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
N.C. STATE HIGHWAY PATROL
MOTOR CARRIER ENFORCEMENT 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

MOTOR CARRIER ENFORCEMENT 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

MOTOR CARRIER ENFORCEMENT 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

Colonel Richard W. Holden Sr., Commander
N.C. State Highway Patrol

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

April 28, 2003

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.

LRM

DEPARTMENT OF PUBLIC SAFETY
CCPS - N.C. STATE HIGHWAY PATROL
MOTOR CARRIER ENFORCEMENT SECTION

ITEM 46772. CONTACT/COUNSELING RECORD (ENF-104) FILE.

Records concerning performance contact/counseling of officers.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after issuance of record.

ITEM 46773. OFFICIAL NOTICE (ENF-600) FILE.

Records concerning citizens with lapsed driver licenses or suspended registration plates.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 46774. RECEIPT FOR PLATE AND/OR STICKER (FS-20) FILE.

Official notices of license plates/stickers that have been turned in.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

DEPARTMENT OF PUBLIC SAFETY
CCPS - N.C. STATE HIGHWAY PATROL
MOTOR CARRIER ENFORCEMENT SECTION
DIESEL FUEL INSPECTION PROGRAM

ITEM 46793. DAILY REPORT (ENF-100) FILE.

Records in paper and electronic formats concerning officers' daily activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 46794. MONTHLY REPORT (ENF-101) FILE.

Monthly reports produced from data in Daily Reports File (Item 46793).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 46795. QUARTERLY AUDIT AND INSPECTION REPORT (ENF-102) FILE.

Quarterly audit reports of Motor Carrier Officers' citations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 46796. QUARTERLY REVIEW AND AUDIT (ENF-103) FILE.

Quarterly audit reports of Weigh Station/District Offices' citations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

DEPARTMENT OF PUBLIC SAFETY
CCPS - N.C. STATE HIGHWAY PATROL
MOTOR CARRIER ENFORCEMENT SECTION
HAZMAT ENFORCEMENT UNIT

ITEM 3175. CITATION FILE.

Records in paper and electronic formats concerning citation ticklers for violation of motor vehicle laws. File includes citations, assessments, investigation results, vehicles information, dates of violations, types of violations, tax warrants, garnishment records, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 2 years after citation is paid if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 13737. RADIOACTIVE MONITORING FORMS FILE.

Records concerning the transporting of radioactive materials. Form lists carrier names, origin, destination, load security, types of placard displayed, types of materials, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13788. ALARM BOOKS FILE.

Computer generated printouts produced from Federal Fuel Tax Compliance Systems (TaCS) Database and sent to field personnel concerning money owed by taxpayers and fuel tax assessments owed to Department of Revenue.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 13892. INVESTIGATIONS REPORTS FILE.

Records in paper and electronic formats concerning alleged violations. File includes investigation reports, findings, correspondence, and actions taken by the commission. (Records may be considered confidential in accordance withGS 126-22;126-23;126-24.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 13893. ACCIDENT REPORTS FILE.

File contains Report ENF-502 (Commercial Motor Vehicle Accident report) and Report ENF-503 (Supplemental Accident Report).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46780. MOTOR CARRIER COVERT LOG (ENF-506) FILE.

Reports concerning covert investigations conducted by the unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 46781. COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA) CERTIFICATION 1ST 30 LEVEL ONE INSPECTIONS (ENF-508) FILE..

Reports which demonstrate proficiency in conducting a North American Standard inspection properly.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

DEPARTMENT OF PUBLIC SAFETY
CCPS - N.C. STATE HIGHWAY PATROL
MOTOR CARRIER ENFORCEMENT SECTION
HAZMAT ENFORCEMENT UNIT

ITEM 46782. MOTOR CARRIER SAFETY ASSISTANCE PROGRAM (MCSAP) ACTIVITY REPORT (ENF-510) FILE.

Reports showing MCSAP monthly activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 46788. ADDRESS INFORMATION REQUEST (ENF-606) FILE.

Requests from the post office for an address.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 46789. LIGHT-TRAFFIC ROADS FILE.

Records concerning roads that have been designated and declared light-traffic (low weight) roads.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

DEPARTMENT OF PUBLIC SAFETY
CCPS - N.C. STATE HIGHWAY PATROL
MOTOR CARRIER ENFORCEMENT SECTION
MOTOR CARRIER ENFORCEMENT OFFICERS

ITEM 13863. TAX ASSESSMENT (ENF-010) FILE.

Follow-up reports concerning payment of over-load citations.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after tax assessment is paid.

ITEM 46777. WEIGHT TICKETS FOR RECORDING WEIGHT (ENF-020) FILE.

Reports showing the axle weights on vehicles that have been issued a Citation and Notification of Assessment (ENF-001).

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after the Citation and Notification of Assessment (ENF-001) is adjudicated if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 46778. LIMITED CERTIFICATION (ENF-021) FILE.

Reports completed at the request of a company which shows the legal gross weight that can be loaded on the vehicle documented.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 46779. DAILY REPORT OF PERMANENT WEIGH STATION (ENF-023) FILE.

Reports used by Weigh Station Supervisors to track the collection of citations on the Federal Fuel Tax Compliance System (TaCS) Database.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.