

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.

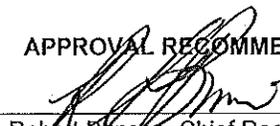
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

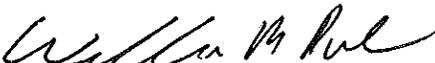
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

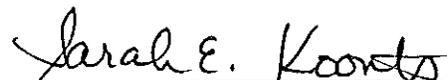
DEPARTMENT OF PUBLIC SAFETY

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.

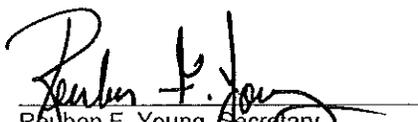
APPROVAL RECOMMENDED


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
 PRE-RELEASE AND AFTER CARE CENTERS

This schedule was modified as part of the creation of the Department of Public Safety. Records discontinued or items whose functions 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

PRE-RELEASE AND AFTER CARE CENTERS

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

PRE-RELEASE AND AFTER CARE CENTERS

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.

CIRCULATE & MAKE
 NECESSARY CHANGES
 Records Center _____
 Disposition _____
 Office *John* _____
 Date *11-22-85* _____

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
PRE-RELEASE AND AFTER CARE CENTERS STANDARD

ITEM 26661. CENTER ROSTER FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26663. COOPERATIVE SUMMARY FILE.

DISPOSITION INSTRUCTIONS: Destroy in the office when Pre-Release and After Care Centers need ends.

ITEM 26666. MINUTES (PRE-RELEASE AFTER CARE CENTERS AND STAFF) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Pre-Release and After Care Centers need ends.

ITEM 26674. MATERIALS RECEIVED REPORT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26681. COURT SUITS/ACTION FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 26683. CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26707. CASE ANALYST FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26708. CASE REVIEW FILE.

DISPOSITION INSTRUCTIONS: Transfer narrative to client file. Destroy remaining records in office after 1 year.

ITEM 26709. CETA PROGRAM ADMINISTRATIVE AND CLIENT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Pre-Release and After Care Centers need ends after released from all audits.

ITEM 26710. CLIENT FILE.

DISPOSITION INSTRUCTIONS: Transfer narrative to combined records. Destroy remaining records in office after completion of parole.

ITEM 26711. CLIENT INDEX FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26712. COMMUNITY ADJUSTMENT TRAINING CLIENT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF ADULT PROBATION AND PAROLE
PRE-RELEASE AND AFTER CARE CENTERS STANDARD**

ITEM 26713. COMMUNITY READINESS TRAINING (CRT) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26714. INMATE FIELD JACKET FILE.

DISPOSITION INSTRUCTIONS: Dispose of in accordance with the Department of Correction's policies and procedures.

ITEM 26717. MONTHLY REPORT OF APPLICANT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26718. PAROLE LOG FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26719. PARTICIPANT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26722. PRAC 4A AND 5 CASE ANALYST (INCLUDES STATISTICS) FILE.

DISPOSITION INSTRUCTIONS: Destroy statistics in office after 5 years. Destroy in office remaining records when administrative value ends but within 3 years.

ITEM 26723. PRE-RELEASE TRAINING CYCLE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26725. RESTITUTION (FINES AND COURT COSTS) FILE.

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

ITEM 26726. SCHEDULE FOR PRAC CLIENT OFFICE VISIT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

ITEM 26729. SPEECHES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Pre-Release and After Care Centers need ends.