

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

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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.

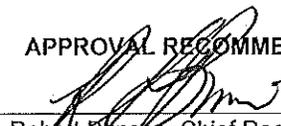
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

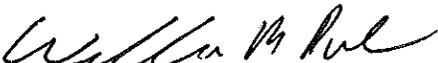
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

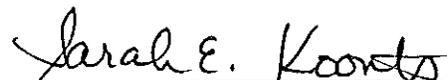
DEPARTMENT OF PUBLIC SAFETY

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.

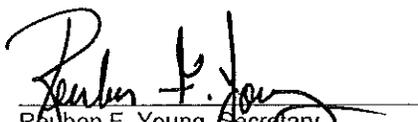
APPROVAL RECOMMENDED


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

Program Records Retention and Disposition Schedule

**CRIME CONTROL AND PUBLIC SAFETY
NORTH CAROLINA REDEVELOPMENT CENTER**

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

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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.**

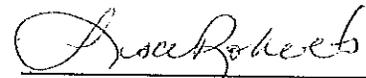
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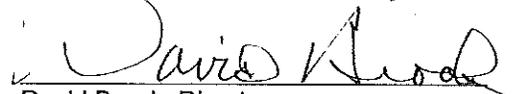
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

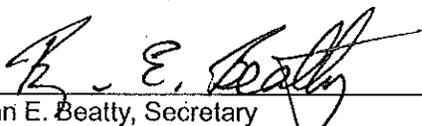

Belinda Jones
North Carolina Redevelopment Center

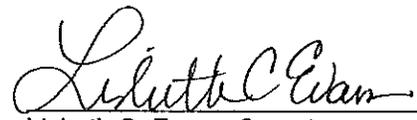

Lisa Roberts, Chief Records Officer
Crime Control and Public Safety


Yolanda T. Abram, Director
North Carolina Redevelopment Center


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

November 30, 2004

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.

CSB

**DEPARTMENT OF PUBLIC SAFETY
CCPS - NORTH CAROLINA REDEVELOPMENT CENTER**

ITEM 47372. GRANTS TO LOCAL GOVERNMENTS FILE.

Records concerning the administration of grants made to local governments for the redevelopment of housing in counties adversely affected by Hurricane Floyd (1999). File includes but is not limited to: monitoring reports, closeouts, certifications of completion, grant agreements, applications, awards summaries, funding approvals, reports, and correspondence with local governments.

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

ITEM 47373. APPEALS FILE.

Appeals made to the Redevelopment Center by citizens, local governments, contractors, and developers concerning the administration of Grants to Local Governments (Item 47372). File includes but is not limited to: correspondence with claimants and responses from state and federal governments.

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

ITEM 47374. HOUSING COUNSELORS FILE.

Records concerning the activities of Housing Counselors who serve as liaisons (in the local area) between local governments and citizens in need of crisis housing assistance. File includes but is not limited to: case files, daily activity reports, legal services reports, and financial records for the Housing Counselor's offices.

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

ITEM 47375. HOUSING MANAGERS FILE.

Records in paper and electronic formats concerning Housing Managers who supervised Housing Counselors and interaction with local governments, consultants, and victims.

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

ITEM 47376. INFRASTRUCTURE GRANTS FILE.

Records concerning grants awarded to local governments and developers to rebuild or replace the infrastructure of communities adversely affected by Hurricane Floyd (1999). File includes but is not limited to: applications, awards summaries, funding approvals, correspondence, and appeals.

DISPOSITION INSTRUCTIONS: Retain in office until final closeout of all grants. Once all grants are closed transfer to the State Records Center. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.

ITEM 47377. APPLICANT DEFAULT FILE.

Records concerning agency efforts to avert foreclosures on homes of participants in the Redevelopment Center's funding programs. File includes but is not limited to: reference copies of loan applications; correspondence with participants, lenders, local governments; and letters of final resolution. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office reference copies of loan applications when administrative value ends. Transfer remaining records to the State Records Center when administrative value ends. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.

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ITEM 47378. LOCAL GOVERNMENT REQUISITIONS FILE.

Records concerning requisitions from local governments for Crisis Housing funding.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency 10 additional years and then destroyed.

ITEM 47379. DIRECTOR AND ASSISTANT DIRECTOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats written and received by the Director and Assistant Director concerning the administration and management of the Redevelopment Center. File also includes correspondence from the Governor and US President (File maintenance and backup procedures are conducted by CCPS, Information Technology Services.)

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when administrative value ends. Electronic records will be held by the Information Technology Branch, and must include information relating to the format and arrangement of the records as part of the accompanying metadata. Paper and electronic records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

ITEM 47380. GOVERNOR'S ADVISORY COUNCIL ON HURRICANE FLOYD FILE.

Records in tape and paper formats concerning meetings of the Council. Records include but are not limited to: audiotapes of meetings, transcriptions of meetings, and membership lists.

DISPOSITION INSTRUCTIONS: Destroy in office audiotapes of meetings after transcriptions and verifications are complete. Transfer transcribed minutes and remaining paper records to the State Records Center after the disbandment of the Council. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.

ITEM 47381. MANUALS FILE.

Program administration manual, which includes memos that defined the policies of the Redevelopment Center.

DISPOSITION INSTRUCTIONS: Transfer to State Records Center prior to closure of creating office. Records will be held for agency 5 additional years and then transferred to the custody of the Archives.

ITEM 47382. WEBSITE FILE.

Electronic records concerning the agency's presence on the world-wide web (WWW). (File maintenance and backup procedures are conducted by CCPS, Information Technology Services.)

DISPOSITION INSTRUCTIONS: Create website snapshots every 2 years or whenever a major revision or change to the website has taken place. Transfer website snapshot, completed Website Description Form (obtained from Government Records Branch analyst), and other remaining paper records, to the State Records Center for immediate transfer to the custody of the Archives. Erase in office electronic records when administrative value ends and after website snapshots have been taken.

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ITEM 47383. SURVEY LETTERS.

Responses to letters and undeliverable letters designed to determine if participants in the Redevelopment Center's programs had an existing mortgage prior to becoming involved in those programs. Responses often include personal statements made by those who have suffered adverse financial consequences as a result of displacement caused by Hurricane Floyd.

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

ITEM 47384. SUBJECT FILE.

Brochures, articles, newspaper clippings, and other materials concerning items of interest to the Redevelopment Center.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.