

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
RECOVERY SECTION
SECTION CHIEF'S OFFICE

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

SECTION CHIEF'S OFFICE

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

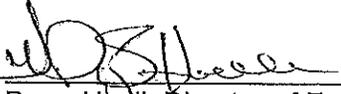
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

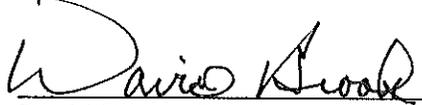
APPROVAL RECOMMENDED



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



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

September 21, 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.

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

ITEM 48026. DISASTER (ELECTRONIC) FILE.

Records in electronic format concerning state and federal disasters, emergencies and events. File includes correspondence, damage assessment reports, requests for declaration of disaster or emergency, budget reports, status reports, and other agency reports.

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

ITEM 48027. PRESENTATION (ELECTRONIC) FILE.

Records in electronic format of various presentations to staff, county and state officials, private citizens, and volunteer organizations concerning individual assistance and recovery programs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 48028. PROJECT (ELECTRONIC) FILE.

Records in electronic format concerning project information sent to and from county agencies. File includes county damage assessment reports, client eligibility listings, client information forms, approved bids, inspection approval reports, and other related records.

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

ITEM 48029. SUBJECT FILE.

Records in paper or electronic formats concerning affiliations of the division with other federal, state, and volunteer agencies; private organizations; and professional associations. File includes memoranda of understanding and/or agreement, inter-agency correspondence and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 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. Transfer electronic records when reference value ends to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 48030. ISSUES AND REQUESTS FOR ASSISTANCE CORRESPONDENCE (ELECTRONIC) FILE.

Records in electronic format written to and received by the assistant director's office concerning emergency requests and recovery assistance.

DISPOSITION INSTRUCTIONS: Transfer electronic records after 4 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 48031. RECOVERY ASSISTANT DIRECTOR'S CORRESPONDENCE (ELECTRONIC) FILE.

Correspondence received from and written to county officials, volunteer agencies', private organizations, various state agencies, and inter-agency staff concerning activities and/or services of the section.

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