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
SUPPORT SERVICES

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

SUPPORT SERVICES

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**

SUPPORT SERVICES

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
SUPPORT SERVICES

ITEM 22460. MAPS AND BLUEPRINTS FILE.

Maps and blueprints of radio buildings and towers.

DISPOSITION INSTRUCTIONS: Transfer to State Records Center after 5 years for immediate transfer to the custody of the Archives.

ITEM 22462. RECORD OF SALE AND RELEASE OF PATROL CARS FILE.

Reports in paper and electronic formats, including e-mail, used to record number of cars sold each week and the average sale price.

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 22475. ELECTRONICS MAINTENANCE FILE.

Form CL-29 used to provide a maintenance record of electronic equipment serviced by the Communications and Logistics Section.

DISPOSITION INSTRUCTIONS: Function and records transferred to State Highway Patrol, Form Retention Schedule, Electronics Maintenance (Electronic) File, (CL-29, Item 22638).

ITEM 22478. NOTICE OF TRANSFER OF MATERIALS AND SUPPLIES FILE.

Form CL-33 used to record the transfer of materials and supplies from a central warehouse or supply depot to a garage, radio repair shop, or Troop or District office.

DISPOSITION INSTRUCTIONS: Function and records transferred to State Highway Patrol, Form Retention Schedule, Notice of Transfer of Materials and Supplies File, (CL-33, Item 22639).

ITEM 22491. WAREHOUSE INVENTORY SYSTEM COMPUTER PROGRAM (ELECTRONIC) FILE.

Records in electronic format concerning the inventory of clothing and equipment issued to members of the patrol. Fields may include name of recipient, article issued, and date of issue.

DISPOSITION INSTRUCTIONS: Destroy in office after employee separates from patrol.

ITEM 22496. TORT CLAIMS FILE.

Records concerning claims filed against the state. File includes correspondence, reports, affidavits, hearing notices, briefs, transcripts, and other related records. (Comply with applicable provisions of G.S. 132-1.1 regarding attorney client privilege and G.S. 126-22, 23, 24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Commander's Office.

ITEM 22500. PATROL COLLISION FINANCIAL REPORT DATABASE (ELECTRONIC) FILE.

Records concerning the monthly financial status of patrol collisions reported, damage sustained by the patrol, reimbursement received from other parties and from the sale of wrecked vehicles, net loss or gain, number of claims initiated by the patrol, number of settlements obtained, and number of claims pending.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years for non-reimbursement claims or after reimbursement is paid.

DEPARTMENT OF PUBLIC SAFETY
CCPS - STATE HIGHWAY PATROL
SUPPORT SERVICES

ITEM 22501. FUEL MANAGEMENT RECORDS FILE.

Records in paper and electronic formats, indicating daily and monthly gas and oil consumption. Records 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. File may include Daily Fuel Inventory Worksheet (CL-5), Monthly Fuel Inventory Records (CL-6) and Gasoline Log File, (CL-56). (Data is entered into System Application and Products Database (Electronic) File, (SAP), (Item 49240).)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records yearly summaries after 2 years. Destroy in office paper and electronic records daily, monthly and semi-annual summaries when superseded.

ITEM 49240. SYSTEM APPLICATION AND PRODUCTS DATABASE (ELECTRONIC) FILE.

Records concerning gas and oil consumption by the State Highway Patrol on daily, monthly semi-annual and annual bases. Fields may include gallons delivered, gross gallons delivered, leak check and oil delivered.

DISPOSITION INSTRUCTIONS: Update routinely. Destroy when reference value ends.