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
## LOGISTICS 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

**LOGISTICS 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**

**LOGISTICS 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 Sligh, Chief Records Officer
Department Crime Control and Public Safety

Steven Sloan, Assistant Director
Logistics Section

Doug Howell, Director of Emergency Management
Division of Emergency Management

David Brook, Director
Division of Historical Resources

**APPROVED**

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

Lisbeth C. Evans, Secretary
Department of Cultural Resources

**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.**

May 16, 2007

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DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
LOGISTICS SECTION
PERSONNEL

ITEM 47948. TIME SHEETS FILE.

Completed time sheets of Emergency Management employees. Time sheets are filed by year or disaster and by name in alphabetical order. (Time sheets are for accounting and audit use concerning grant funds.)

DISPOSITION INSTRUCTIONS: Destroy in office official/audit copies after 4 years and at the closure of a disaster, whichever occurs later, 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.

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LOGISTICS SECTION
LOGISTIC OPERATIONS

**ITEM 47949. COUNTY RESOURCE DISTRIBUTION POINT FILE.**

Records in electronic format concerning temporary facilities at which commodities, equipment and personnel are received and pre-positioned for emergency response deployment within North Carolina. This information is also sent to the Federal Operating Staging Area (FOSA) for federal use in cases of emergency. Files are maintained in order of year, county, and location, and include assessment grids, digital photographs of facilities, contact reports, and other related records. Includes records formerly listed under FACILITIES AND EQUIPMENT (MATCH) FILE (Item 9826).

DISPOSITION INSTRUCTIONS: Destroy electronic records in office when reference value ends.

**ITEM 47950. LOGISTIC OPERATIONS EVENT FILE.**

Reference copies in paper and electronic formats concerning the branch's assessment of and response to actual emergencies and training events in order to suggest further improvements. File includes "after action" reports, and other related records. Records are maintained in order of year, type of event, and date of event.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when reference value ends.

**ITEM 47951. MUTUAL AID AGREEMENTS FILE.**

Records in paper and electronic formats concerning interstate mutual support agreements between other states and various North Carolina counties and municipalities for reciprocal emergency management aid and assistance. Agreements may cover the furnishing or exchange of supplies, equipment, facilities, personnel and services; the reimbursement of costs and expenses for equipment, supplies, facilities, personnel and services; and other related terms and conditions. File includes signed agreements, correspondence, change requests, and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when reference value ends.

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
LOGISTICS SECTION
TRAINING AND EXERCISES

**ITEM 47937. FIRST REPONDERS TRAINING APPLICATION FILE.**

Records in paper and electronic formats concerning authorized applications for training received by the division from local fire, police, and rescue departments' first responders. Contact information from the applications is forwarded to federal training facilities or used by the division's training section.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 2 years.

**ITEM 47938. MULTI-HAZARD EMERGENCY MANAGEMENT PLANNING FOR SCHOOLS FILE.**

Records in paper and electronic formats preparedness training for public schools according to the standards of National Incident Management System (NIMS) and Incident Command System (ICS). File includes FEMA course materials, NIMS and ICS protocols, promotional materials, and correspondence with school superintendents, principals and school resource officers.

DISPOSITION INSTRUCTIONS: Destroy FEMA information and protocols when superceded. Destroy all other records when reference value ends.

**ITEM 47939. RADIOLOGICAL EMERGENCY TRAINING PROGRAM FILE.**

Records in paper and electronic format concerning training of first responders to nuclear or radiological events. File includes county correspondence, training materials, exercise information and other related records that may be requested by the Nuclear Regulatory Commission.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic copies of Emergency Planning Zone exercise records after 6 years. Destroy in office paper and electronic copies of Ingestion Pathway Zone exercise records when the next Ingestion Pathway exercise is conducted at that site.

**ITEM 47940. EMERGENCY MANAGEMENT INSTRUCTORS CASE FILE.**

Records in paper and electronic formats concerning proposed or verified and authorized instructors by the North Carolina Community Colleges System and State Emergency Response Team (SERT) participants. File contains credentials, applications, and other related records. (This is an essential agency record.) (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47941. INCIDENT COMMAND SYSTEM INSTRUCTOR LIST FILE.**

Records in electronic format concerning the listing of consenting Incident Command System Instructors verified and authorized by North Carolina Community Colleges System and SERT participants. File include the Instructor names, telephone numbers, and electronic mailing addresses.

DISPOSITION INSTRUCTIONS: Update routinely and destroy in office when superseded.

**ITEM 47942. EMERGENCY MANAGEMENT TRAINING GRANTS FILE.**

Records in paper and electronic formats concerning federal grants providing money for training state, county, city, and municipal employees. File includes rosters, travel reimbursements (reference copy), applications (with social security numbers) evaluations, flyers, and budget deficit applications. (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years if no litigation, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy in office 3 years after completion of action and resolution of issues involved.

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
LOGISTICS SECTION
TRAINING AND EXERCISES

**ITEM 47943. SERT BADGE ISSUANCE (ELECTRONIC) DATABASE FILE.**

Records in electronic formats concerning the issuance of ID badges to State Emergency Response Team (SERT) members. Data includes names, partial social security numbers, names of members' agency affiliations, dates badges were issued, and digital photographs. (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Update routinely in office. Destroy in office when reference value ends.

**ITEM 47944. EMERGENCY MANAGEMENT CERTIFICATE FILE.**

Records in paper and electronic formats concerning transcripts and other certification information maintained by the Division of Emergency Management for individuals who have undergone training approved by or meeting the standards of the National Incident Management System (NIMS).

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when reference value ends.

**ITEM 47945. FEDERAL TRAINING REPORT FILE.**

Records in electronic format concerning state and local employees trained for emergency response situations. Data includes names of employees, home and work addresses, course titles, and beginning and ending dates of courses taken.

DISPOSITION INSTRUCTIONS: Destroy electronic records in office when reference value ends.

**ITEM 47946. HOMELAND SECURITY EXERCISE FILE.**

Records in paper and electronic formats concerning federal Department of Homeland Security's required emergency response exercises. (Records in electronic format are reference copies). File contains "after action" reports listing types of exercise (whether state or local), locations held participants, information on the exercises, and suggested improvements. Data is input into the federal Department of Home Land Security's National Exercise Schedule System (NEXS). Memoranda of Agreements in paper format are also included in this file but are not entered into the national Exercise Schedule System database.

DISPOSITION INSTRUCTIONS: Destroy paper records in office 3 years after end 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. Destroy in office electronic "after action" reports 2 years after completion of exercise. Destroy remaining electronic records when reference value ends.

**ITEM 47947. EMERGENCY ASSISTANCE COMPACT (EMAC) REIMBURSEMENT FILE.**

Records in paper and electronic formats concerning reimbursements or mutual aid for emergency assistance. (Records in electronic format are reference copies). File includes Memoranda of Payment and reimbursement forms (R-2 and R-1), which contains at a minimum the following information: contracts, salary information, local or county personnel information, social security numbers, and equipment costs. Records are filed by event, date, and mission. (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy paper records in office 3 years after date of last payment 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. Destroy electronic records when reference value ends.