

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.

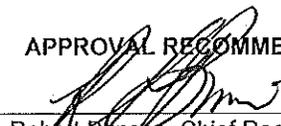
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further 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  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD

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

NORTH CAROLINA NATIONAL GUARD

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

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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 for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



Thomas L. Williams, Chief Records Officer  
Crime Control and Public Safety



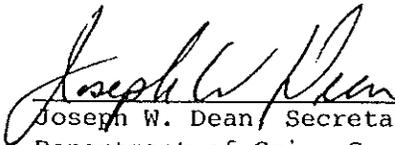
Major General Charles E. Scott  
North Carolina National Guard



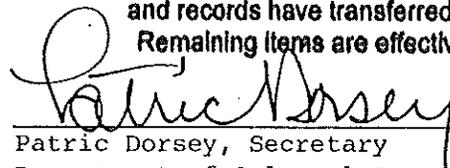
William S. Price, Jr., Director  
Division of Archives and History

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



Patric Dorsey, Secretary  
Department of Cultural Resources

October 14, 1988

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

MCC

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
ADJUTANT GENERAL'S OFFICE**

**ITEM 730. ADJUTANT GENERAL'S CORRESPONDENCE FILE.**

Records concerning the operations of the North Carolina National Guard (NCNG). File includes records concerning organizations and associations, NCNG aides-de-camp to the Governor, NCNG activities at Fort Bragg, civilian aides to the Secretary of the Army, divisions within the Department of Crime Control and Public Safety, and other related matters. File includes correspondence, reports, directives, memorandums, travel itineraries, speeches, Reserve Officers Training Corps (ROTC) directories, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 731. GENERAL OFFICERS CONFERENCE MINUTES FILE.**

Minutes of monthly meetings of the General Officers Conference.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s) to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 9686. BIOGRAPHICAL SKETCHES OF GENERAL OFFICERS FILE.**

Biographical sketches of general officers of the North Carolina National Guard.

DISPOSITION INSTRUCTIONS: Destroy in office when individual terminates service.

**ITEM 9687. CONGRESSIONAL CORRESPONDENCE FILE.**

Correspondence between United States congressmen and the North Carolina National Guard (NCNG) concerning NCNG personnel or other NCNG-related matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**ITEM 9688. NATIONAL GUARD ASSOCIATION OF THE UNITED STATES MEMBERSHIP CARD FILE.**

Card file providing information concerning each North Carolina National Guard member of the National Guard Association of the United States.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-AIR NATIONAL GUARD**

**ITEM 743. AIR NATIONAL GUARD CORRESPONDENCE FILE.**

North Carolina Air National Guard (NCANG) correspondence. File includes correspondence concerning office administration, chaplain activities, history of NCANG, command structure, weather reporting and forecasting, finances, public affairs, safety, medical services, security, training, transportation, and other related matters. Amended 5-26-95

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center for storage in the security vault. Microfilm will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain in office duplicate copy (working copy) of microfilm permanently. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed.

**ITEM 747. AIR NATIONAL GUARD 201 FILE.**

Individual folders documenting the service history of each officer and each enlisted man or woman in the North Carolina Air National Guard. File includes microfiche copies of service data provided by the Air Reserve Personnel Center in Denver, Colorado. Amended 6-10-02.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center to be microfilmed after one year. The silver (camera) original copy will be held in storage in the security vault. Microfilm will be held for agency 5 additional years and then transferred to the custody of the Archives. A duplicate copy of the microfilm will be purchased and retained in the office permanently. Paper records will be returned to agency for transfer to personnel involved.

**ITEM 748. SPECIAL ORDERS (AIR NATIONAL GUARD) FILE.**

North Carolina National Guard special orders issued by the Office of the Adjutant General and by Headquarters. Amended 6-10-02.

DISPOSITION INSTRUCTIONS: Transfer to the State Records to be microfilmed after one year. The silver (camera) original copy will be held in storage in the security vault. Microfilm will be held for agency 5 additional years and then transferred to the custody of the Archives. A duplicate copy of the microfilm will be purchased and retained in the office permanently. Paper records will be returned to agency for transfer to personnel involved.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-LOGISTICS**

**ITEM 742. ARMORY DRILL PAY ROSTERS FILE.**

Record copies of financial documents supporting the disbursement of state and federal funds for wage payments of members of the N.C. Army National Guard. Series was discontinued July 1, 1975 and all financial accounting is done by the U.S. Army Finance Center. Arranged by unit. (Reinstated from 8-15-78 schedule because of records still stored at the State Records Center.)

**DISPOSITION INSTRUCTIONS:** Item discontinued. Transfer all records to the State Records Center to be held 40 years from date of creation and then destroyed. (FORMERLY: Transfer to AGDNC Records Holding Area when action is completed. Transfer 1-year segments annually to the State Records Center to be microfilmed in 10-year segments. Material will be destroyed when filming has been completed.)

