

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.

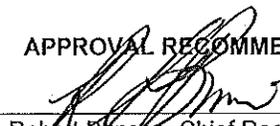
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

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.

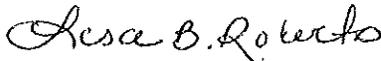
The Department of Crime Control and Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records 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 Crime Control and 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**

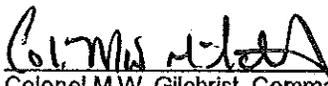
FIELD OPERATIONS

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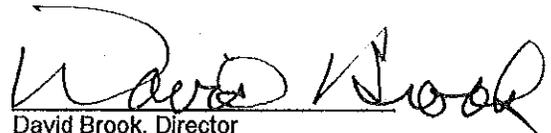
APPROVAL RECOMMENDED



Denise S. Goodwin, Chief Records Officer
Department of Insurance

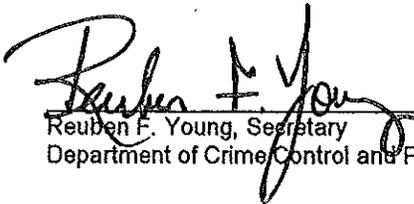


Colonel M.W. Gilchrist, Commander
State Highway Patrol

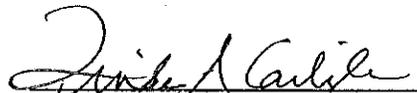


David Brook, Director
Division of Historical Resources

APPROVED



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



Linda A. Carlisle, Secretary
Department of Cultural Resources

July 22, 2011

PDI

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.

**DEPARTMENT OF PUBLIC SAFETY
CCPS - STATE HIGHWAY PATROL
FIELD OPERATIONS**

ITEM 13829. NORTH CAROLINA UNIFORM CITATION FILE.

Citations issued for traffic offenses. File also includes Traffic Stop Reports (SBI-122). Month, day, year, time of stop, agency name, county and city of stop, initial purpose of traffic stop, vehicle driver information, enforcement action taken as a result of the traffic stop, type of contraband found, property seized, and other related data entered into Federal Traffic Stop Statistic Database File. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in the office 2 years after case is adjudicated.

ITEM 22370. SUMMARY OF ACTIVITIES DATABASE (ELECTRONIC) FILE.

Electronic records of monthly, semi-annual, and annual summations of Highway Patrol activities and performances by Troop.

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

ITEM 22400. ALCOHOL INFLUENCE REPORT FILE.

Records (DHHS 4064) which provide a monthly summary reflecting official action taken against intoxicated drivers. (Comply with applicable provisions of G.S. 132-1 for confidentiality for criminal investigation records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22507. CORRESPONDENCE FILE.

Correspondence concerning special projects.

DISPOSITION INSTRUCTIONS: Function and records transferred to Correspondence File, (Item 22508).

ITEM 22508. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats, including e-mail, received or initiated by Field Operations. (Comply with applicable provisions of G.S. 132-1.2 to 1.12)

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 in office remaining records after 2 years.

ITEM 22509. STATISTICAL DATA (ELECTRONIC) FILE.

Records in electronic format used to evaluate operations and procedures, establish traits and habits of drivers, and assist in determining relevant facts concerning highway safety and the use of motor vehicles.

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

ITEM 22510. UNIFORM CRIME REPORTS (ELECTRONIC) FILE.

Records in electronic format used to provide the North Carolina Department of Justice with a record of crimes committed in the North Carolina counties in which investigations were originated by the Highway Patrol.

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

**DEPARTMENT OF PUBLIC SAFETY
CCPS - STATE HIGHWAY PATROL
FIELD OPERATIONS**

ITEM 22512. SEMI-ANNUAL AND ANNUAL TRAFFIC ACCIDENT SUMMARIES (ELECTRONIC) FILE.

