

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.

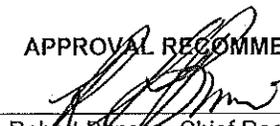
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

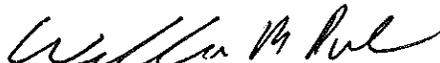
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

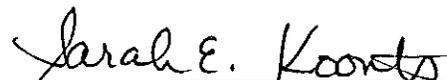
DEPARTMENT OF PUBLIC SAFETY

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.

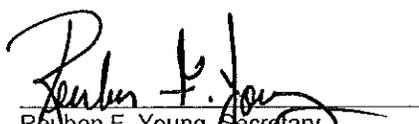
APPROVAL RECOMMENDED


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 CORRECTION
ADMINISTRATION
PERSONNEL DIVISION

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on May 18, 1979, governing the records series listed herein has been reviewed, corrected, and is hereby again 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

PERSONNEL DIVISION

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 and the

PERSONNEL DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five additional years from the date of approval and will then be reviewed and

again updated.

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

CIRCULATE & MAKE
NECESSARY CHANGES
Records Center _____
Disposition _____
Office *John* *6-1-84*
Date _____

Juanita H. Baker
Juanita Baker, Director
Personnel Division

William S. Price, Jr.
William S. Price, Jr., Director
Division of Archives and History

APPROVED

James C. Woodard
James C. Woodard, Secretary
Department of Correction

Sara W. Hodgkins
Sara W. Hodgkins, Secretary
Department of Cultural Resources

May 18, 1984

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
CORRECTION - ADMINISTRATION
PERSONNEL DIVISION
PERSONNEL OPERATIONS OFFICE**

ITEM 635. PERSONNEL FILE.

Record copies of individual folders concerning employees in the Department of Correction. File includes records used to give legal force and effect to appointments and other personnel transactions respecting the service history of the employee. [Amended 4-8-03]

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 10156. MEDICAL CASE FILE.

Record copies of forms and records used to document agency medical payments for accidental injury on the job. Forms list name of employee, nature of injury, amount of medical payment, and all information compiled on employee injury.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after case is closed.