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
SPECIAL OPERATIONS SECTION
AVIATION UNIT

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

AVIATION UNIT

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 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.

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**

AVIATION UNIT

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

February 11, 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
SPECIAL OPERATIONS SECTION
AVIATION OPERATIONS

ITEM 49197. FEDERAL ADMINISTRATION SERIAL NUMBERS AND AIRCRAFT EQUIPMENT.

Records concerning aviation equipment identified by serial numbers.

DISPOSITION INSTRUCTIONS: Destroy in office immediately after disposition of equipment and when released from all audits and federal regulations whichever occurs later.

ITEM 49198. DRUG ENFORCEMENT ADMINISTRATION GRANT EQUIPMENT FILE.

Records concerning equipment that is funded by the Drug Enforcement Administration.

DISPOSITION INSTRUCTIONS: Destroy in office immediately after disposition of equipment and when released from all audits and federal regulations whichever occurs later.

ITEM 49199. AIRCRAFT SAFETY MESSAGES.

Records concerning aircraft safety.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 49200. SEARCHLIGHT MAINTENANCE FILE.

Records concerning the maintenance of searchlight.

DISPOSITION INSTRUCTIONS: Destroy in office immediately after disposition of equipment.

ITEM 49201. FEDERAL AVIATION ADMINISTRATION (FAA) MAINTENANCE LETTER FILE.

Records issued by the FAA concerning maintenance, procedures and regulations for aircraft.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after aircraft is no longer owned or operated by agency.

ITEM 49202. AIRCRAFT REPAIRS.

Records concerning the maintenance of aircraft. File includes transmission repairs and engine repairs.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after the aircraft, component or sub-component is no longer serviceable or destroyed by agency.

ITEM 49203. AIRCRAFT REGISTRATION.

Titles of state owned aircraft under the jurisdiction of the agency.

DISPOSITION INSTRUCTIONS: Dispose upon disposition of aircraft.

ITEM 49204. AIRSPACE ACCESS AGREEMENT.

Records concerning agreement with the Federal Aviation Administration (FAA) to allow ready access to the National Airspace.

DISPOSITION INSTRUCTIONS: Destroy in office after superseded.

ITEM 49205. MECHANICS GROUND RUN HISTORY FILE.

Records concerning aircraft mechanics. File is maintained for each member. (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after employee's termination of service.