Semi-annual and annual account in electronic format of all traffic accidents that occurred in the state. File lists location, date, time, causes, persons injured and killed, and number of property-damaging accidents.

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

ITEM 22515. TRAFFIC DEATH TOLL (ELECTRONIC) FILE.

Monthly report in electronic format of traffic deaths for the same period of the preceding year.

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

ITEM 22518. TRAFFIC ACCIDENT REPORTS FILE.

Forms DMV-349 and HP-348A used to report each fatal traffic investigation conducted by a member of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Function and records transferred to 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).

ITEM 22520. RECEIPT FOR NORTH CAROLINA UNIFORM CITATION BOOKS FILE.

Form HP-200B used to record citation books received by Troop Headquarters.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Receipt for North Carolina Uniform Citation Books File (HP-200B, Item 22376).

ITEM 22523. TRANSPORTATION OF OFFICIAL(S) IN PATROL CARS FILE.

Form HP-301 used to provide a record of authorized transportation of officials and manpower expended on assignment.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Transportation of Officials in Patrol Car File (HP-301, Item 22658).

ITEM 22524. SPECIAL INCIDENT REPORT (HP-335) FILE.

Form used to record Highway Patrol involvement in special incidents.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Special Incident Report File, (HP-335, Item 22666).

ITEM 22525. SPECIAL INCIDENT REPORT (HP-335.1) FILE.

Form HP-335.1 used to provide a listing of information received, plan of operation, action taken, intelligence, personnel briefings, number and types of arrests, casualties, type, and dollar value of property damages concerning Highway Patrol involvement with special incidents.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Chronological Listing of Events File, (HP-335A, Item 48836).

ITEM 22527. ACTION TAKEN ON IMPAIRED DRIVERS (ELECTRONIC) FILE.

Computer-generated reports which provide a monthly summary reflecting official action taken against intoxicated drivers.

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

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CCPS - STATE HIGHWAY PATROL
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ITEM 22528. SUPERVISOR CONTACT FILE.

Form HP-341 used to record conferences with patrol members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and Records transferred to Forms Retention Schedule, Performance Record File (HP-360, Item 48855) and Supervisor Performance Record File (HP-361, Item 48858).

ITEM 22529. REPORT OF ASSAULT FILE.

Form HP-344 used to record the number and types of assaults made against uniformed members of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Use of Force / Assault Report File, (HP-344, Item 22600).

ITEM 22534. TRAFFIC DEATH AND INJURY REPORT (ELECTRONIC) FILE.

Form TR-9 in electronic format indicating number of persons killed and injured in traffic accidents for a 24-hour period. File includes a daily count of traffic accidents for the dates of the two previous years.

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

ITEM 22535. HIGHWAY ACCIDENT PERSPECTIVE (ELECTRONIC) FILE.

Form TR-11A in electronic format used to provide a monthly account of all traffic accidents, prevalent causes, number of deaths and injuries, and location of accidents by highway type and county.

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

ITEM 22536. MONTHLY REPORT OF FATAL TRAFFIC ACCIDENTS AND PEOPLE KILLED (ELECTRONIC) FILE.

Form TR-14 in electronic format used to provide a monthly record of the number of fatal accidents and number of persons killed.

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

ITEM 22537. PEDESTRIAN ACCIDENT REPORT (ELECTRONIC) FILE.

Form TR-17 in electronic format used to provide a monthly record of traffic accidents involving pedestrians.

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

ITEM 22539. TRAFFIC DATA FILE.

Traffic control data created and received by the State Highway Patrol.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Highway Condition Report (Reference) File, (HP-320, Item 22592).

ITEM 22545. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats, including e-mail, received or initiated at District Headquarters.

DISPOSITION INSTRUCTIONS: Function and records transferred to Correspondence File, (Item 22508).

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ITEM 22547. MEMORANDUMS FILE.

Memorandums in paper and electronic formats, including e-mail, generated within the State Highway Patrol.

