

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
PROFESSIONAL STANDARDS

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**

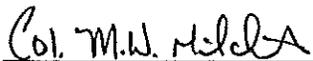
PROFESSIONAL STARDARDS

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



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

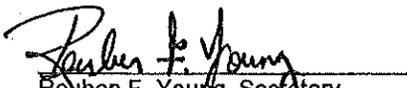


Colonel M.W. Gilchrist, Commander,
State Highway Patrol

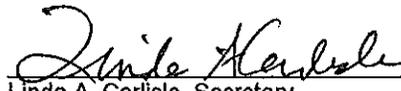


David Brook, Director
Division of Historical Resources

APPROVED



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



Linda A. Carlisle, Secretary
Department of Cultural Resources

April 18, 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
PROFESSIONAL STANDARDS
ACCREDITATION AND INSPECTIONS**

ITEM 22336. PERSONNEL INSPECTION REPORT FILE.

Form HP-342 used to record conditions discovered during line inspections of personnel on a Troop or District level.

DISPOSITION INSTRUCTIONS: Function and records transferred to Form Retention Schedule, Bi Annual Inspection Report, (Item 48702).

ITEM 49215. CORRESPONDENCE FILE.

Correspondence, including e-mail, generated and received concerning the administration and functioning of Inspection.

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 correspondence when evidential or reference value ends 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. Destroy in office remaining records after 2 years.

ITEM 49216. COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) (ELECTRONIC) FILE.

Records concerning the CALEA mandated records keeping process. File includes proofs of compliance according to mandated standards with each chapter.

DISPOSITION INSTRUCTIONS: Destroy in office after previous 3 years reaccreditation cycle.

ITEM 49217. COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) FILE.

Records concerning the accreditation by the CALEA of North Carolina's State Highway Patrol chapter. File includes final report, assessor's notes and annual report.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 49218. POLICY MANAGEMENT SYSTEM (ELECTRONIC) FILE.

Records concerning the filing maintenance of the divisions policies.

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 49219. POLICY (ELECTRONIC) FILE.

Reference copy of the division's policy.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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DIRECTOR'S OFFICE**

ITEM 49214. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats, including e-mail, generated and received concerning the administration and functioning of Professional Standards. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records and G.S. 132-1.4 regarding confidentiality of criminal investigation records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. 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 electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 8 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.

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INTERNAL AFFAIRS**

ITEM 727. INVESTIGATION OF COMPLAINTS FILE.

Form HP-720A containing information disclosed in administrative investigations of patrol members. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Records transferred to Report of Investigation File (HP-721, Item 35451). Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 22329. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats, including e-mail, generated and received concerning the administration and functioning of Internal Affairs Section.

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 legal correspondence when evidential or reference value ends 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. Destroy in office remaining records after 2 years.

ITEM 22330. MEMORANDUMS FILE.

Highway Patrol and other state agency memorandums 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 in office remaining legal memorandums when legal value ends 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. Destroy in office remaining records after 2 years.

ITEM 22335. STAFF INSPECTION REPORT FILE.

Form HP-340 indicating items to be inspected, findings of the inspector, and proficiency levels disclosed during staff inspections.

DISPOSITION INSTRUCTIONS: Function and records transferred to Forms Records Schedule, Staff Inspection Report File (Item 22667).

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CCPS - STATE HIGHWAY PATROL
PROFESSIONAL STANDARDS
RESEARCH AND PLANNING**

ITEM 729. HIGHWAY ACCIDENT PERSPECTIVE FILE.

Form TR-11A used to record data concerning urban and rural accidents by county and whether accident was fatal, resulting in injury or property damage.

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

ITEM 22353. TRAFFIC DEATH AND INJURY REPORT FILE.

Form TR-9 used to record daily fatalities and injuries statewide.

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

ITEM 22389. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats, including e-mail, with citizens, other state agencies, and interagency. File also includes surveys, questionnaires, and other related records.

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 22390. MEMORANDUMS FILE.

State Highway Patrol division memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22392. FEDERAL PROJECTS FILE.

Profiles of projects and applications for equipment and training financed by federal funds.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after the conclusion relative to final correspondence related to the grant.

ITEM 22398. SELECTIVE ENFORCEMENT ANALYSIS DATABASE (ELECTRONIC) FILE.

Records (Form HPC-204) indicating all rural traffic collisions investigated, hazardous moving violations found in collision investigations, number of hazardous moving violation arrests made as a result of collisions investigated, and number of hazardous moving violation charges made other than those resulting from collision investigation.

