

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.

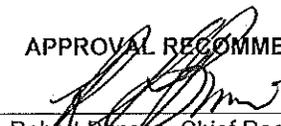
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

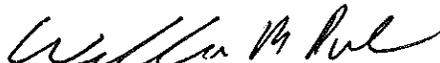
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

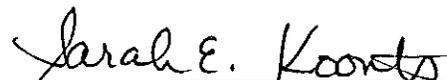
DEPARTMENT OF PUBLIC SAFETY

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.

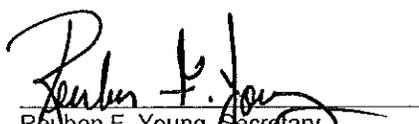
APPROVAL RECOMMENDED


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
PRISON DIVISION
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN

Retention and Disposition Schedule

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.

The Records Retention and Disposition Schedule initially approved on July 18, 1979, governing the records series listed herein has been reviewed, corrected, and is hereby again 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 CORRECTIONAL CENTER FOR WOMEN

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

NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN

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.

CIRCULATE & MAKE
NECESSARY CHANGES

Records Center _____

Disposition _____

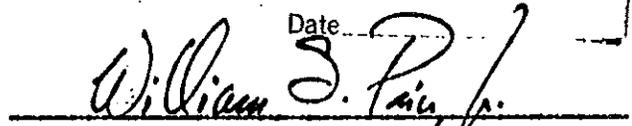
APPROVAL RECOMMENDED

Office Pl 5/31/84

Date _____



Jennie Lancaster, Superintendent
N. C. Correctional Center for Women



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

APPROVED



James C. Woodard, Secretary
Department of Correction



Sara W. Hodgkins, 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.

May 15, 1984

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
BUSINESS OFFICE

ITEM 687. INMATE TRUST FUND DEPOSIT RECEIPT FILE.

Record copies of records concerning deposits made to personal and special inmate trust fund account (Form DC 181). Accounting section posts all tapes for verification of correct balance.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 688. INMATE TRUST FUND WITHDRAWALS FILE.

Record copies of inmates' withdrawal receipts from personal or special trust fund accounts (Form DC 182).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 689. MONEY ORDERS FILE.

Record copies of monthly requests for money order withdrawals from trust fund accounts. File includes a list of payees and remitters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 690. INMATE INCENTIVE WAGE CARDS FILE.

Record copies of information listing weekly earnings of inmates under the incentive wage program (time cards).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 691. WORK RELEASE FILE.

Record copies of individual folders concerning each inmate participating in the work release program. File includes Request For Interview (Form NCCCW 189), Work Release Action (Form DC 190), work release deposit receipts, trust fund deposit receipts, and Work Release Fund Statement (Form DC 105).

DISPOSITION INSTRUCTIONS: Transfer to inactive file when inmate is no longer enrolled in program. Transfer inactive records to the State Records Center after 1 year. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 692. INMATE TRUST FUND RECEIPT BOOK CONTROL REGISTER FILE.

Record copies of withdrawal receipts books for individual trust funds.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 693. PER DIEM FILE.

Reference copies of documents used to calculate per diem and transportation charges for inmates.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 9967. ADMINISTRATIVE OFFICER'S CORRESPONDENCE WITH INMATES FILE.

Record copies of correspondence with inmates concerning their incarceration at the center.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 1 year(s).

ITEM 9977. FEDERAL INMATE REPORT FILE.

Record copy of monthly reports concerning federal inmates housed at the center.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
BUSINESS OFFICE

ITEM 9982. WORK RELEASE MEMORANDUMS FILE.

Reference copies of memorandums concerning work release and center's policy affecting work release.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 2 year(s).

ITEM 9983. INMATE TRUST FUND CARDS FILE.

Record copies of information concerning the weekly amount each inmate has requested to be withdrawn from trust fund.

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

ITEM 9986. INMATE TRUST FUND CHECK STUBS FILE.

Reference copies of information concerning trust fund checks issued. File includes stubs of withdrawal and deposits to the trust fund.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9987. SPECIAL ACCOUNTS FILE.

Record copies of special accounts for inmates who qualify for special needs. File includes the following accounts which are added to the inmate's trust fund: bond fund (in-state), bond fund (out-of-state), children's day care accounts, committed youthful offender account, cosmetology account, culinary arts accounts, drama account, linen fund account, miscellaneous account, newborn baby fund, progressive clerks of NCCCW account, receipts account, recreation account, reimbursement of inmate's travel account, superintendent's discretionary fund, and women's club account.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9989. INMATE CHECK REQUEST FILE.

Record copies of requests made by inmates for authorized special withdrawals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 9991. TEMPORARY WORK RELEASE EARNINGS RECEIPT BOOKS FILE.

Record copies of receipt booklets for checks received by the inmate from the employer that is to be credited to work release account (Form DC 303A).

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

ITEM 9993. CANTEEN REPORTS FILE.

Reference copies of financial records used in the accounting and control of canteen receipts, canteen inventory, and for welfare fund disbursements. File includes Canteen Report (Form DC 194), Canteen Receipts and Expenditures (Form DC 195), Bank Reconciliation (Form DC 263), Perpetual Inventory (Form NCCCW 74), bank statement, deposit receipts, bi-monthly canteen inventory, merchandise invoices, and welfare slips.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9994. CANTEEN REGISTER TAPES FILE.

