

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.

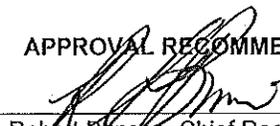
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

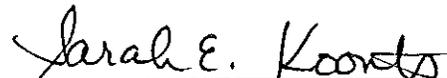
DEPARTMENT OF PUBLIC SAFETY

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.

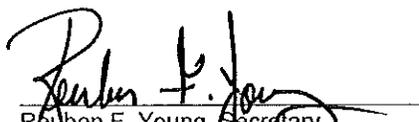
APPROVAL RECOMMENDED


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
NORTH CAROLINA CORRECTION ENTERPRISES

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

NORTH CAROLINA CORRECTION ENTERPRISES

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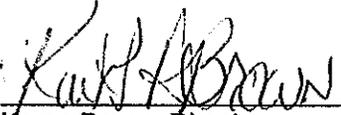
NORTH CAROLINA CORRECTION ENTERPRISES

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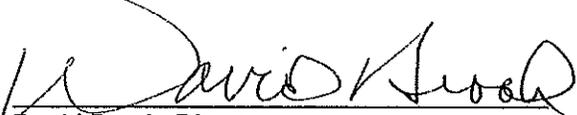
APPROVAL RECOMMENDED



Robert Brinson, Chief Records Officer
Department of Correction

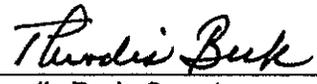


Karen Brown, Director
North Carolina Correction Enterprises



David Brook, Director
Division of Historical Resources

APPROVED



Theodis Beck, Secretary
Department of Correction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 23, 2004

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.

JCG

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTION ENTERPRISES

ITEM 18657. SKETCHES AND DRAWINGS FILE.

Paper and electronic record copies of sketches and drawings for furniture and stainless steel orders. (File maintenance and backup procedures conducted daily by Management and Information Services (MIS)).

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 5 years.

ITEM 18663. LEGISLATIVE BILLS FILE.

Reference copies of legislative bills associated with Correction Enterprises.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18671. PRICE CHANGES FILE.

Record copies of price changes for all enterprise products.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18680. PRISON UNIT PROPERTY FILE.

Record copies of maps and descriptions of prison land timber management. File includes copies of information pertaining to timber removal and replanting.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 18684. INDUSTRIAL PLANTS FILE.

Record and reference copies of plant operations and procedures pertaining to individual Enterprise plant facilities. File includes information relating to safety issues, procedures implemented, and other related administrative records.

DISPOSITION INSTRUCTIONS: Transfer any version of procedures or other safety information related to and in effect at the time an injury occurs or safety-related claim is made to the applicable case file when created. Destroy in office remaining records after 5 years or when superseded or obsolete, whichever occurs later.

ITEM 18685. ENTERPRISE CHIEF CORRESPONDENCE FILE.

Record copies of correspondence pertaining to the Chief of Enterprise.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 47277. INMATE ACCIDENT FILE.

Records concerning accidents involving inmates that take place at Enterprise plant facilities. File includes accident reports, witness statements, and medical statements. Information is entered into Inmate Accident Database (Electronic) File, Item 47278. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gopal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after case is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47278. INMATE ACCIDENT DATABASE (ELECTRONIC) FILE.

Electronic records concerning accidents involving inmates at Enterprise plant facilities. Data is input from Inmate Accident File, Item 47277. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gopal v. Bounds (1972) regarding confidentiality of individual inmate records.) (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy electronic records in office 5 years after case is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTION ENTERPRISES

ITEM 47279. INMATE TRAINING FILE.

Documentation signed by each inmate stating they have received the proper training and certification for all equipment they will be operating in Enterprise plant facilities. File includes training certification forms. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after inmate terminates plant employment.

ITEM 47280. INMATE INCENTIVE WAGE FILE.

Records concerning incentive paid to inmates working in Enterprise plant facilities. File includes weekly roster of hours worked and pay per hour, inclement working condition pay and supervisor approval. Information is entered into Inmate Incentive Wage Database (Electronic) File, Item 47281. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

ITEM 47281. INMATE INCENTIVE WAGE DATABASE (ELECTRONIC) FILE.

