

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.

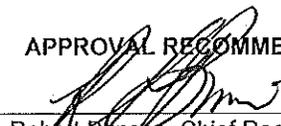
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

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  
approval date of July 11,  
1980.

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on July 11, 1980, 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 all the public records of the

ASSISTANT SECRETARY FOR MANAGEMENT

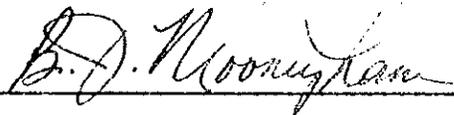
are listed herein and that they do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule and the

ASSISTANT SECRETARY FOR MANAGEMENT

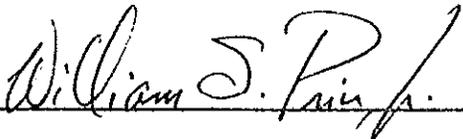
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five additional years from the date of approval and will then be reviewed and again updated.

CIRCULATE & MAKE  
NECESSARY CHANGES  
Records Center  
Disposition  
Office John 9-26-85  
Date \_\_\_\_\_

APPROVAL RECOMMENDED

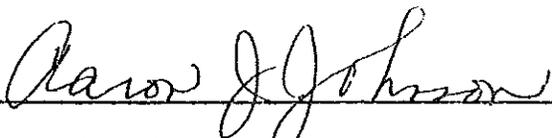
  
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B. J. Mooneyham, Assistant Secretary  
for Management

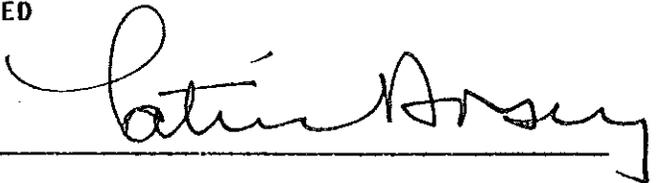
  
\_\_\_\_\_

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

APPROVED

  
\_\_\_\_\_

Aaron J. Johnson, Secretary  
Department of Correction

  
\_\_\_\_\_

Patric Dorsey, Secretary  
Department of Cultural Resources

September 30, 1985

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 - ASSISTANT SECRETARY FOR MANAGEMENT  
ACCOUNTING**

**ITEM 642. INMATE TRUST FUND FILE.**

Official copies of documents concerning personal funds of inmates held in trust by units.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year or when audit clears. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 646. LOCAL PURCHASE AUTHORIZATIONS FILE.**

Official copies of authorizations to purchase services and materials from vendors not on state contract.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 5 years from date received.

**ITEM 10520. EXTRA MEAL REPORT FILE.**

Official copies of information concerning reports of meals served to individuals other than inmates. File includes name, number of meals served, date, and amount of cash received.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - ASSISTANT SECRETARY FOR MANAGEMENT  
ACCOUNTING  
FEDERAL GRANT ACCOUNTING**

**ITEM 10500. APPROVED GRANT APPLICATIONS FILE.**

Official copies of approved federal grant applications.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 2 years or when audit clears. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - ASSISTANT SECRETARY FOR MANAGEMENT  
CENTRAL SUPPLY WAREHOUSE**

**ITEM 10487. FEDERAL COMMODITY FILE.**

Official copies of documents concerning federal commodities.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10488. SPECIAL BILLING FILE.**

Official copies of documents concerning items not entered on the computer.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 10489. TRANSFER OF CUSTODIAL EQUIPMENT FILE.**

Official copies of sales receipts for the department. File includes a list of security equipment.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when released from all audits. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 10494. CENTRAL SUPPLY WAREHOUSE KARDEX FILE.**

Official copy of an index to items ordered and received. File includes maintenance and central drug supply kardex file.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 10495. DRUG LABORATORY INVENTORY SUMMARY FILE.**

Official copies of documents concerning the drug laboratory inventory.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

DEPARTMENT OF CORRECTION  
ASSISTANT SECRETARY FOR MANAGEMENT  
WORK RELEASE AND ACCOUNTING SECTION

Records Retention and Disposition Schedule

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.

The 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

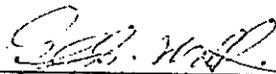
WORK RELEASE AND ACCOUNTING SECTION

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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

WORK RELEASE AND ACCOUNTING SECTION

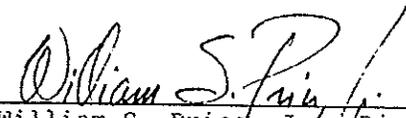
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

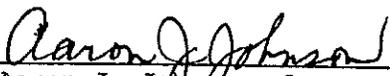
  
Glenn G. Williams, Chief Records Officer  
Department of Corrections

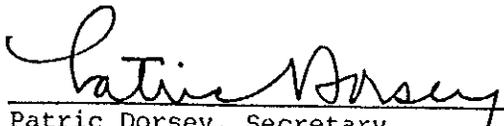
This schedule was modified as part of the  
creation of the Department of Public Safety.  
Items discontinued or items whose functions  
and records have transferred have been deleted.  
Remaining items are effective January 1, 2012.

  
B. J. Mooneyham, Assistant Secretary  
for Management

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

APPROVED

  
Aaron J. Johnson, Secretary  
Department of Correction

  
Patric Dorsey, Secretary  
Department of Cultural Resources

May 24, 1988

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.

KWM

**DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - ASSISTANT SECRETARY FOR MANAGEMENT  
WORK RELEASE AND ACCOUNTING SECTION**

**ITEM 651. INMATE WORK RELEASE FUND FINANCIAL (INDIVIDUAL FOLDERS) FILE.**

Records concerning inmates participating in work release.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for the agency in the State Records Center 3 additional years and then destroyed.

**ITEM 652. INMATE WORK RELEASE FUND FINANCIAL (MONTHLY CASH RECEIPTS) FILE.**

Monthly listings of cash receipts for inmates on work release. File includes names, prison numbers, work periods, amounts earned, per diem earned, and days of work.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 653. INMATE WORK RELEASE FUND FINANCIAL (VOUCHER REGISTER) FILE.**

Disbursement vouchers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 654. INMATE WORK RELEASE FUND FINANCIAL (PAID CHECKS) FILE.**

Cancelled checks for the work release fund.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 655. INMATE WORK RELEASE FUND FINANCIAL (CHECK REGISTER AND JOURNAL ENTRIES) FILE.**

Financial records concerning the inmate work release fund. File includes check registers, reports of receipts and disbursements, and journal entries.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 3659. OUTSIDE PRISON HOUSING-REIMBURSEMENT FOR LOCAL CONFINEMENT COST FILE.**

Monthly listings showing each inmate committed to the custody of the local confinement facility to serve a sentence of thirty days or more.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 4090. PAROLE RESTITUTION FILE.**

Records concerning parole restitution. File includes completed parole restitution forms, copies of money orders for payments, and copies of the checks sent to the clerks office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 3 additional years and then destroyed.