

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.

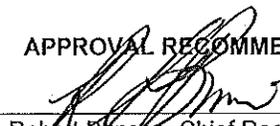
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further 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

OFFICE OF CRIME CONTROL AND PUBLIC SAFETY  
DIVISION OF EMERGENCY MANAGEMENT  
TEMPORARY HOUSING 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

**TEMPORARY HOUSING 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

**TEMPORARY HOUSING SECTION**

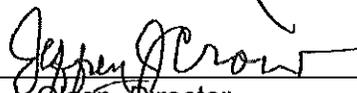
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

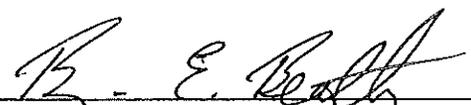
  
\_\_\_\_\_  
Lisa Roberts, Chief Records Officer  
Department of Crime Control and Public Safety

  
\_\_\_\_\_  
Doug Boyd, Chief  
Temporary Housing Section

  
\_\_\_\_\_  
Billy Ray Cameron, Deputy Secretary  
Division of Emergency Management

  
\_\_\_\_\_  
David J. Olson, 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

October 18, 2002

LRM

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.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - DIVISION OF EMERGENCY MANAGEMENT  
TEMPORARY HOUSING SECTION  
ADMINISTRATION AND MAINTENANCE UNIT**

**ITEM 46704. MAINTENANCE FILE.**

Records concerning in-house and contractor's repairs to temporary housing units. File includes correspondence and related records. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 46705. EMPLOYEE TIME SHEET FILE.**

Time sheets for temporary employees. (Comply with applicable provision of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 5 years and then destroyed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records in State Records Center after completion of action and resolution of issues involved.

**ITEM 46706. CORRESPONDENCE FILE.**

Correspondence to and from the section chief. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished for immediate transfer to the Archives.

**ITEM 46707. CONTRACTORS FILE.**

Records concerning dealings with outside maintenance contractors. File includes contracts, correspondence, supply lists and related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4C8c(1) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then destroyed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records in State Records Center after completion of action and resolution of issues involved.

**ITEM 46708. LEGAL FILE.**

Records concerning cases filed by the Attorney General. File includes requests for documents and related records. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished for immediate transfer to the Archives.

**ITEM 46709. FEDERAL EMERGENCY MANAGEMENT (FEMA) FILE.**

Records concerning FEMA. File includes policy, reports, declarations and related records. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished for immediate transfer to the Archives.

**ITEM 46710. CARTERET COUNTY FILE.**

Records concerning section's assistance to program in Carteret County. File includes budget material, correspondence, and related records. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished for immediate transfer to the Archives.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - DIVISION OF EMERGENCY MANAGEMENT  
TEMPORARY HOUSING SECTION  
ADMINISTRATION AND MAINTENANCE UNIT**

**ITEM 46711. MONTHLY REPORT FILE.**

Monthly reports showing section activity. Report includes information on requests for temporary housing, damages, and the number of families moving into and out of temporary housing. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished for immediate transfer to the Archives.

**ITEM 46712. STANDARD OPERATIONAL PROCEDURE (SOP) FILE.**

Manual describing operating procedures used by all units following Hurricane Floyd. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - DIVISION OF EMERGENCY MANAGEMENT  
TEMPORARY HOUSING SECTION  
APPLICANT ASSISTANCE UNIT**

**ITEM 46713. MASTER FILE.**

Case files of people who received temporary housing. File includes Federal Emergency Management Administration (FEMA) application, related reports, correspondence, recertification reports, leases, and related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4C8b(1) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records in State Records Center to the Archives after completion of action and resolution of issues involved.

**ITEM 46714. LEGAL ACTION FILE.**

Records sent to the Attorney General's office for legal action. File includes request for legal action, correspondence, and related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4C8b(1) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records in State Records Center to the Archives after completion of action and resolution of issues involved.

**ITEM 46715. SPECIAL FILE.**

Records concerning people with special concerns who received temporary housing. File includes correspondence and related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4C8b(1) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records in State Records Center to the Archives after completion of action and resolution of issues involved.

**ITEM 46716. GROUP SITES FILE.**

Records concerning sites selected for temporary housing. File includes site managers' reports, correspondence, newsletters to residents of the sites, leases, and related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4C8c(1) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records in State Records Center to the Archives after completion of action and resolution of issues involved.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - DIVISION OF EMERGENCY MANAGEMENT  
TEMPORARY HOUSING SECTION  
INFORMATION MANAGEMENT UNIT**

**ITEM 46717. SECTION INFORMATIONAL DATABASE (ELECTRONIC) FILE.**

Records in electronic format concerning activities of the section and used as a reference tool. File includes information on applicants requesting temporary housing, residents in temporary housing, housing units in use, sales information, and unit removal. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 46718. PHOTOGRAPH FILE.**

Photographs in digital format showing Hurricane Floyd flooding damage and temporary housing. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after Section is abolished for immediate transfer to the Archives.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - DIVISION OF EMERGENCY MANAGEMENT  
TEMPORARY HOUSING SECTION  
RESALE UNIT**

**ITEM 46719. APPROVED APPLICANT FILE.**

Records concerning people that applied to purchase mobile homes and were approved by Federal Emergency Management Administration (FEMA) standards. File includes applications, verifications of income, denials of credit from lending institutions, financial data on applicants, and other related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4-C8d(2) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records in State Records Center to the Archives after completion of action and resolution of issues involved.

**ITEM 46720. DENIED APPLICANT FILE.**

Records concerning people that applied to purchase mobile homes and were denied by Federal Emergency Management Administration (FEMA) standards. File includes applications and other related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4-C8d(2) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records in State Records Center to the Archives after completion of action and resolution of issues involved.

**ITEM 46721. RESALE FILE.**

Records concerning units that are available or have been sold at State Surplus auctions. File includes bids, titles, State Surplus forms, information on units, records from movers, Federal Emergency Management Administration (FEMA) financial records, and other related records. (Comply with Federal Emergency Management Administration (FEMA) guidelines N1-311-86-1-4C8d(2) regarding retention of records for audit purposes.) (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records in State Records Center to the Archives after completion of action and resolution of issues involved.

**ITEM 46722. NON-PROFITS FILE.**

Records concerning non-profit agencies that donated money to purchase mobile homes. File includes financial reports, information on units purchased, information on unit's occupants, and other related records. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after Section is abolished. Records will be held for agency in State Records Center for 7 years and then transferred to the custody of the Archives.

**ITEM 46723. UNIT DATABASE (ELECTRONIC) FILE.**

Records in electronic format concerning mobile homes and travel trailers available for use. File includes information on the units, their purchase price, the amount they sold for, the amount recouped by Crime Control and Public Safety. (Temporary Housing Section is scheduled to be abolished August 31, 2002.)

**DISPOSITION INSTRUCTIONS:** Destroy in office when reference value ends.