

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.

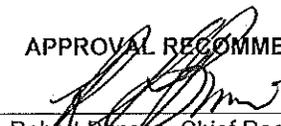
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

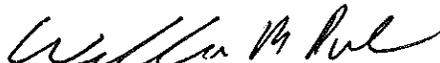
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

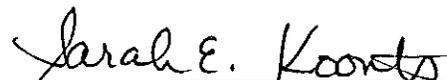
DEPARTMENT OF PUBLIC SAFETY

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.

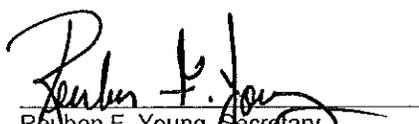
APPROVAL RECOMMENDED


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
STATE HIGHWAY PATROL
COMMUNICATIONS

Program Records Retention and Disposition Schedule

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COMMUNICATIONS

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The Department of Crime Control and 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 Revenue agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

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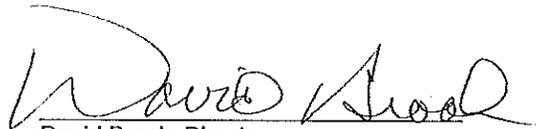
COMMUNICATIONS

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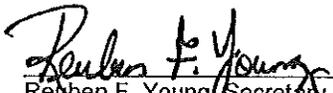
APPROVAL RECOMMENDED

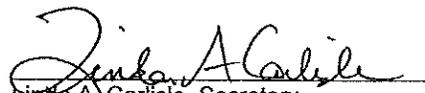

Denise Goodwin, Chief Records Officer
Department of Crime Control and Public Safety


Colonel M.W. Gilchrist, Commander,
State Highway Patrol


David Brook, Director
Division of Historical Resources

APPROVED


Reuben F. Young, Secretary
Department of Crime Control and Public Safety


Linda A. Carlisle, Secretary
Department of Cultural Resources

February 10, 2011

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.

PDI

**DEPARTMENT OF PUBLIC SAFETY
CCPS - STATE HIGHWAY PATROL
COMMUNICATIONS**

ITEM 22450. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats, including e-mail with citizens, other state agencies, and interagency. File also includes inquiries received from vendors concerning supplies and equipment.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining paper and electronic records in office after 2 years.

ITEM 22451. MEMORANDUMS FILE.

State Highway Patrol division memorandums in paper and electronic format including e-mail.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining paper and electronic records in office after 2 years.

ITEM 22459. TELETYPE MESSAGES FILE.

Teletype messages received at the radio station.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

ITEM 22468. COMMUNICATION OPERATIONS SUMMARY FILE.

Form used to provide a monthly summary of radio operations to the Director of the Communications and Logistics Section and the communications engineers.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

ITEM 22469. COMMUNICATIONS SURVEY FILE.

Form CL-21 used to record results of communications tests made in areas requiring improvement of radio communications.

DISPOSITION INSTRUCTIONS: Item deleted. All records destroyed.

ITEM 22472. SIGNAL TWENTY-FOUR REPORT FILE.

Electronic format, CL-24 used to record the number of fatal and personal injury accidents and the number of persons killed or injured for each twenty-four hour period statewide.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

ITEM 22473. DAILY REPORT OF ACCIDENTS IN NORTH CAROLINA FILE.

Form CL-26 used to report data concerning fatal and personal injury accidents.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

ITEM 22476. RADIO STATION SIGN-ON/SIGN-OFF SHEET FILE.

Form CL-31 used to comply with Federal Communication Commission regulations.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

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CCPS - STATE HIGHWAY PATROL
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ITEM 22486. TRAFFIC ACCIDENT REPORT FILE.

Form DMV-349 used to record pre-crash and post-crash information disclosed in the investigation of a traffic accident.

DISPOSITION INSTRUCTIONS: Function and records transferred to District Offices Section, Fatal Crash File (Item 49191), Hit and Run Fatal Crash Report File (Item 49192), DMV-349 Crash Report File (Item 49194), Fatal Crash and Post Crash Carrier Motor Vehicle Inspection (Item 49193), DMV-349 Hit and Run Serious Personal Injury (Item 49195), and DMV-349 Non-Fatal with Post Crash Carrier Motor Vehicle Inspection (Item 49196).