

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.

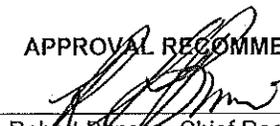
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

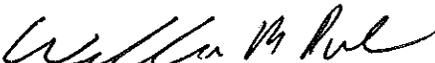
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

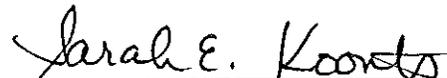
DEPARTMENT OF PUBLIC SAFETY

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.

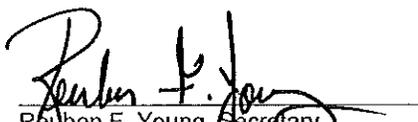
APPROVAL RECOMMENDED

  
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 CRIME PREVENTION

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

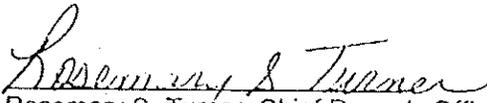
DIVISION OF CRIME PREVENTION

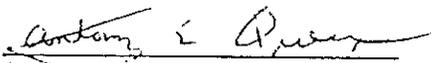
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 CRIME PREVENTION

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.

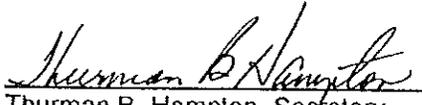
APPROVAL RECOMMENDED

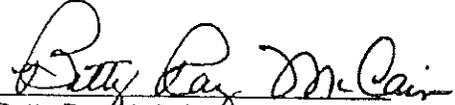
  
Rosemary S. Turner, Chief Records Officer  
Department of Crime Control and Public Safety

  
Anthony E. Queen, Director  
Division of Crime Prevention

  
This schedule was modified as part of the  
William S. P. 7  
Division of Crime Control and Public Safety.  
Division of Crime Control and Public Safety  
Items discontinued or whose functions  
and records have transferred have been deleted.  
Remaining items are effective January 1, 2012.

APPROVED

  
Thurman B. Hampton, Secretary  
Department of Crime Control and Public Safety

  
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.

July 29, 1994

HFH

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - DIVISION OF CRIME PREVENTION**

**ITEM 709. PROGRAM FILE.**

Records concerning programs conducted by the division. File includes correspondence requesting assistance from citizens and law enforcement agencies and requests for information regarding seminars and conferences offered by the division. File also includes reference copies of new releases and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 710. LEGISLATIVE FILE.**

Proposed and enacted legislation and legislative correspondence concerning the department. File includes reference copies of bills and General Statutes and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 9782. CRIME PREVENTION MANAGEMENT FILE.**

Records concerning the administration of the division. File includes goals and objectives, annual accomplishments reports, correspondence, mission statements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 9790. TECHNICAL ASSISTANCE REPORTS FILE.**

Reports used by the division director to evaluate job performance and activities of division consultants who provide crime prevention assistance to communities, law enforcement personnel, and citizens throughout North Carolina. Reports include descriptions of activities, dates of activities, names of consultants preparing reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 9792. CORRESPONDENCE FILE.**

Correspondence written to and/or received by the division director. Correspondence concerns automobiles assigned to the division, requests for information regarding division programs and other divisions, and other related topics.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 36544. AWARDS PROGRAM FILE.**

Records concerning awards given to individuals for their role in crime prevention education. File includes correspondence, completed applications, rosters of award recipients, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 36545. COUNTY FILE.**

Correspondence received from counties concerning crime-related issues relating to their county.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36547. GRANTS (AWARDED) FILE.**

Records concerning grants that have been awarded to the division. File includes grant applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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.

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CCPS - DIVISION OF CRIME PREVENTION**

**ITEM 36548. GRANTS (REJECTED) FILE.**

Records concerning rejected grants submitted by the division. File includes grant applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 36552. PRINTING (ARTWORK) FILE.**

Artwork used in the printing of division publications.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36554. PROCLAMATIONS FILE.**

Proclamations issued by the agency concerning the division's programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.