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 in office remaining records after 2 years.

ITEM 22548. TRAFFIC SAFETY INFORMATION FILE.

Records concerning presentations and speeches made to the general public regarding traffic safety.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22549. STATISTICAL DATA (ELECTRONIC) FILE.

Statistical information received at District Headquarters concerning patrol-related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 22554. REPORT OF CONTRABAND/SEIZED PROPERTY FILE.

Form HP-52 supplied to Patrol and Troop Headquarters indicating seizure of contraband and property.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Seized Property Report File, (HP-52, Item 22630).

ITEM 22557. REQUEST FOR EXAMINATION OF PHYSICAL EVIDENCE FILE.

Form SBI-5 used to identify blood samples.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year after case is adjudicated.

ITEM 22558. NORTH CAROLINA UNIFORM CITATIONS FILE.

Highway Patrol's record of citations issued to offenders of motor vehicle laws and used to provide courts with warrant data, provide the Driver's License Section with court conviction data, and provide statistical information for the Division of Motor Vehicles.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina Uniform Citations File, (Item 13829).

ITEM 22561. NOTICE OF TRANSFER OF MATERIALS AND SUPPLIES FILE.

Form CL-33 used to record transfer of materials and supplies from District Headquarters to Troop Headquarters.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Notice of Transfer of Materials and Supplies File (Item 22639).

ITEM 22566. TRAFFIC ACCIDENT REPORTS FILE.

Forms DMV-349 and HP-348A used to record pre-crash and post-crash information disclosed in the investigation of traffic accidents.

DISPOSITION INSTRUCTIONS: Function and records transferred to 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).

**DEPARTMENT OF PUBLIC SAFETY
CCPS - STATE HIGHWAY PATROL
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ITEM 22576. RECEIPT FOR NORTH CAROLINA UNIFORM CITATION BOOKS FILE.

Form HP-200B used to provide a record of citation books received by District Headquarters and individual troopers.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Receipt for North Carolina Uniform Citation Books File, (HP-200B, Item 48804).

ITEM 22580. ACCIDENTS INVESTIGATED SUMMARY DATABASE (ELECTRONIC) FILE.

Machine readable records (Form HPC-203) used to provide Troop Headquarters with comparison data regarding traffic accidents investigated in each county for each month and the total to date for the year.

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

ITEM 22581. SELECTIVE ENFORCEMENT ANALYSIS DATABASE (ELECTRONIC) FILE.

Machine readable records (Form HPC-204) used to record traffic collisions and enforcement experience. (File is used in the selective assignment of enforcement personnel.)

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

ITEM 22582. TRANSPORTATION OF OFFICIAL(S) IN PATROL CARS FILE.

Form HP-301 used to record authorized transportation of officials and man-hours expended in assignment.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Transportation of Officials in Patrol Car File (HP-301, Item 22658).

ITEM 22583. WRECKER AUTHORIZATIONS FILE.

Forms used to provide district record of wrecker use authorization in areas where competition exists and need prevails to avoid valid charges of preferential treatment or collusion with specific companies or individuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22584. VEHICLES STORED OR RECOVERED (ELECTRONIC) FILE.

Form HP-305 used to provide a record of vehicles stored, notification to owner of stored vehicle, and to request the Enforcement and Theft Bureau to trace ownership.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

ITEM 22591. REQUEST FOR USE OF PATROL VEHICLE FOR OFFICIAL TRAVEL FILE.

Form HP-312 used to request and receive approval for use of a patrol vehicle for official travel.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Request for Use of Patrol Vehicle for Off-Duty Travel File, (HP-312, Item 22662).

ITEM 22594. DRIVING WHILE IMPAIRED REPORT FORM FILE.

Form (DHHS 4064) which aids members in securing and recording information concerning the impairment of physical and mental abilities of persons arrested for driving under the influence of alcohol. (Comply with applicable provisions of G.S. 132-1 for confidentiality for criminal investigation records.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is adjudicated.

