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
OPERATIONS 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

OPERATIONS 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**

OPERATIONS 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

Mike Sprayberry, Deputy Director & Section Chief
Recovery 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

August 24,2007

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
OPERATIONS SECTION
COMMUNICATIONS

ITEM 9841. INCIDENT REPORTS FILE.

Records in paper and electronic formats concerning past activation operations. File includes incident reports; messages; damage reports; tests and exercises regarding response and recovery operations involving National Security, or hurricanes. File includes Daily Incidents Reports (Form) (Electronic) File (Item 37457), and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 year(s) 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 37455. ANNUAL OPERATIONS REPORTS FILE.

Annual reports in paper and electronic formats summarizing events reported to the division. Reports include narrative descriptions of events, descriptions of division activities and responses, charts and graphs, and statistical information.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer a duplicate, paper copy of each report to the State Records Center 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain in office a paper copy of each annual report permanently. Destroy electronic records in office once printed and interfiled and when administrative value ends.

ITEM 37457. DAILY INCIDENTS REPORTS (FORM) (ELECTRONIC) FILE.

Completed forms (EM-43) in electronic formats concerning daily events reported to the division. Forms include dates and times of events, locations of events, classifications of event type, descriptions of events, names of state and local agencies notified, number of individuals killed, number of individuals injured and hospitalized, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 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 37470. OPERATIONS SUPPORT (COMMUNICATIONS) FILE.

Reference copies of records concerning communication guidelines and procedures for the Emergency Broadcast System, the Federal Emergency Management Agency National Alert Message System (FNAMS), the Federal Emergency Management Agency National Alert Radio System (FNARS), the National Alert Warning System, and the 911 emergency service. File includes telephone and pager instructions and other related information.

DISPOSITION INSTRUCTIONS: Destroy paper records in office when administrative value ends. Transfer electronic records to Daily Incidents Reports (Form) (Electronic) File (Item 37457).

ITEM 47974. FIXED NUCLEAR FACILITY NOTIFICATION (FORM) (ELECTRONIC) FILE.

Completed EM78 forms concerning notifications of emergency situations at fixed nuclear power facilities in North Carolina. Forms include location of site, classification of emergency notification, description of emergency, condition of plant, status of reactor, magnitude of releases, estimates of projected offsite dosages, meteorological data, and other related data. (Paper record is sent to Planning Support under record series Fixed Nuclear Facility Emergency Notification (Form) File (Item 37466)). (This information is confidential.) (Comply with applicable provisions of G.S. 132 1.7. regarding sensitive public security information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 48067. STANDARD OPERATING GUIDELINES FILE.

Records concerning duty officers, emergency operations centers, and daily operations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
OPERATIONS SECTION
EMERGENCY SERVICES

ITEM 47959. EMERGENCY MANAGEMENT MEMORANDUM OF UNDERSTANDING (MOU) ACTIVE FILE.

Records in paper and electronic formats concerning the agreement(s) with Special Operations Response Teams (SORT) that can be activated by the Director of the Division of Emergency Management and used to coordinate disaster medical response and support for mass casualty emergencies in the state. File includes MOUs concerning medical and non-medical coordination agreements. Medical agreements are used by the Office of Emergency Medical System, the National Disaster Medical System, and SORT. Data may include person's name of deployment, social security numbers, job titles, facilities, and supplies. (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Transfer inactive paper and electronic medical MOUs 1 years past expiration date to Inactive Medical Memorandum of Understanding (MOU) File (Item 48066). Destroy paper and electronic non-medical MOUs 1 year after expiration date, and with advance notice or (if required in MOU) upon written notice or 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 48066. INACTIVE MEDICAL MEMORANDUM OF UNDERSTANDING (MOU) FILE.

Records in paper and electronic formats of inactive Medical MOU concerning the agreement(s) with Special Operations Response Teams (SORT) that can be activated by the Director of the Division of Emergency Management and used to coordinated disaster medical response and support for mass casualty emergencies in the state. File includes MOUs concerning medical coordination agreements. Medical agreements are used by the Office of Emergency Medical System, the National Disaster Medical System, and SORT. Data may include person's name of deployment, social security numbers, job titles, facilities, and supplies. (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy inactive electronic medical MOUs when reference value ends. Transfer inactive paper medical MOUs to the State Records Center after 1 year. Records will be held for agency in the State Records Center 30 additional years and then destroyed.

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
OPERATIONS SECTION
EMERGENCY SERVICES
REGIONAL RESPONSE TEAM

ITEM 47954. REGIONAL RESPONSE TEAMS INCIDENT CASES FILE.

Records in paper and electronic formats concerning incidents that require emergency work by the Regional Response Teams within the state. File includes incident reports; EM43 form; correspondence; damage reports; invoices; reference copies of newspaper clippings; and governors' responses to incidents. Cases are considered closed after all payments, agreements, legal obligations, and issues have been resolved.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Destroy in office invoices after 5 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 invoices after completion of action and resolution of issues involved. Destroy in office reference copies of newspaper clippings when reference value ends. Transfer remaining paper records (reports and correspondence) to the State Records Center 3 years after case is closed. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 47955. ADVISORY COUNSEL MEETING FILE.

Records in electronic format of quarterly meetings by Regional Response Team Advisory Counsel concerning emergency issues brought forth by agency and counties and resolutions of issues. The advisory council includes members from State Bureau of Investigation, Department of Transportation, the division's Hazardous Materials Team, fire department representative, State Highway Patrol, and Chemical Counsel representative (pursuant to G.S. 166A.).

DISPOSITION INSTRUCTIONS: Destroy in office after reference value ends.

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
OPERATIONS SECTION
EMERGENCY SERVICES
SEARCH AND RESCUE

ITEM 47956. SEARCH AND RESCUE MEMORANDUMS OF AGREEMENT.

Records in paper and electronic formats concerning agreements among technical teams concerning equipment, manpower, and facilities used for search and rescue efforts.

DISPOSITION INSTRUCTIONS: Destroy in office after termination dates of agreements 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 47957. CONTRACTS FOR SEARCH AND RESCUE.

Records in electronic format concerning local teams and individuals, with locations and phone numbers used to coordinate search and rescue efforts.

DISPOSITION INSTRUCTIONS: Destroy in office when superceded.

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
OPERATIONS SECTION
HUMAN SERVICES PROGRAM

ITEM 47958. MODEL MASS CARE TASK FORCE FILE.

Records in paper and electronic formats concerning integration of North Carolina's mass care, public health, and agriculture preparedness with involvement in agency, non-government and faith-based organizational grants. Files are grouped by project and include minutes, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office 5 years after project ends.

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
OPERATIONS SECTION
SECTION CHIEF'S OFFICE

ITEM 9847. EMERGENCY OPERATING CENTER (EOC) DEVELOPMENT FILE.

Records in paper and electronic format concerning the establishment and improvements of emergency operating centers. File includes EOC inventory checklist forms, estimated and final costs reports, final EOC plans, project schedules, correspondence requesting federal and state funding assistance for EOC projects, status/progress reports concerning ongoing projects, and other related records. (Comply with applicable provisions of G.S. 132-1.7. regarding sensitive public security information.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when reference value ends. Paper records will be held for agency 5 additional years and then transferred to the custody of the Archives. Transfer electronic records 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 records.

ITEM 47953. OPERATIONS CHIEF'S CORRESPONDENCE FILE.

Records in paper and electronic formats written to and received from the Section Chief's Office and Section Chief's partners concerning the administration of grants, the formulation of policy, the administration of Operations Section, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years and when reference value ends. Paper records will be held for agency 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 3 year(s) and 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 records.