

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.

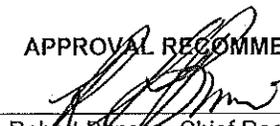
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

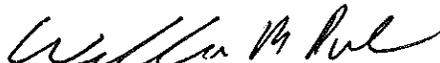
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

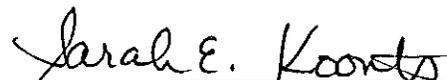
DEPARTMENT OF PUBLIC SAFETY

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.

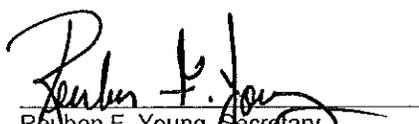
APPROVAL RECOMMENDED

  
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  
GOVERNOR'S CRIME CONTROL COMMISSION

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

GOVERNOR'S CRIME CONTROL COMMISSION

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**

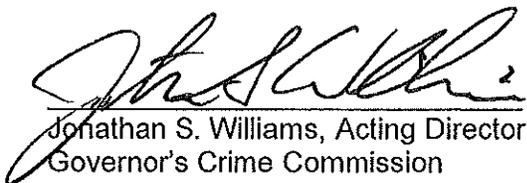
GOVERNOR'S CRIME CONTROL COMMISSION

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.

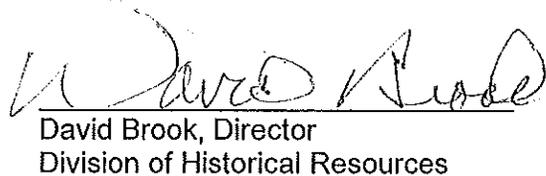
APPROVAL RECOMMENDED



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

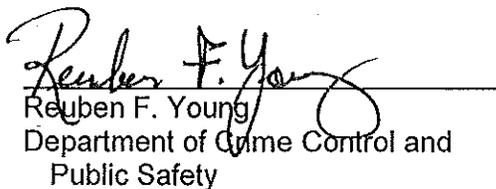


Jonathan S. Williams, Acting Director  
Governor's Crime Commission



David Brook, Director  
Division of Historical Resources

APPROVED



Reuben F. Young  
Department of Crime Control and  
Public Safety



Linda A. Carlisle, 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.

June 12, 2009

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**DEPARTMENT OF PUBLIC SAFETY  
CCPS - GOVERNOR'S CRIME COMMISSION**

**ITEM 719. MINUTES FILE.**

Official copies in paper and electronic formats of minutes of committees and commissions within the department. File includes minutes and other supporting records.

**DISPOSITION INSTRUCTIONS:** Transcribe minutes from audiofiles. Erase or reuse in office audio tapes after transcription of minutes. Print and interfile electronic records with related paper records. Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 6 years for immediate transfer to the custody of the Archives.

**ITEM 720. COMMISSION CORRESPONDENCE FILE.**

Correspondence of the Governor's Crime Commission in paper and electronic formats. File includes correspondence with the Department of Justice, the colleges, and other local, state, and federal officials, and private or non-profit agencies.

**DISPOSITION INSTRUCTIONS:** Print and interfile electronic records with related paper records. Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 721. PROJECT FILE.**

Records in paper and electronic formats showing the receipt and expenditure of federal or state funds for grants to state and local government or non-profit agencies. File may include pre-applications, approved applications, applications detailing justification for the grant and indicating plans for use of funds, supporting documentation for the application, and correspondence. File also includes cumulative grant fiscal reports and supporting documentation, subgrant adjustment notices, project budgets, subgrant award contracts, notices of implementation, letters of intent, assurance of compliance certifications, certifications of non-supplanting statements, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office paper and electronic records of disapproved preapplications after 1 year or when reference value ends, whichever occurs later. Print and interfile all other electronic records with related paper records. Transfer paper records to the State Records Center 3 years after notification from the awarding agency that the grant has been programmatically and fiscally closed. Destroy in office electronic records 5 years after notification from the awarding agency the grant has been programmatically and fiscally closed. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 9600. GRANT FUNDS FILE.**

Records paper and electronic formats concerning grants awarded to the commission. File includes guidelines, awards, correspondence, applications, and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer active files to the Inactive Grant Funds File (Item 9601) when designated inactive.

**ITEM 9601. INACTIVE GRANT FUNDS FILE.**

Inactive records in paper and electronic formats concerning grants awarded to the commission.

**DISPOSITION INSTRUCTIONS:** Print and interfile electronic records with related paper records. Destroy in office electronic records when administrative value ends. Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years once received and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - GOVERNOR'S CRIME COMMISSION**

**ITEM 9602. COMMISSION ORGANIZATION AND STATUTES FILE.**

Administrative records in paper and electronic formats concerning the Governor's Crime Commission. File includes organization charts, commission membership lists, correspondence, and other related records.

**DISPOSITION INSTRUCTIONS:** Print and interfile electronic records with related paper records. Destroy in office electronic records when administrative value ends. Transfer paper records 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 48426. EXECUTIVE DIRECTOR'S CORRESPONDENCE.**

Records in paper and electronic formats concerning goals and objectives, memoranda, correspondence received and written to other officials within the commission, the general public, and other state and federal agencies concerning the administration and management of the section.

**DISPOSITION INSTRUCTIONS:** Transfer paper records to the State Records Center after 3 years. Paper records will be held for commission 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 3 years 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.