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ITEM 22596. RIGHTS OF PERSON REQUESTED TO SUBMIT TO A CHEMICAL ANALYSIS FILE.

Form DEHNR-3908 used to provide people arrested for driving under the influence with a documented listing of their rights prior to their submitting to or refusal to take a chemical test to determine the alcohol content of their blood. (Comply with applicable provisions of G.S. 132-1 for confidentiality for criminal investigation records.)

DISPOSITION INSTRUCTIONS: Destroy by officer after case is adjudicated.

ITEM 22597. SUPERVISOR CONTACT FILE.

Form HP-341 used to record conferences with patrol members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Performance Record File (HP-360, Item 48855) and Supervisor Performance Record File (HP-361, Item 48858).

ITEM 22601. INDIVIDUAL CLOTHING AND EQUIPMENT (ANNUAL) FILE.

Form HP-715A used to record all clothing and equipment issued to members of the patrol.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Individual Clothing and Equipment Record Yearly (Electronic) File, (HP-715A, Item 22672).

ITEM 22602. ANNUAL CLOTHING ALLOWANCE FILE.

Form HP-716 used to record clothing items received annually by each member and the cost of these items.

DISPOSITION INSTRUCTIONS: Function and record transferred to Forms Retention Schedule, Individual Clothing and Equipment Record Yearly (Electronic) File, (HP-715A, Item 22672).

ITEM 22605. EVIDENCE ORGANIZER AND REPORT OF BACKGROUND INVESTIGATION FILE.

Form HP-720 used to record information concerning applicants' qualifications and suitability for employment. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Evidence Organizer and Report of Background Investigation File, (HP-720, Item 22365).

ITEM 22627. CORRESPONDENCE FILE.

Troop Headquarters correspondence.

DISPOSITION INSTRUCTIONS: Function and records transferred to Correspondence File, (Item 22508).

ITEM 22634. GAS AND OIL DISPERSAL INVENTORIES FILE.

Computer printouts indicating monthly gas and oil consumption. Printouts list beginning amount on hand, amount received in current month, total current month dispersal, balance on service report, and amount over or under monthly balance.

DISPOSITION INSTRUCTIONS: Destroy in office yearly summaries after 2 years. Destroy in office monthly and semi-annual summaries when superseded.

ITEM 22651. RECEIPT FOR NORTH CAROLINA UNIFORM CITATION BOOKS FILE.

Form HP-200B used to record citation books received by District Headquarters and individual troopers.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Receipt for North Carolina Uniform Citation Books File, (HP-200B, Item 48804).

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ITEM 22655. ACCIDENTS INVESTIGATED SUMMARY DATABASE (ELECTRONIC) FILE.

Machine readable records (Form HPC-203) used to provide Troop Headquarters with comparison data concerning traffic accidents investigated in each county for each month and the total to date for the year.

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

ITEM 22656. SELECTIVE ENFORCEMENT ANALYSIS DATABASE (ELECTRONIC) FILE.

Machine readable records (Form HPC-204) used to record traffic collisions and enforcement experience. (File is used in the selective assignment of enforcement personnel.)

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

ITEM 22664. DRIVING WHILE IMPAIRED REPORT FORM (ELECTRONIC) FILE.

Records providing a monthly summary of official action taken against intoxicated drivers. Records may note the impairment of physical and mental abilities of persons arrested for driving under the influence of alcohol. (Comply with applicable provisions of G.S. 132-1 for confidentiality for criminal investigation records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22665. ACTION TAKEN ON IMPAIRED DRIVERS DATABASE (ELECTRONIC) FILE.

Machine readable records (Form HPC-330) which provides a monthly summary reflecting official action taken against intoxicated drivers.

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

ITEM 22668. SUPERVISOR CONTACT FILE.

