

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

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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.

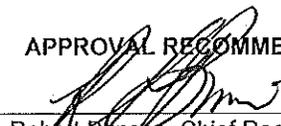
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

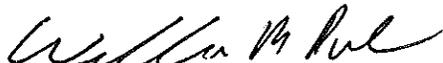
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

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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 DIRECTOR
DIRECTOR'S OFFICE

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

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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

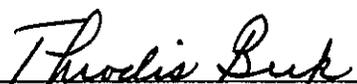
DIRECTOR'S OFFICE

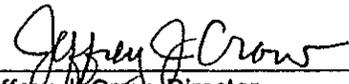
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

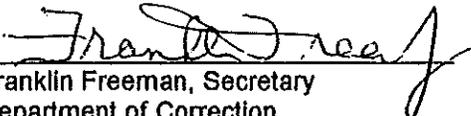

Robert Brinson, Chief Records Officer
Department of Correction

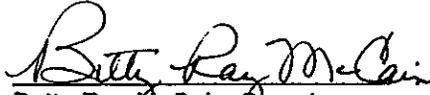
This schedule was modified as part of the creation of the Department of Public Safety. Items discontinued or items whose functions and records have transferred have been deleted. Remaining items are effective January 1, 2012.


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 Ray McCain, Secretary
Department of Cultural Resources

*This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2009.
Remaining items retain the
original date shown below.*

April 11, 1996

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**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE
OFFICE OF THE DIRECTOR
DIRECTOR'S OFFICE**

ITEM 10380. CORRESPONDENCE FILE.

Correspondence written to and/or received from the Secretary, directors, section chiefs, branch managers, and pre-release and after care (PRAC) center directors concerning the division. File also includes interagency correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10382. SUBJECT FILE.

Correspondence written and/or received from the judicial districts and other offices of the division. File also includes policy directives, rules, regulation procedures, agency programs and records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10384. GOVERNOR FILE.

Records concerning the Governor and the division. File includes briefing materials, correspondence, data received from the Crime Commission and Governor's Report to the People.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10385. LEGISLATION FILE.

Records concerning proposed and/or enacted bills. File includes reference copies of bills introduced in the House of Representatives and Senate, legislative inquiries, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10386. PAROLE FILE.

Records concerning inmates' parole. File includes reference copies of correspondence from Parole Commission, parole disposition data sheets, policy on warrants and revocations, interviews, ad hoc committee procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10387. CRIMINAL JUSTICE TRAINING AND STANDARDS DIVISION FILE.

Records concerning the correctional training programs. File includes reference copies of correspondence, rules and regulations, newsletters, instructional training materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 10388. MANAGEMENT TEAM FILE.

Reference copies of general correspondence of the Executive, Planning, and Correctional Board Committees; division guidelines; minutes of meetings; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

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ITEM 36295. ADMINISTRATIVE (ELECTRONIC) DATABASE FILE.

Machine readable records concerning the administration and operations for the division. Electronic files on hard drives and floppy disks include drafts of correspondence, memorandums, statistical reports, management studies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for back-up storage. Agency representative will update periodically. Erase in office hard drives and floppy disks when administrative value ends.

ITEM 36302. STATISTICAL REPORT FILE.

Reports received from Department of Correction, Department of Justice, and other states concerning the number of probationers/parolees, client supervision costs, and other related data. File also includes monthly reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.