**ITEM 9714. INDIVIDUAL RETIREMENT RECORD FILE.**

Completed forms for active technician personnel. Information on each form includes biographical data for individual, service history, and fiscal records. Amended 8-11-95

**DISPOSITION INSTRUCTIONS:** Transfer microfilm currently stored in the Department of Cultural Resources' security vault immediately to the N.C. National Guard, Deputy Chief of Staff-Logistics to be forwarded to the National Personnel Records Center in St. Louis, Mo. Follow federal retention and disposition instructions for all remaining records in office.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-OPERATIONS AND INTELLIGENCE**

**ITEM 734. INAUGURAL FILE.**

Records concerning the North Carolina National Guard's participation in the inauguration of each governor. File includes correspondence, memorandums, programs, working papers, and other related records. (File is maintained in Military Support Branch Office.)

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 3800. STATE DUTY EMERGENCY REPORTING FILE.**

Records concerning the ordering of North Carolina National Guard units and individuals into the active service of the state by the direction of the Governor. File includes records concerning emergency situations and disasters, assistance provided to civil agencies or populations, and other participation in emergency operations. File includes correspondence, directives, messages, movement summaries, lists of participating units and individuals, operations orders, fragmentary orders, situation reports, intelligence reports, logistics, personnel status reports, summaries of actions taken, operation cost reports, journals, after-action reports, photographs, map overlays, and other related records. (File is maintained in Military Support Branch Office.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 9696. ANNUAL GENERAL INSPECTION REPORTS FILE.**

Inspection reports and related records concerning annual general inspections, procurement, special and technical proficiency, and inspections of the North Carolina National Guard conducted by higher authority. (File is maintained in Readiness Management Branch Office.)

DISPOSITION INSTRUCTIONS: Transfer after 1 year to Unit File in Deputy Chief of Staff-Personnel Office.

**ITEM 9697. PERMANENT ORDERS FILE.**

Reference copies of permanent orders for unit reorganizations and redesignations. (File is maintained in Readiness Management Branch Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 9698. TRAINING ADMINISTRATION FILE.**

Records concerning North Carolina National Guard training. File includes plans, programs, and schedules for inactive duty training and annual training, correspondence with NCNG units and higher headquarters, ammunition files, and reports of yearly training evaluation of reserve components of the Army. (File is maintained in Training Branch Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9699. SCHOOLS FILE.**

Reference copies of orders for North Carolina National Guard personnel to attend military instructional schools for full-time training duties. (File is maintained in Marksmanship Branch Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-OPERATIONS AND INTELLIGENCE**

**ITEM 9700. MARKSMANSHIP FILE.**

Records concerning marksmanship training for North Carolina National Guard personnel and units. File includes match bulletins, correspondence, training plans, range schedules, administrative orders, listings and qualifications of individuals and units, and all other related records. (File is maintained in Marksmanship Branch Office.)

DISPOSITION INSTRUCTIONS: Destroy in office match bulletins after 20 years. Destroy in office remaining records after 3 years.

**ITEM 9701. MILITARY SUPPORT BRANCH ADMINISTRATIVE FILE.**

Branch administrative records. File includes records concerning mobilization, staff visits, physical security, personnel security, and other related matters. File includes correspondence, memorandums, reports, and other related records. (File is maintained in Military Support Branch Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9704. PHYSICAL SECURITY INSPECTION FILE.**

Reports and other information concerning physical security inspections of North Carolina National Guard armories and other facilities. (File is maintained in Military Support Branch Office.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 9705. COMMUNICATIONS SECURITY (COMSEC) INSPECTION FILE.**

Original copies of reports and other information concerning COMSEC inspections of North Carolina National Guard communications facilities. (File is maintained in Military Support Branch Office.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 9706. COMMUNITY/DOMESTIC ACTIONS FILE.**

Records concerning North Carolina National Guard (NCNG) community and domestic action projects. File includes requests for NCNG participation in projects, reports, policies and procedures, working papers, and related correspondence. (File is maintained in Military Support Branch Office.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 8 additional years and then transferred to the custody of the Archives.

**ITEM 9707. STATE AVIATION OFFICE HOUSEKEEPING FILE.**

Administrative records concerning the Aviation Office. File includes correspondence, reports, regulations, circulars, technical material, newsletters, directories, charts, maps, photographs, aviator status cards, aircraft record cards, and other related data. (File is maintained in State Aviation Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9708. STATE AVIATION PLANNING, PROGRAMMING AND MANAGEMENT FILE.**

Records concerning the organization and operation of North Carolina National Guard State Aviation. File includes background information concerning orders and appointments, manning documents, reorganization records, standard operating procedures, visitation plans, reports, data concerning Inspector General inspections, and other related records. (File is maintained in State Aviation Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-OPERATIONS AND INTELLIGENCE**

**ITEM 9710. STATE AVIATION MILITARY PERSONNEL FILE.**

Records concerning North Carolina National Guard State Aviation personnel. File includes accident case files pertaining to aircraft accidents, incidents, and forced landings; individual flight records; waiting lists for potential North Carolina National Guard aviators; appointment and assignment records; Comprehensive Employment and Training Act (CETA) and Occupational Safety and Health Administration (OSHA) records; flight status information; strength reports; and other related records. (File is maintained in State Aviation Office.)

