPROVED



Bryan E. Beatty, Secretary
Department of Crime Control and Public Safety



Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 1, 2003

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.

LRM

**DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF ALCOHOL LAW ENFORCEMENT**

ITEM 707. DISTRICT REPORTS FILE.

Records concerning activity in district offices. File includes weekly reports showing the number of arrests, citations, and violations written; Alcohol Law Enforcement investigation reports, instructional assistance information; and other related records.

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 destroyed.

ITEM 4041. OPERATING AND PROGRAM RECORDS FILE.

Investigation and arrest reports and working files concerning active and inactive ABC outlets.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 9574. PROMOTIONAL PROCEDURES FILE.

Records concerning employees eligible for promotions. File includes test results, summaries on all of the agents, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 9578. RECEIPTS FILE.

Receipts for the issuance of citation books.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9764. WEAPONS FILE.

Records concerning the weapons used by agents of the division. File includes records documenting the issuance of the weapons and the sale of weapons to agents.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 9765. LAW AND LEGAL RECORDS FILE.

Opinions and rulings given by the Office of the Attorney General and enacted and proposed legislation concerning Alcohol Law Enforcement.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 9766. INTERNAL INSPECTIONS FILE.

Records concerning internal inspections conducted yearly for the district and field offices and the agents' equipment and vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 47088. INTERNAL PERSONNEL INVESTIGATION FILE.

Records concerning internal investigations of division personnel. File includes supporting documentation, investigation disposition and related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

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.

**DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF ALCOHOL LAW ENFORCEMENT
DISTRICT AND FIELD OFFICES**

ITEM 8083. WEAPONS FILE.

Records concerning the weapons used by agents of the division. File includes records documenting the issuance of the weapons and the sale of weapons to agents.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 8085. INTERNAL INSPECTIONS FILE.

Records concerning internal inspections conducted yearly for the district and field offices and the agents' equipment and vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9775. OPERATING AND PROGRAM RECORDS FILE.

Investigation and arrest reports, completed forms concerning complaints against establishments, and working files concerning active and inactive ABC licensed outlets.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9778. PROMOTIONAL PROCEDURES FILE.

Records concerning employees eligible for promotions. File includes test results, summaries on all of the agents, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12344. DISTRICT FILE.

Records concerning activity in district offices. File includes weekly reports showing the number of arrests, citations, and violations written; instructional assistance information; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.