

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.

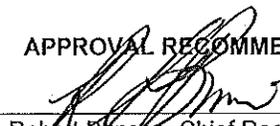
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

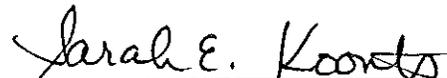
DEPARTMENT OF PUBLIC SAFETY

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.

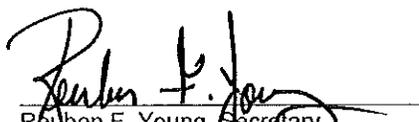
APPROVAL RECOMMENDED

  
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  
FIELD SERVICES OFFICES

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

Records Retention and Disposition Schedule

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 all the public records of the

**FIELD SERVICES OFFICES**

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. Records not listed in this schedule are not authorized to be destroyed. The

CIRCULATE & MAKE  
NECESSARY CHANGES

**FIELD SERVICES OFFICES**

agrees to destroy, transfer or dispose of records only 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.

Records Center \_\_\_\_\_  
Disposition 9.06-11-21-85  
Office \_\_\_\_\_  
Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

C. Monroe Waters

C. Monroe Waters, Director  
Division of Adult Probation and Parole

William S. Price, Jr.

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

**APPROVED**

Aaron J. Johnson

Aaron J. Johnson, Secretary  
Department of Correction

Patric Dorsey

Patric Dorsey, Secretary  
Department of Cultural Resources

November 30, 1985

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.

**DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE  
FIELD SERVICES OFFICES STANDARD**

**ITEM 26607. CASE AUDIT (UNIT SUPERVISORS) FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 26608. CLIENT PRINTOUT (MANAGEMENT EVALUATION) FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office when Field Service Office need ends.

**ITEM 26610. EXTRADITION FILE.**

DISPOSITION INSTRUCTIONS: Dispose of in accordance with policies and procedures established by Adult Probation and Parole.

**ITEM 26611. INVESTIGATION (DEATH ROW, PARDON, AND FORGIVENESS) FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

**ITEM 26613. MANAGEMENT INFORMATION FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 26617. PHOTOGRAPH LOG FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office when Field Services Office need ends.

**ITEM 26630. CORRESPONDENCE (PROBATIONERS AND PAROLEES) FILE.**

DISPOSITION INSTRUCTIONS: Transfer to Case File and follow disposition instruction there.

**ITEM 26631. LEGAL INFORMATION FILE.**

All materials concerning legal actions by probationers and parolees and responses by Adult Probation and Parole.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

**ITEM 26632. CORRESPONDENCE (CENTRAL OFFICE, BRANCH MANAGERS, STAFF, AND FIELD OFFICES) FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 26650. CASE REVIEW FILE.**

DISPOSITION INSTRUCTIONS: Transfer narrative to Case File. Destroy in office remaining records after 1 year.

**ITEM 26652. ROSTER UPDATE FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office when Field Services Offices need ends.

**ITEM 26653. RESTITUTION (FINES AND COURT COSTS) FILE.**

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

DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE  
FIELD SERVICES OFFICES STANDARD

ITEM 26656. SPEECHES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Field Services Offices need ends.

DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE  
FIELD SERVICES OFFICES STANDARD

DIVISION \_\_\_\_\_

DISTRICT \_\_\_\_\_

ITEM 638. ADULT PROBATION AND PAROLE CASE (OPEN AND CLOSED) FILE.

DISPOSITION INSTRUCTIONS: Transfer open cases to closed file after closed. Transfer closed cases to the State Records Center in Raleigh 5 years after closed. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

**DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE  
FIELD SERVICES SECTION  
ASSISTANT CHIEF OF FIELD OPERATIONS**

**ITEM 10402. CORRESPONDENCE FILE.**

Record and reference copies of correspondence and information concerning field services. File includes information regarding branch investigation reports, meetings, memorandums, letters of acknowledgment, policies and procedures, activity reports, and committee records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10403. REVOCATION HEARING DECISION FILE.**

Record copies of hearing records concerning revocation of an inmate's sentence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**ITEM 10404. STATISTICS FILE.**

Record copies of parole orders, warrants, revocation and termination orders, computer printouts, and various forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.