Electronic records concerning incentive paid to inmates working in Enterprise plant facilities. Data is input from Inmate Incentive Wage File, (Item 47280). (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.) (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy electronic records in office after 7 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

ITEM 47282. MATERIAL SAFETY DATA SHEET (MSDS) FILE.

Chemical specifications sheets for all products either produced or received by Enterprise facilities. File includes data sheets that list all chemicals in products as required by the Occupational Safety and Health Administration (OSHA).

DISPOSITION INSTRUCTIONS: Destroy in office 30 years after cease of production.

ITEM 47283. ENTERPRISE PLANT SAFETY INSPECTIONS FILE.

Records concerning inspections conducted by Enterprise Safety Officer of all Enterprise plant facilities. File includes inspection reports for plants and equipment as well as follow up reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

DEPARTMENT OF CORRECTION
PRISON DIVISION

Records Retention and Disposition Schedule

~~Schedule~~
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.

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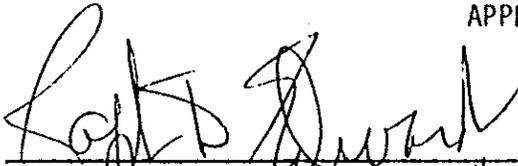
PRISON DIVISION

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

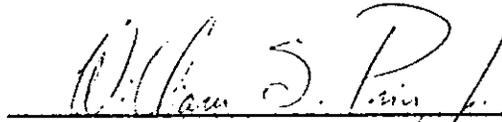
PRISON DIVISION

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 years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

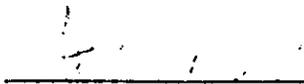


Ralph D. Edwards, Director
Prison Division

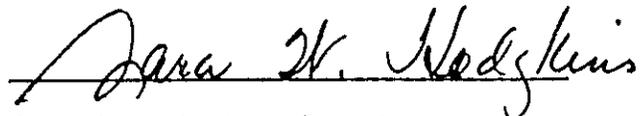


William S. Price, Jr., Acting Director
Division of Archives and History

APPROVED



James C. Woodard, Secretary
Department of Correction



Sara W. Hodgkins, Secretary
Department of Cultural Resources

April 3, 1981

CIRCULATE & MAKE
NECESSARY CHANGES
Records Center CB
Disposition BB
~~Donald~~
Office
Date 4-9-81

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 PRISONS
ENGINEERING**

ITEM 18641. CHART FILE.

Record copies of the steam and waste-water flow charts for correctional center locations.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 18643. PROPERTY RECORDS FILE.

Reference copies of leases, land titles, easements, and other related records pertaining to department property.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 18644. TRACINGS, DRAWINGS, AND BLUEPRINTS FILE.

Record and reference copies of tracings, blueprints, and drawings of department property and structures.

DISPOSITION INSTRUCTIONS: Destroy in office when property is disposed of.

ITEM 18645. ENGINEER'S WORKING FILE.

Working copies of current projects assigned to the engineer. Includes quotations, specifications, job orders in-process, and other information used in the completion of the project.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends but retain no longer than 5 years.

ITEM 18647. ENVIRONMENTAL MANAGEMENT FILE.

Record copies of information pertaining to environmental management. Includes pollution control information and regulations.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18654. CORRESPONDENCE READING FILE.

Record copies of correspondence originating in Central Engineering.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
ENTERPRISE**

ITEM 18668. SUPERINTENDENT'S CORRESPONDENCE FILE.

Record copies of superintendent's correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18676. PLANT CORRESPONDENCE FILE.

Record copies of the correspondence of laundries, canneries, meat processing plants, and labor services.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18687. SUBJECT FILE.

Record copies of information pertaining to Enterprise operations. Includes accident reports on inmates and employees, budget instructions, Enterprise action plans, executive plans, fuel conservation, insurance coverage files, inventory comparison plans, job orders, monthly reports on vehicles, monthly reports on overtime, North Carolina Correctional Industries Association, Occupational Safety and Health Administration personnel, sales breakdown, surplus items sold, and other related items.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
FUGITIVE, IDENTIFICATION, AND COURT ORDER PROCESSING

ITEM 669. MASTER FINGERPRINT FILE.

