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 EMERGENCY MANAGEMENT
INFORMATION AND PLANNING SECTION

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

INFORMATION AND PLANNING 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

INFORMATION AND PLANNING SECTION

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 Slight, Chief Records Officer
Department Crime Control and Public Safety

Gary Faltinowski, Assistant Director
Information and Planning Section

Doug Hoell, Director of Emergency Management
Division of Emergency Management

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

June 22,2007

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 EMERGENCY MANAGEMENT
INFORMATION AND PLANNING SECTION
HOMELAND SECURITY BRANCH

ITEM 47962. STATE EMERGENCY RESPONSE COMMISSION (SERC) MINUTES (ELECTRONIC) FILE.

Records in electronic format concerning decisions made and other matters discussed at the State Emergency Response Commission meetings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic

ITEM 47969. HOMELAND SECURITY GRANT FILE.

Records in paper and electronic formats concerning federal Homeland Security grants and the disbursement of funds within the State of North Carolina. Files are arranged by year and grant number, and include memorandums of agreement, invoices, budget spread sheets, correspondence, bulletins and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years after expiration of grant, 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 47970. HOMELAND SECURITY GRANT PROGRESS REPORT FILE.

Records in paper and electronic formats created biennially and which provide summary status of grants for review by the federal Department of Homeland Security.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years from expiration of the grant 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 47971. HOMELAND SECURITY PLANNING FILE.

Records in paper and electronic formats concerning grant enhancements and planning strategies for the State of North Carolina. File includes risk assessments, pilot project capability assessments, investment justification reports, grant planning cycle reports, proposals, strategies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 5 years after grant expires and when reference value ends.