Form HP-341 used to record conferences with members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and Records transferred to Forms Retention Schedule, Performance Record File (HP-360, Item 48855) and Supervisor Performance Record File (HP-361, Item 48858).

ITEM 22669. PERSONNEL INSPECTION REPORT FILE.

Form HP-342 used to record conditions discovered during quarterly line inspections of personnel.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Bi-Annual Personnel Inspection Report File, (48702).

ITEM 22670. REPORT OF ASSAULT FILE.

Form HP-344 used to record the number and types of assaults made against uniformed members of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Use of Force / Assault Report File, (HP-344, Item 22600).

ITEM 22673. ANNUAL CLOTHING ALLOWANCE FILE.

Form HP-716 used to provide a record of clothing items received annually by each member and the cost of these items.

DISPOSITION INSTRUCTIONS: Function and record transferred to Forms Retention Schedule, Individual Clothing and Equipment Record Yearly (Electronic) File, (HP-715A, Item 22672).

**DEPARTMENT OF PUBLIC SAFETY
CCPS - STATE HIGHWAY PATROL
FIELD OPERATIONS**

ITEM 22676. EVIDENCE ORGANIZER AND REPORT OF BACKGROUND INVESTIGATION FILE.

Form HP-720 used to provide a record of information concerning applicants' qualifications and suitability for employment. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Evidence Organizer and Report of Background Investigation File, (HP-720, Item 22365).

ITEM 22692. COMMENDATION FILE.

Form HP-682 used to record commendable performances by employees in their official or unofficial capacities. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 35464. REPORT OF INVESTIGATION FILE.

Form HPC-721 used to record complaints, patrol car collisions, patrol car incidents, and/or other incidents involving uniformed personnel and the results of the investigation. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Retention Schedule, Report of Investigation File, (HP-721, Item 35451) and Report of Investigation / Patrol Vehicle Collision / Patrol Vehicle Incident File, (HP-721A, Item 48891).

ITEM 49124. COMPUTER AIDED DISPATCH (ELECTRONIC) DATABASES (CAD) FILE.

Electronic records concerning data collections of Signal 22 /24, security logs, chemical and radiological data, citation assignments, citation summary, activity log, accident investigations, accidents enforcement, warning tickets, rotation wrecker log, employee work schedule, stored car and other vehicle-related information. The State Highway Patrol as a division is responsible for data entry. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 10 years.

ITEM 49125. CITATION REPORT FILE.

Records known as HPC-200.1 and HPC-200.2 in paper and electronic formats listing citations that are under or have been adjudicated. This file is used to verify identified pulled adjudicated citations returned to Highway Patrol member. The file is signed by Highway Patrol member and supervisor.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

ITEM 49126. ASSIGNED AND MISSING CITATION REPORT FILE.

Records known as HPC-200 in paper and electronic formats listing all citation serial numbers assigned to a Highway Patrol member and serial numbers not entered in the Computer Aided Dispatch Databases (CAD) File (Item 49124). The file is signed by Highway Patrol member and supervisor.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year of quarterly reports.

ITEM 49127. EXCEPTION CITATION REPORT FILE.

Records known as HPC-200.3 in paper and electronic formats listing errors or omission in citation reports. This listing is used to correct entries in the Computer Aided Dispatch (Electronic) Databases (CAD) File (Item 49124).)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records upon data entry.

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ITEM 49128. VOIDED CITATIONS REPORT FILE.

Records known as HPC-200.4 in paper and electronic formats listing voided citations. Records are filed by name of Highway Patrol member.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

ITEM 49190. CRASH RECONSTRUCTION REPORT FILE.

Records concerning crash information. File includes crash report and other related records. (Comply with applicable provisions of G.S. 132-1.1, 1.2, 1.4, 1.9-10 for confidentiality of social security numbers, criminal investigations and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years 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 49191. FATAL CRASH FILE.