Record copy of inmate fingerprint file.

DISPOSITION INSTRUCTIONS: Destroy when agency need ends, but retain at least until inmate reaches 65 years of age.

ITEM 10315. INDEX FILE.

Record copy of an inmate number and sentence index.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10316. INMATE ADDITIONAL SENTENCE FILE.

Record copy of a card file listing names of inmates serving additional sentences.

DISPOSITION INSTRUCTIONS: Destroy when agency need ends, but retain at least until inmate reaches 60 years of age.

ITEM 10317. MASTER PHOTOGRAPH FILE.

Record copies of photographs of inmates.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
HUMAN SERVICE PROGRAMS
PROGRAM SERVICES SECTION**

ITEM 10358. PROGRAM SERVICES CORRESPONDENCE AND REPORTS FILE.

Record and reference copies of correspondence and reports pertaining to all programs within the division. Includes administrative correspondence, federal grant records and reports, statistical reports, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 10359. STAFF PERSONNEL RECORDS FILE.

Record and reference copies of staff personnel records.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
PSYCHOLOGICAL SERVICES PROGRAMS**

ITEM 10337. CORRESPONDENCE FILE.

Record copies of divisional correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10339. PSYCHOLOGICAL SERVICES MINUTES FILE.

Record copies of minutes of the periodic meetings and training workshops held by Psychological Services.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center to be microfilmed for security and returned. Transfer 1 official copy of future minutes to the State Records Center. Transfer paper records to the State Records Center when agency need ends for the Archives.

DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
DIRECTOR'S OFFICE

Records Retention and Disposition Schedule

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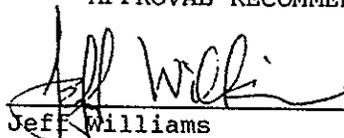
DIRECTOR'S OFFICE

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DIRECTOR'S OFFICE

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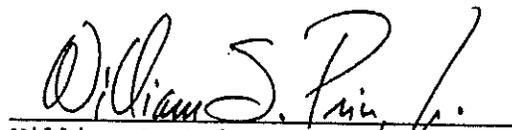
APPROVAL RECOMMENDED


Jeff Williams

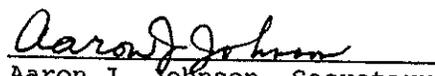
Chief Records Officer
Department of Correction

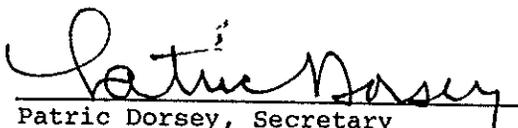
This schedule was modified as part of the creation of the Department of Public Safety. Items discontinued or items whose functions and records have transferred have been deleted. Remaining items are effective January 1, 2012.


Joe Hamilton, Director
Division of Prisons


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

October 18, 1991

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.

MCC

DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
DIRECTOR'S OFFICE

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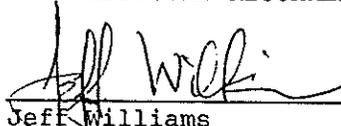
DIRECTOR'S OFFICE

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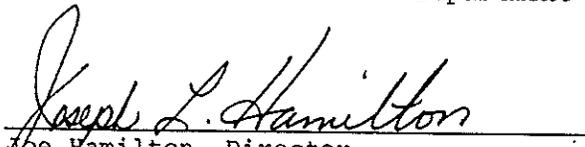
DIRECTOR'S OFFICE

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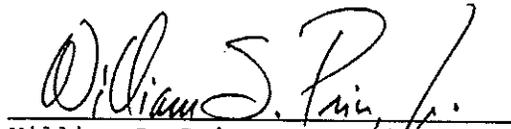
APPROVAL RECOMMENDED



Jeff Williams
Chief Records Officer
Department of Correction

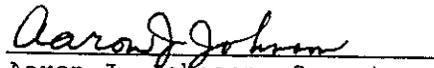


Joe Hamilton, Director
Division of Prisons

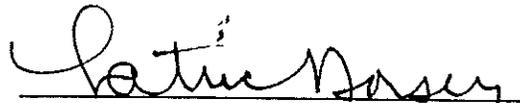


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Aaron J. Johnson, Secretary
Department of Correction



Patric Dorsey, Secretary
Department of Cultural Resources

October 18, 1991

This schedule was modified to
comply with the provisions of the
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Remaining items retain the
original date shown below.

