

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.

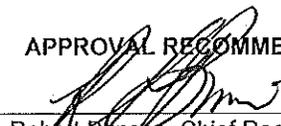
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

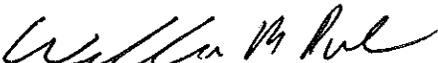
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

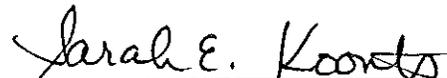
DEPARTMENT OF PUBLIC SAFETY

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.

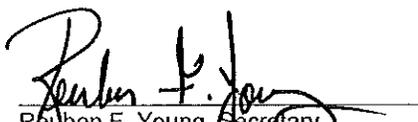
APPROVAL RECOMMENDED


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
DIVISION OF ALCOHOL LAW ENFORCEMENT
N.C. CENTER FOR MISSING PERSONS

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

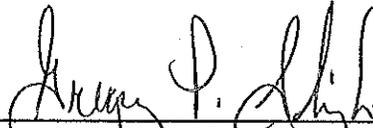
N.C. Center for Missing Persons

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**

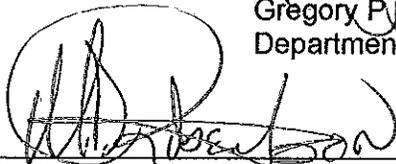
N.C. Center for Missing Persons

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.

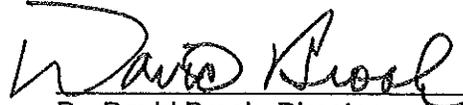
APPROVAL RECOMMENDED



Gregory P. Sligh, Chief Records Officer
Department of Crime Control and Public Safety

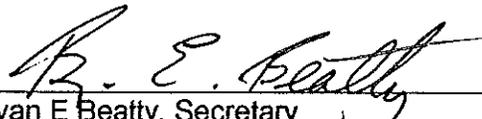


Mike Robertson, Director
Division of Alcohol Law Enforcement

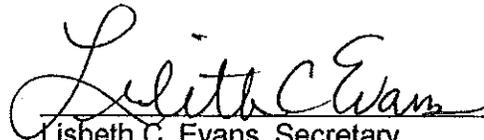


Dr. David Brook, Director
Division of Historical Resources

APPROVED



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



Lisbeth C. Evans, Secretary
Department of Cultural Resources

10/10/06

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.

PDI

**DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF ALCOHOL LAW ENFORCEMENT
N.C. CENTER FOR MISSING PERSONS**

ITEM 9681. DIVISION OF CRIMINAL INFORMATION REPORTS OF MISSING PERSONS FILE.

Paper reference copies of reports prepared by the Department of Justice, State Bureau of Investigation, Division of Criminal Information, concerning missing persons. Reports include names of missing persons, dates of birth, sex, race, dates of disappearance, National Crime Information Center identification numbers, names of reporting agencies, social security numbers, physical descriptions, and other related information. (Comply with 5 USC 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 47840. NC MISSING PERSON'S REPOSITORY DATABASE (ELECTRONIC) FILE.

Electronic data records processed from printed reports in the FBI's National Crime Information Center (NCIC) updated by the State Bureau of Investigation (SBI) and from other resource collections, concerning histories of missing individuals. Electronic file includes names of missing persons, dates of birth, social security numbers, dates of disappearances, names of reporting agencies, and other related information. (Comply with 5 USC 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy daily printed NCIC report when reference value ends and data verification in the database is complete. Transfer one security copy of electronic file to agency's offsite location for backup storage routinely. Agency representative will update periodically. Destroy closed case file in office when reference value ends.