DISPOSITION INSTRUCTIONS: Transfer accident case files to the State Records Center after 4 years. Records will be held for agency 10 additional years and then destroyed. Destroy in office remaining records after 2 years.

**ITEM 9712. STATE AVIATION COMMUNICATIONS FILE.**

Reports, plans, and other records concerning state aviation communications services. (File is maintained in State Aviation Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9713. STATE AVIATION LOGISTICS FILE.**

Records concerning state aviation logistics. File includes records concerning aircraft status and usage, flying hours, gas and equipment, safety and security, search and rescue missions, facilities, and other related matters. File includes correspondence, reports, bulletins, circulars, technical publications, and other related records. (File is maintained in State Aviation Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-PERSONNEL**

**ITEM 737. RECOMMENDATIONS FOR AWARDS FILE.**

Recommendations for award of United States and state military decorations to North Carolina National Guard individuals and units. File includes accompanying documents.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**ITEM 738. UNIT RECORD OF RESERVE TRAINING FILE.**

Completed computer-produced forms indicating the names of officers and enlisted personnel assigned to each North Carolina National Guard unit, their status during the reporting period, assigned strength totals, and other personnel-related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**ITEM 739. INDIVIDUAL MILITARY PERSONNEL (201) FILE.**

Data contained in individual folders for all officers and enlisted personnel. File includes records documenting the service history for all officers and enlisted personnel.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**ITEM 740. SPECIAL ORDERS FILE.**

Special orders issued by the North Carolina National Guard.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**ITEM 741. PERMANENT ORDERS FILE.**

General orders issued by the North Carolina National Guard.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**ITEM 3498. ENLISTED STATUS CARDS FILE.**

Card file providing information concerning the status of North Carolina National Guard enlisted personnel. Information for each individual includes name, service number, date of enlistment, duty station changes, and assignments.

DISPOSITION INSTRUCTIONS: Photocopy card when individual terminates service and place copy in individual's military personnel (201) file. Transfer cards to the State Records Center 2 years after individual terminates service to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

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NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-PERSONNEL**

**ITEM 9718. ADMINISTRATIVE FILE.**

Records concerning the administration of the office of North Carolina National Guard (NCNG). File includes records concerning NCNG dealings with the Governor's Office and General Assembly, training, campaign solicitations, NCNG history and traditions, dealings with various organizations, and other related matters. File also includes correspondence, reports, publications, memorandums, project descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 9719. GENERAL CORRESPONDENCE FILE.**

North Carolina National Guard correspondence with associations, commissions, various state and federal agencies, other states, and First and Second Army command headquarters.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9722. HERALDRY FILE.**

Records concerning the lineage and honors of the North Carolina National Guard received from the National Guard Bureau, Quartermaster General, and other sources.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9723. BOMB THREAT INFORMATION FILE.**

Records concerning possible bomb threats to North Carolina National Guard facilities. File includes instructions and reporting information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9725. STATEMENTS OF SERVICE/DISABILITY INQUIRIES FILE.**

Inquiries from individuals, Veterans Administration, and other branches of service concerning service with the NCNG.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9726. NORTH CAROLINA NATIONAL GUARD STATE AWARDS PROGRAM HISTORY FILE.**

Records concerning history of the North Carolina National Guard State Awards Program.

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 9727. STATE AWARDS PROGRAM BUDGET FILE.**

Budgetary information concerning the North Carolina National Guard Awards Program.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9728. NORTH CAROLINA NATIONAL GUARD STATE PENSIONS APPLICATIONS FILE.**

Applications for North Carolina National Guard state pensions. (Originals are maintained in the Department of the State Treasurer.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 9731. SEPARATION CARD FILE.**

Printouts and punch cards providing information concerning officer and enlisted personnel who have separated from the North Carolina National Guard.

DISPOSITION INSTRUCTIONS: Destroy in office punch cards when printouts are produced. Destroy in office printouts when reference value ends.