MCC

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
DIRECTOR'S OFFICE**

ITEM 668. DIRECTOR'S SUBJECT FILE.

Records concerning the operation of the Division of Prisons. File includes correspondence, federal court actions, and information regarding budgets, inmate population and deaths, new construction and renovation projects, the Governor's Office, goals and objectives, legislation, divisional sections, investigations, and other related records.

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 transferred to the custody of the Archives.

ITEM 4172. INMATES FILE.

Records concerning inmates. File includes reference copies of time credits and disciplinary actions, correspondence from inmates and inmates' families, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
DIRECTOR'S OFFICE
FACILITY SERVICES

Records Retention and Disposition Schedule

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FACILITY SERVICES

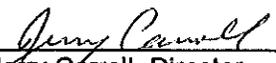
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FACILITY SERVICES

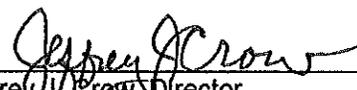
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APPROVAL RECOMMENDED

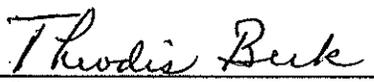

Robert Brinson, Chief Records Officer
Department of Correction

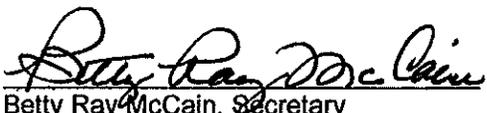

Jeffrey Carroll, Director
Facility Services


James B. French, Director
Division of Prisons


Jeffrey Crow, Director
Division of Archives and History

APPROVED


Theodis Beck, Secretary
Department of Correction


Betty Ray McCain, Secretary
Department of Cultural Resources

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.

July 31, 2000

MS

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
DIRECTOR'S OFFICE
FACILITY SERVICES**

ITEM 45113. INMATE TELEPHONE CALLS RECORDING TAPES FILE.

Tape recordings of telephone calls from inmates to family and/or friends. File also includes backup tapes. (Comply with applicable provisions of G.S. 148-74 regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office after 1 year.

DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CLASSIFICATION SERVICES SECTION

Records Retention and Disposition Schedule

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CLASSIFICATION SERVICES SECTION

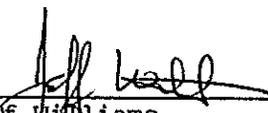
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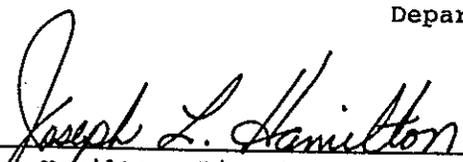
CLASSIFICATION SERVICES SECTION

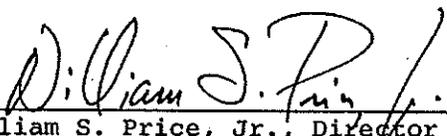
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APPROVAL RECOMMENDED

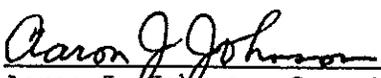
This schedule was modified as part of the creation of the Department of Public Safety. Items discontinued or items whose functions and records have transferred have been deleted. Remaining items are effective January 1, 2012.

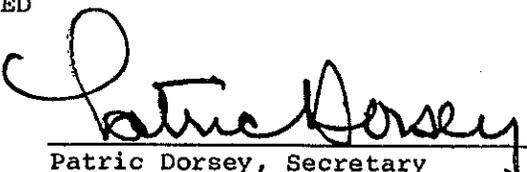

Jeff Williams
Chief Records Officer
Department of Correction


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.