

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.

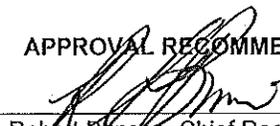
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

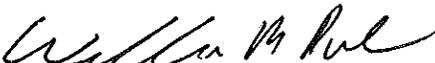
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 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

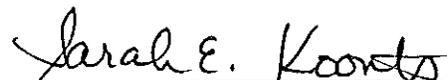
DEPARTMENT OF PUBLIC SAFETY

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.

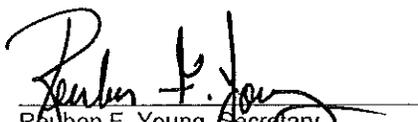
APPROVAL RECOMMENDED


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 VICTIM AND JUSTICE SERVICES

Records Retention and Disposition Schedule

The 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

DIVISION OF VICTIM AND JUSTICE SERVICES

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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

DIVISION OF VICTIM AND JUSTICE SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

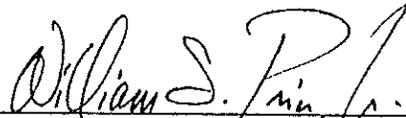
APPROVAL RECOMMENDED



Tommy Williams, Chief Records Officer
Department of Crime Control and Public Safety



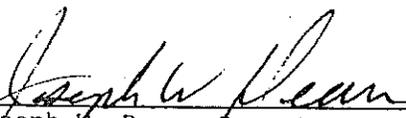
Robert A. Hassell, Director
Division of Victim and Justice Services



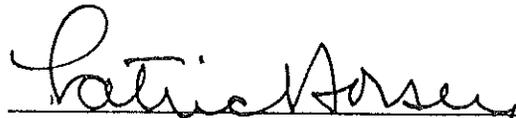
William S. Price, Jr., Director
Division of Archives and History

APPROVED

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.



Joseph W. Dean, Secretary
Department of Crime Control and
Public Safety



Patricia Dorsey, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

**DEPARTMENT OF PUBLIC SAFETY
CCPS - DIVISION OF VICTIM AND JUSTICE SERVICES**

ITEM 9667. DIRECTOR/DEPUTY DIRECTOR CORRESPONDENCE FILE.

Official copies of all correspondence received or prepared by the director or deputy director.

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

ITEM 9671. OFFICE CORRESPONDENCE FILE.

Correspondence concerning section, seminars, monthly cumulative data, and insurance claims.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 9674. COMMUNITY SERVICE PROGRAM FILE.

Records concerning the Community Services Program. File concerns individuals who have been convicted of various misdemeanor charges and have been ordered by the court to perform community services for a given period of time.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 9675. VICTIM COMPENSATION FILE.

Records concerning payments of medical bills of rape victims and of all violent crime victims. File includes hospital and doctors' bills, law enforcement verification bills, insurance statements, review sheets, incident reports, and all payment records to victims and health care providers.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed or when released from all audits, whichever occurs later.

ITEM 9680. ADMISSION FOLLOW-UP FILE.

Records concerning individuals admitted into community assistance programs. Information is keyed to a computer file.

DISPOSITION INSTRUCTIONS: Destroy in office keyed forms when computer file is verified as correct. Destroy in office machine readable records when administrative value ends.