Records concerning fatal crash information. File includes crash report (DMV-349), Collision Investigation Checklist File, (HP-49) and Collision Scene Measurements and Field Sketch File (HP-49A) and other related records. (Comply with applicable provisions of G.S. 132-1.1, 1.2, 1.4, 1.9-10 for confidentiality of social security numbers, criminal investigations and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years, 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 49192. HIT AND RUN FATAL CRASH REPORT FILE.

Records concerning Hit and Run crash information that includes a fatality. File includes crash report (DMV-349), Collision Investigation Checklist File, (HP-49) and Collision Scene Measurements and Field Sketch File (HP-49A) and other related records. (Comply with applicable provisions of G.S. 132-1.1, 1.2, 1.4, 1.9-10 for confidentiality of social security numbers, criminal investigations and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after adjudication.

ITEM 49193. FATAL CRASH AND POST CRASH CARRIER MOTOR VEHICLE INSPECTION.

Records concerning crashes that include a fatality with completed post crash inspections. File includes crash report (DMV-349), Driver / Equipment Inspection Report File, (ENF-500), and Driver / Equipment Inspection Report Continuation Page File, (ENF-501) and other related records. (Comply with applicable provisions of G.S. 132-1.1, 1.2, 1.4, 1.9-10 for confidentiality of social security numbers, criminal investigations and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years, 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 49194. DMV-349 CRASH REPORT FILE.

Records concerning non-fatal crashes. File includes Crash Report, (DMV-349), Collision Investigation Checklist File, (HP-49) and Collision Scene Measurements and Field Sketch File (HP-49A) and other related records. (Comply with applicable provisions of G.S. 132-1.1, 1.2, 1.4, 1.9-10 for confidentiality of social security numbers, criminal investigations and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office DMV-349 crash report after 1 year. Destroy in office remaining records 3 years after final adjudication or 3 years from date of collision if no charges are filed.

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ITEM 49195. DMV-349 HIT AND RUN SERIOUS PERSONAL INJURY.

Records concerning hit and run collisions that include serious personal injury. File includes Crash Report (DMV-349), Collision Investigation Checklist File, (HP-49) and Collision Scene Measurements and Field Sketch File (HP-49A) and other related records. (Comply with applicable provisions of G.S. 132-1.1, 1.2, 1.4, 1.9-10 for confidentiality of social security numbers, criminal investigations and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after adjudication.

ITEM 49196. DMV-349 NON-FATAL WITH POST CRASH CARRIER MOTOR VEHICLE INSPECTION.

Records concerning non-fatal collisions that include post crash Carrier Motor Vehicle Inspection reports. File contains Driver / Equipment Inspection Report File, (ENF-500) and Driver / Equipment Inspection Report Continuation Page File, (ENF-501) and other related records. (Comply with applicable provisions of G.S. 132-1.1, 1.2, 1.4, 1.9-10 for confidentiality of social security numbers, criminal investigations and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after adjudication or 3 years from date of collision if no charges were filed.

ITEM 49778. SPECIAL EVENTS FILE.

Records in paper and electronic formats, including e-mail, concerning the Highway Patrol's work covering special events. Type of events may include golf tournaments, football games, nuclear exercises, marathon races and other similar type events. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of the 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 in office remaining paper and electronic records after 1 year.

ITEM 49779. SPECIAL EMPHASIS PROGRAMS FILE.

Records in paper and electronic formats, including e-mail, concerning programs administered by the Highway Patrol or supported by the Highway Patrol. Programs include DWI Projects (Booze It and Lose It), aggressive driving, littering, Operation C.A.R.E. (All American Buckle Up Week), Peace officers memorial ceremony, Click It or Ticket and other similar type programs. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of the 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 in office remaining paper and electronic records after 1 year.

ITEM 49780. SPECIAL ASSIGNMENTS FILE.

Records in paper and electronic formats, including e-mail, concerning special assignments with other troops and/or sections of the Highway Patrol. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of the 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 in office remaining paper and electronic records after 1 year.