

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.

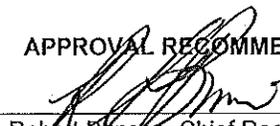
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

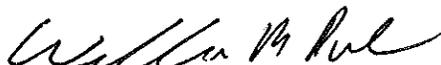
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

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.

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on July 23, 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 the records of the

DIVISION OF ADULT PROBATION AND PAROLE

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

DIVISION OF ADULT PROBATION AND PAROLE

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.

APPROVAL RECOMMENDED

NECES
Recom
Disposition
Office *W* 4-3-84
Date

cb p
bb

W. Charles Cohoon

William S. Price, Jr.

W. Charles Cohoon, Director
Division of Adult Probation and Parole

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

APPROVED

James C. Woodard

Sara W. Hodgkins

James C. Woodard, Secretary
Department of Correction

Sara W. Hodgkins, Secretary
Department of Cultural Resources

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.

March 20, 1984

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE
ADMINISTRATIVE SERVICES SECTION
INTERSTATE COMPACT**

ITEM 10443. "WE FOR THEM PAROLE CASE" FILE.

Record copies of interstate parole cases transferred to North Carolina. Client transferred under the Adult Interstate Compact.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10444. "WE FOR THEM PROBATION CASE" FILE.

Record copies of interstate probation cases transferred to North Carolina. Client transferred under the Adult Interstate Compact.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10445. "THEY FOR US PROBATION CASE" FILE.

Reference copies of documents concerning North Carolina probationers who have officially transferred. Client transferred under the Adult Interstate Compact.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE
ADMINISTRATIVE SERVICES SECTION
RECORDS**

ITEM 10423. PROBATION CASES FILE.

Record copies of probation records for clients receiving probation sentences. File may include correspondence, narratives, judgments, orders to revoke or arrest, violation reports, orders to modify arrest, and other related documents.

DISPOSITION INSTRUCTIONS: Keep inactive files 5 years, then forward from the field office to the district office. Arrange all probation files in alphabetical order by district, then transfer to the State Records Center. Records will be held for the agency in the State Records Center 6 years and then destroyed.

ITEM 10424. PAROLE CASE FILE.

Record and reference copies of parole records for individuals whose sentence has been paroled. Parole case file is the former inmate unit jacket which was transferred to the Division of Adult Probation and Parole after inmate was released from prison. Record copy of jacket is maintained in Combined Records.

DISPOSITION INSTRUCTIONS: Keep active file until parole case is closed, then remove medical and physiological information and forward to Combined Records. Destroy in office remaining records.

ITEM 10425. ALIASES OF PROBATION AND PAROLE CLIENTS FILE.

Reference copies of computer printouts listing alias names for probation and parole clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10426. PAROLE CLIENT COMPUTER PRINTOUT FILE.

Reference copies of computer printouts concerning paroled clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10427. PROBATION AND PAROLE CLIENT COMPUTER PRINTOUT FILE.

Reference copies of computer printouts concerning probation and parole clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10428. DISCHARGED CLIENT COMPUTER PRINTOUT FILE.

Reference copies of computer printouts concerning discharged probation and parole clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10429. CLIENT UPDATE WORKSHEET FILE.

Working copies of records used to update and add information about clients to the computer program.

DISPOSITION INSTRUCTIONS: Destroy in office 3 months after entered into computer.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE
ADMINISTRATIVE SERVICES SECTION
REQUISITIONS AND SUPPLIES**

ITEM 10436. ADMINISTRATIVE SERVICES SUBJECT FILE.

Record and reference copies of information concerning directives, memorandums, surveys, statistical data, and audit reports.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE
ADMINISTRATIVE SERVICES SECTION
SECTION CHIEF'S OFFICE**

ITEM 10417. TRAFFIC VIOLATIONS FILE.

Record copies of notices of traffic violations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10418. SBI-FBI ORIGINATING ROUTING IDENTIFIED FILE.

Reference copies of information concerning case supervisor locations in branches of the Division of Adult Probation and Parole.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10419. CORRESPONDENCE FILE.

Record and reference copies of correspondence between staff members and others concerning the Division of Adult Probation and Parole.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10420. STATISTICS FILE.

reference copies of information concerning statistical data of the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 10421. INTERSTATE COMPACTS FILE.

Record copies of memorandums in reference to interstate compact agreements.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10422. MANAGEMENT EVALUATION SYSTEM REPORT FILE.

Record copies of statistical reports submitted monthly by each branch on client flow, absconders, investigations, reporting, supervision, grade, employment or education status, and completed referrals.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.