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
OFFICE OF THE DEPUTY DIRECTOR
ASSISTANT DIRECTOR PROGRAMS AND SUPPORT SERVICES
DRUG LABORATORIES

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 the records of the

DRUG LABORATORIES

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

DRUG LABORATORIES

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.

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.

APPROVAL RECOMMENDED

Robert Brinson, Chief Records Officer
Department of Correction

Larry Harris, Assistant Director
Programs and Support Services

Theodis Beck, Director
Division of Adult Probation and Parole

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Franklin Freeman, Secretary
Department of Correction

Betty R. McCain, Secretary
Department of Cultural Resources

November 27, 1995

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.

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DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE
OFFICE OF THE DEPUTY DIRECTOR
ASSISTANT DIRECTOR PROGRAMS AND SUPPORT SERVICES
DRUG LABORATORIES

ITEM 37970. COMPLETED URINALYSIS DRUG SCREEN (DAPP-26) FORM FILE.

Completed Dapp-26 forms received from prison units and/or probation/parole officers requesting drug screening for inmates or parolees. Forms list clients' identification information, collection statement, and chain of custody. Information entered into Urinalysis Drug Screen (Dapp-26) Database (Electronic) File (Item 37976).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 37972. INCOMPLETE URINALYSIS DRUG SCREEN (DAPP-26) FORM FILE.

Memorandums and Dapp-26 forms returned to prison units and/or probation/parole officers explaining why urine sample destroyed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 37973. LOADLIST (PRINTOUTS) FILE.

Computer generated printouts produced from Urinalysis Drug Screen (Dapp-26) Database (Electronic) File (Item 37976). Printouts list offenders' names, specimen identification numbers, tray and cup numbers, number of specimens processed daily, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 37974. RECONFIRMATION FILE.

Requests received from prison units and/or probation/parole officers requesting confirmation of drug screening analysis. File includes reconfirmation log sheets, copies of Urinalysis Drug Screen (Dapp-26) forms, and laboratory reports sent to requester.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 37976. URINALYSIS DRUG SCREEN (DAPP-26) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning drug screening. Electronic file includes clients' names; social security numbers; counties of residence; chain of custody; instrument, tray, and cup numbers; and other related data.

DISPOSITION INSTRUCTIONS: Create and backup copies of data on disk and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update daily. Retain copy in office permanently.