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 PRISONS
CLASSIFICATION SERVICES SECTION

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

CLASSIFICATION SERVICES SECTION

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

CLASSIFICATION SERVICES SECTION

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

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.

Jeff Williams
Chief Records Officer
Department of Correction

Joe Hamilton, Director
Prison Division

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

APPROVED

Aaron J. Johnson, Secretary
Department of Correction

Patric Dorsey, 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, 2000. Remaining items retain the original date shown below.

July 1, 1991

MCC

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
CLASSIFICATION SERVICES SECTION

**ITEM 671. PRESENTENCE DIAGNOSTIC CASE FILE.**

Records concerning the presentence case study of inmates. File includes correspondence, testing materials, educational and medical records, reports, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 8 additional years and then destroyed.

**ITEM 10333. ADMINISTRATIVE FILE.**

Records concerning classification of inmates. File includes general correspondence, inmate correspondence, administrative memorandums, monthly reports, training materials, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 10334. INMATE CLASSIFICATION FILE.**

Inmate classification action records referred to the director's review subcommittee. File includes minutes of committee meetings and final actions taken.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 10336. INTERSTATE CORRECTIONS COMPACT AND FEDERAL INMATE CASE FILE.**

Records concerning the interstate transfer of inmates. File includes correspondence and interstate corrections compact and federal inmate case files.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case becomes inactive.

**ITEM 31699. JAIL TRANSPORTATION BUS LIST FILE.**

Listing of the jail bus routes noting pick-up sites, passengers, and departure points.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.