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
SENIOR DEPUTY DIRECTOR'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

SENIOR DEPUTY DIRECTOR'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**

SENIOR DEPUTY DIRECTOR'S OFFICE

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, Senior Deputy Director
Division of Emergency Management

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

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.

August 24,2007

PDI

DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF EMERGENCY MANAGEMENT
SENIOR DEPUTY DIRECTOR'S OFFICE

ITEM 48032. DEPUTY DIRECTOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats concerning the administration, financing, and management of the division and department. Also includes correspondence with other state and federal agencies, inter-departmental committees, the general public, and local emergency management officials.

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 years and when reference value ends for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of any electronic records.

ITEM 48033. DISASTER FILE.

Records in paper and in electronic formats concerning state and federal disasters, emergencies and events in the State of North Carolina. File includes correspondence, damage assessment reports, requests for declaration, budget reports, status reports and other agency reports.

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 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 48034. SUBJECT FILE.

Records in paper or electronic formats concerning federal and state agencies', volunteer agencies', private organizations', and professional associations' affiliation with the division. File includes memoranda for record, 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 48035. PROJECT FILE.

Records in paper and electronic formats concerning projects administered by the section. File includes drafts of proposed projects, project justification reports, memoranda of agreement and/or of understanding, progress reports, project authorizations, correspondence and other related documents.

DISPOSITION INSTRUCTIONS: Transfer 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.