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CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-PERSONNEL**

**ITEM 9732. STATISTICAL FILE.**

Records providing the North Carolina National Guard with statistical data concerning enlistment and re-enlistment, reserve training, and National Guard Bureau.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 9733. DATA PRINTOUTS FILE.**

Printouts of suspense rosters, officer seniority reports, strength recapitulations, Active Duty Training (ADT) reports, unit strength as opposed to Automated Data Processing, strength reports, listings of attached personnel, zero balance and projected losses, and Expiration of Term of Service reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9734. MONTHLY STRENGTH REPORTS FILE.**

Strength reports for the North Carolina National Guard. File includes unit reconciliation reports comparing officer, warrant officer, and enlisted strength of each unit to authorized strength; flash reports of officers; and enlisted strength data on non-prior service accessions.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9735. STRENGTH FILE.**

Completed strength recapitulation worksheets used to compile strength data on a statewide basis for officer and enlisted personnel, including gains and losses experienced during the reporting period and strength recapitulation cards used to consolidate data.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**ITEM 9737. CAREER MANAGEMENT FILE.**

Records concerning career management planning for North Carolina National Guard officers and warrant officers. File includes evaluation reports, physical examinations, military education records, promotional information, and records of board actions.

DISPOSITION INSTRUCTIONS: Transfer to appropriate Individual Military Personnel (201) File when individual terminates service.

**ITEM 9738. TABLE OF ORGANIZATION FILE.**

Printout providing name, service number, grade, home address, military position, and other information concerning North Carolina National Guard officers.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 9742. OFFICER STATUS CARDS FILE.**

Card file providing the status of the North Carolina National Guard officers. Information for each individual includes name, service number, date of appointment, duty station changes, and officer assignments.

DISPOSITION INSTRUCTIONS: Photocopy card when individual terminates service and place copy in appropriate individual's military personnel (201) file. Transfer cards to the State Records Center 2 years after individual terminates service to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**ITEM 9744. OFFICER EVALUATION REPORT STATUS CARD FILE.**

Card file providing status of each officer's and warrant officer's officer efficiency report (OER). Information includes date of last OER, suspense for next OER, and names of rating officials.

DISPOSITION INSTRUCTIONS: Destroy in office when individual terminates service.

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CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-PERSONNEL**

**ITEM 9745. MANDATORY PROMOTION FILE.**

Records concerning mandatory promotion for North Carolina National Guard officers. File includes Department of the Army Promotion Board records and results of each of the six boards convened each year.

**DISPOSITION INSTRUCTIONS:** Destroy in office after separation of all individuals included in board action.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-STATE MAINTENANCE OFFICE**

**ITEM 9715. STATE MAINTENANCE OFFICE CORRESPONDENCE FILE.**

State Maintenance Office correspondence concerning North Carolina National Guard maintenance operations within the state.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
DEPUTY CHIEF OF STAFF-STATE OPERATIONS (FACILITIES ENGINEERS)**

**ITEM 9746. NATIONAL GUARD ARMORY FILE.**

Records concerning each individual North Carolina National Guard armory. File includes deeds, certificates of title, records of acquisitions of real property, state agreements with the National Guard Bureau, completed Armory Construction Program forms, excerpts from minutes of the Board of Commissioners' meetings, correspondence concerning the construction of armories, records of appropriations of funds, bids, leases, and other related records.

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 9747. ARMORY REAL ESTATE AND CONSTRUCTION FILE.**

Records concerning construction of North Carolina National Guard armories. File includes final inspection reports; bids; plumbing, heating, and electrical proposals; records concerning the acquisition of real property; reports of findings of the department; certificates of title; copies of deeds; state agreements with the National Guard Bureau; armory construction contracts; general proposals; bid performance bonds; method of advertising statements; insurance renewals; correspondence with construction companies, architects, and insurance companies; electrical permits; and inspection permits.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9749. SHOP DRAWINGS FILE.**

Drawings prepared in accordance with contract specifications and submitted by contractors to the Engineering Officer.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 9750. PAYROLL FILE.**

Special North Carolina National Guard contracts for construction and repair projects for North Carolina National Guard facilities. File includes payroll summaries, time sheets, contractor's weekly payroll affidavits, contract certifications, classification summaries, and weekly affidavits with respect to payment of wages pursuant to anti-kickback regulations.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) and when released from all audits, whichever occurs later.

**ITEM 9751. SPECIFICATIONS FILE.**

Specifications used as standards for construction and maintenance of North Carolina National Guard armories.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 9752. BLUEPRINTS FILE.**

Blueprints of all North Carolina National Guard armories.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

**DEPARTMENT OF PUBLIC SAFETY  
CCPS - OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
VICE CHIEF OF STAFF-STATE OPERATIONS**

**ITEM 9689. VICE CHIEF OF STAFF UNIT CORRESPONDENCE FILE.**

Unit correspondence concerning the operation of North Carolina National Guard (NCNG) armories throughout the state, including state property and non-appropriated funds transactions.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9694. N.C. RESERVE FORCES FACILITIES BOARD FILE.**

Records concerning the North Carolina Reserve Forces Facilities Board. File includes minutes of meetings, correspondence, statistical reports, project studies, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.