DISPOSITION INSTRUCTIONS: Destroy in office after 8 years.

ITEM 22402. MONTHLY REPORT ON FATAL ACCIDENTS FILE.

Form TR-14 listing number of fatal accidents and persons killed by month for each Patrol Troop.

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

ITEM 22403. WARNING TICKET SUMMARY FILE.

Form TR-15 indicating number of warning tickets issued by the State Highway Patrol and the infractions for which they were issued.

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

ITEM 22404. MONTHLY WARNING TICKET SUMMARY FILE.

Records which provide a monthly record of the number and type of written warnings issued to motorists and pedestrians.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

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RESEARCH AND PLANNING**

ITEM 35452. ARREST BY DAY OF WEEK/TIME OF DAY (ELECTRONIC) FILE.

Form HPC-200.14 used to record monthly and yearly citation totals which summarize citation categories by day of week and time of day.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 35453. CHARGE SUMMARY BY DRUG CATEGORIES FILE.

Form HPC-200.12 used to record monthly and year-to-date totals of felony and misdemeanor drug charges by troop/district and county.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 35454. CHARGE SUMMARY FOR 55 M.P.H. SPEED ZONES FILE.

Form HPC-200.10 used to record monthly and year-to-date totals of speeding charges by road type for 55 M.P.H. zones.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 35455. CHARGE SUMMARY FOR 65 M.P.H. SPEED ZONES (ELECTRONIC) FILE.

Form HPC-200.11 used to record monthly and year-to-date totals of various speeding charges in 65 M.P.H. zones by road type.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 35456. CHARGE SUMMARY BY VEHICLE TYPE (ELECTRONIC) FILE.

Form HPC-200.8 used to record monthly and year-to-date totals of accident and non-accident charges by vehicle type. (Non-accident charges are subdivided into hazardous or non-hazardous.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 35457. CITATION SUMMARY TOTALS REPORT (ELECTRONIC) FILE.

Form HPC-200.13 used to record monthly and yearly citations with totals summarizing categories by road type such as hazardous and non-hazardous citations by accident type, vehicle type, gender type, and age range.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 35459. MOTORCYCLE SUMMARY FILE.

Form TR-16 used to provide a statewide summary of motorcycle accidents including severity, type of accident, age of driver, violations, and vehicle maneuvers.

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

ITEM 35460. OUT-OF-STATE DRIVERS CHARGES BY OFFENSE (ELECTRONIC) FILE.

Form HPC-200.6 used to record monthly and year-to-date totals of out-of-state drivers charged by offenses. File also includes offense codes.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 35461. OUT-OF-STATE DRIVERS CHARGES BY STATE (ELECTRONIC) FILE.

Form HPC-200.7 used to record monthly and year-to-date totals of drivers charged by individual state.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

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ITEM 35462. PERSONNEL ALLOCATION FILE.

Records concerning the allocation of troopers for designated counties. Allocation is based on an annual mathematical formula based on Traffic Law Enforcement variables which determine the allocation of a total given number of personnel by county to maximize agency efficiency and effectiveness.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35463. SPEEDING CHARGE SUMMARY BY VEHICLE TYPE (ELECTRONIC) FILE.

Form HPC-200.9 used to record monthly and year-to-date totals of various speeding charges by vehicle type.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 49220. STRATEGIC PLANNING FILE.

Records in paper and electronic formats concerning the plan of maneuvers or stratagems for obtaining the division's specific goals or objectives. File may include trends and implications analysis, goals and objectives, Quality Management Board meeting minutes, progress reports and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

ITEM 49221. TOTAL QUALITY MANAGEMENT FILE.

Records in paper and electronic formats concerning the management of quality within the agency which may include awareness training, tools and techniques, process owners' manuals, survey designs and project management records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

ITEM 49222. QUALITY AWARD FILE.

Records in paper and electronic formats including e-mail concerning awards for improvements within the Highway Patrol. File includes correspondence, data analysis and other related records.

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 paper and electronic records after 5 years.

ITEM 49223. TERRY SANFORD INSTITUTE OF PUBLIC POLICY DUKE STUDY FILE.

Records in paper and electronic formats, including e-mail concerning Highway Patrol projects collaborated with students at Duke University funded by the Terry Sanford Institute of Center of Public Policy at Duke. File includes data, correspondence and recommendation report.

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 paper and electronic records after 5 years.

ITEM 49224. VOLUNTEER PROJECT FILE.

Records concerning volunteerism with the Highway Patrol. File includes correspondence, applications, background checks, and other related records. (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.