

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.

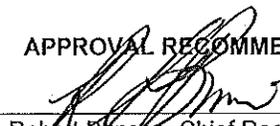
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

Retention and Disposition Schedule

The Records Retention and Disposition Schedule 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

GEOGRAPHIC UNITS

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 and the

GEOGRAPHIC UNITS

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five additional years from the date of approval and will then be reviewed and again updated.

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

Dwight Sanderford

Dwight Sanderford,
Assistant Director for Operations

CIRCULATE TO STATE
NECESSARY AGENCIES
Records Center _____
Disposition _____
Office _____
Date 6/19/84

Rae H. McNamara

Rae H. McNamara, Director
Division of Prisons

William S. Price, Jr.

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

APPROVED

James C. Woodard

James C. Woodard, Secretary
Department of Correction

James H. Hodgkins

James H. Hodgkins, Secretary
Department of Cultural Resources

This schedule was modified to comply with the provisions of the General Schedule for State Agencies, effective October 1, 2000. Remaining items retain the original date shown below.

May, 1984

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD**

ITEM 26732. CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years or thereafter when administrative value ends.

ITEM 26733. DAILY SHIFT NARRATIVE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or thereafter when administrative and legal values end.

ITEM 26737. GAINED TIME EARNED BY INMATES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26739. INMATE'S REQUEST FILE.

DISPOSITION INSTRUCTIONS: File in inmate jacket or destroy in office after 2 years.

ITEM 26741. INVESTIGATION REPORTS (REQUESTED FROM DIVISION AND GOVERNOR'S OFFICE) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years or thereafter when administrative and legal values end.

ITEM 26746. SECURITY LOG INSPECTION FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 26747. SECURITY SEARCHES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26748. SHIFT TRANSFER FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26758. INMATE LEDGER CARDS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 26772. CORRESPONDENCE (INMATES, LAWYERS) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 26773. LEGAL FILE.

All materials concerning law suits filed by inmates and responses by Department of Correction officials.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 26774. BLUE PRINT FILE.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD

ITEM 26776. DAILY FOOD PREPARATION LOG FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26777. DAILY ROSTER FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Geographic Unit need ends.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
DIAGNOSTIC/CUSTODY**

ITEM 26803. AREA PAROLE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after inmate has been released.

ITEM 26805. CONTROL FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 26806. CUSTODY LOG BOOKS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if Geographic Unit and legal needs end.

ITEM 26807. DIAGNOSTIC CENTER INMATE FILE.

DISPOSITION INSTRUCTIONS: Transfer inactive records to inmate's record jacket upon referral to classification authorities.

ITEM 26808. DIAGNOSTIC REPORT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Geographic Unit need ends.

ITEM 26811. INMATE PICTURE FILE.

DISPOSITION INSTRUCTIONS: Transfer to inmate record jacket upon transfer, release, or discharge.

ITEM 26812. INMATE UNIT JACKET FILE.

DISPOSITION INSTRUCTIONS: Dispose of inmate's jacket in accordance with the Department of Correction's policies and procedures (Department of Correction Policy/Procedures Manual).

ITEM 26813. INMATE WORK TIME SHEET FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26814. INSTITUTIONAL DEPARTMENT HEADS CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 3 year(s).

ITEM 26815. MONTHLY RELEASE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26816. MOVEMENT SHEET FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 26818. ONE THIRD PAROLE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after inmate is released.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
DIAGNOSTIC/CUSTODY**

ITEM 26819. OTHER PARTIES CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 3 year(s).

ITEM 26820. PERIODIC REPORTS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26821. POLICE INFORMATION NETWORK FILE.

DISPOSITION INSTRUCTIONS: Destroy in office in accordance with PIN regulations as Geographic Unit need ends.

ITEM 26822. PRE-SENTENCE DIAGNOSIS FILE.

DISPOSITION INSTRUCTIONS: Transfer after 3 months to the Diagnosis Services Branch and incorporate into official file. Destroy in office duplicate materials.

ITEM 26825. UNIT/AREA JACKET FILE.

DISPOSITION INSTRUCTIONS: Dispose of inmate's jacket in accordance with the Department of Correction's policies and procedures (Department of Correction Policy/Procedures Manual).

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
FOOD SERVICES

ITEM 26827. COUNSELING FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if obsolete.

ITEM 26829. INMATE'S WORK ASSIGNMENT FILE.

DISPOSITION INSTRUCTIONS: Other than inmate record documents, destroy in office after 3 years.

ITEM 26830. REQUEST FOR KITCHEN HELP (INMATE) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
MEDICAL SERVICES**

ITEM 26832. ADMISSION TO THE INFIRMARY FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 26834. DISEASE AND OPERATION INDEX FILE.

DISPOSITION INSTRUCTIONS: Transfer to Chief of Health Services when Geographic Unit need ends and as directed for indefinite retention.

ITEM 26836. INMATE'S MEDICAL RECORDS FILE.

DISPOSITION INSTRUCTIONS: Transfer inactive records to Combined Records upon discharge, termination, or death in accordance with existing inmate records disposition policy.

ITEM 26837. INMATE'S MEDICATION FILE.

DISPOSITION INSTRUCTIONS: Transfer to inmate's medical jacket after inmate is released.

ITEM 26840. MEDICAL ADMINISTRATION AND MANAGEMENT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26841. MEDICAL EDUCATION FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if superseded or obsolete.

ITEM 26842. MEDICAL (INCOMPLETE) FILE.

DISPOSITION INSTRUCTIONS: Transfer to inmate's medical jacket after medical records are checked and corrected.

ITEM 26843. MEDICAL INPATIENT FILE.

DISPOSITION INSTRUCTIONS: Transfer narrative summary of treatment to outpatient health record and maintain record in accordance with health record retention policies.

ITEM 26845. MEDICAL REPORTS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Geographic Unit need ends.

ITEM 26846. OPERATION (INMATES) FILE.

DISPOSITION INSTRUCTIONS: Transfer to inmate's medical jacket after treatment is complete.

ITEM 26847. OUTSIDE TRIP OF INMATES (MEDICAL REASON) FILE.

DISPOSITION INSTRUCTIONS: Transfer to inmate's medical jacket after treatment is complete.

ITEM 26848. PATIENT INDEX FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Geographic Unit need ends.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
MEDICAL SERVICES

ITEM 26856. SURGICAL PROCEDURES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when medical value ends if obsolete or superseded.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
PROGRAM ADMINISTRATION**

ITEM 26858. AREA JACKETS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office in accordance with administrative policy ("Disposition of Inmate Jackets," 5 NCAC 1B .0200) when Geographic Unit need ends.

ITEM 26860. COUNSELING CASELOAD RECORDS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Geographic Unit need ends.

ITEM 26862. INMATES LOCATION FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 26863. INSTITUTIONAL PROGRAMS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and when administrative value ends.

ITEM 26864. PROGRAMS CORRESPONDENCE (ALL PROGRAMS) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 5 year(s).

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
YOUTH SERVICES
CHAPLAIN SERVICES

ITEM 26867. CHAPLAIN INTERN PROGRAM FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if Geographic Unit need ends.

ITEM 26868. CHAPLAIN SERVICES CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 3 year(s).

ITEM 26869. COUNSELING CASES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or thereafter when Geographic Unit need ends.

ITEM 26870. MORAL ETHICAL EVALUATIONS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
YOUTH SERVICES
EDUCATION**

ITEM 26872. CETA PROGRAMS RECORDS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after released from all audits.

ITEM 26873. CONSENT TO PUBLISH RECORDS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26874. EDUCATION DEPARTMENT CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 3 year(s).

ITEM 26876. EXCEPTIONAL STUDENT PROGRAM RECORD FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after released from all audits.

ITEM 26877. FEDERAL GRANT RECORDS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after released from all audits.

ITEM 26879. LAW LIBRARY FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if administrative and legal values end.

ITEM 26880. LIBRARY INVENTORY FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years as administrative and legal values end.

ITEM 26881. OTHER EDUCATION INSTITUTION AND AGENCIES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years as administrative value ends.

ITEM 26882. REFERRED EXCEPTIONAL STUDENT'S PROGRAM RECORDS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26883. SCHOOL CARDS FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Geographic Unit need ends.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
YOUTH SERVICES
RECREATION

ITEM 26884. THERAPEUTIC RECREATION ASSESSMENT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
GEOGRAPHIC UNITS STANDARD
YOUTH SERVICES
VOCATION

ITEM 26885. CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years as administrative value ends.

ITEM 26888. OTHER INSTITUTION AND AGENCIES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years as administrative value ends.

ITEM 26889. VOCATION STUDENT CARD FILE.

DISPOSITION INSTRUCTIONS: Destroy in office inactive file 5 years after student is released, transferred, or dropped from program.

ITEM 26891. VOCATION STUDENT FILE.

DISPOSITION INSTRUCTIONS: Transfer to the Department of Correction, Central Education Office, Raleigh upon release of inmate.