Record copies of register tapes documenting canteen receipts for each operating day.

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

ITEM 9995. MEAL REPORTS FILE.

Record copy of a register listing individuals other than inmates at the center who were served meals at the center. File includes Meal Report (Form DC 156), and Inmate Trust Fund Deposit Receipts (Form DC 181).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
BUSINESS OFFICE**

ITEM 9996. TREATMENT FACILITY FILE.

Reference copy of procedures manual and the financial records used for processing the fiscal affairs relating to treatment at the center. File includes treatment facility reimbursement check stubs, bank deposit receipts, reimbursement claims on operation fund, bank reconciliation sheet, financial reports, bank statements, receipts, and copies of cancelled checks.

DISPOSITION INSTRUCTIONS: Destroy in office procedures manual when superseded. Destroy in office financial records after 1 year.

ITEM 9999. INCENTIVE WAGE REPORT FILE.

Reference copies of monthly reports listing inmates receiving incentive wages. File includes Inmate's Trust Fund Withdrawal Receipts (Form DC 181), Incentive Wage Reimbursement Check Stubs (Form DC 415), Financial Reports (Form DC 182), Incentive Pay Imprest Fund Account (Form DC 415), Incentive Payroll (Form DC 417), payroll sheets, and petty cash vouchers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10000. INCENTIVE WAGE POSITION REPORT FROM DOROTHEA DIX HOSPITAL FILE.

Record copy of monthly memorandums stating incentive wage positions filled by inmates at Dorothea Dix Hospital. File includes their time, earnings, and amount of reimbursement.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10003. WORK RELEASE REPORT FILE.

Reference copy of procedures manual for inmate's work release earnings and individual folder for each inmate on work release. File includes Work Release Fund Check Stubs (Form DC 303), Deposit Receipts Of Total Earnings For Pay Period (Form DC 303B), legal-size payroll sheet of withdrawals and balance of earnings for pay period, copy of cash salary, and tips received.

DISPOSITION INSTRUCTIONS: Destroy in office procedures manual when superseded. Destroy in office remaining records after 1 year.

ITEM 10004. WORK RELEASE FUND LEDGER FILE.

Record copies of 5x8 index cards listing work release funds accumulated while inmate is on work release.

DISPOSITION INSTRUCTIONS: Transfer to inmate's unit jacket after inmate has completed or withdrawn from work release.

ITEM 10006. DAILY TELEPHONE REPORTS FILE.

Reference copies of information concerning the daily coded account of inmates at the center and movements to and from the center (Form Dc 327).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 1 year(s).

ITEM 10007. LEAVE REGISTER FILE.

Record copy of signout sheets listing inmates and other visitors leaving and returning to the center. Data from sheet is used to verify days owed for per diem and transportation charges (Form DC 259).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10008. POSTAGE FUND FILE.

Record copy of information listing postage paid by center for inmates who lack resources to pay (Form NCCCW 180).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
BUSINESS OFFICE

ITEM 10009. INMATE TRUST FUND DEPOSIT RECEIPT FILE.

Record copies of receipts used to verify that money has been deposited in inmate's trust fund (Form DC 181).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 1 year(s).

ITEM 10010. PACKAGE MAILING RECEIPT FILE.

Record copies of receipts documenting money received from inmate's mailing packages and listing date package was mailed.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after package was mailed to comply with statute of limitations on mail that has been lost.

ITEM 10011. VISITING LIST CARD FILE.

Cards listing name of approved visitors, relationship to inmate, and date of visits. (Card is used by mailroom to obtain inmate identification numbers.)

DISPOSITION INSTRUCTIONS: Transfer to Inmate's Unit Jacket after inmate has been released.

ITEM 10012. PERSONAL PROPERTY INVENTORY FILE.

Record copies of information listing items received by inmate from relatives and friends and inventoried by mailroom to determine if inmate is eligible for items.

DISPOSITION INSTRUCTIONS: Transfer to Inmate's Unit Jacket after inmate signs inventory sheet upon receiving items.

ITEM 10013. INMATE LEDGER CARD FILE.

Record copies of ledger cards for inmates' trust fund. File lists account deposit, withdrawals, and monthly balance.

DISPOSITION INSTRUCTIONS: Transfer to Inactive File when inmate is discharged from system. Destroy in office Inactive Files after 2 years.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
CONTROL CENTER**

ITEM 9887. NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN RULES AND POLICIES FILE.

Reference copies of unit memorandums stating unit policy, rules, and changes in procedure.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after superseded.

ITEM 9888. DEPARTMENT OF CORRECTION MEMORANDUMS FILE.

Reference copies of memorandums from Department Secretary and Prison Division Directors stating unit policy, rules, and changes in procedure.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after superseded.

ITEM 9889. GENERAL MEMORANDUMS FILE.

Reference copies of memorandums from the Captain, Superintendent, or other administrators stating activities, meetings, time changes, clock in time, and other actions.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 1 year(s).

ITEM 9890. INMATE'S UNIT JACKET FILE.

Records concerning inmates at the Center maintained by Control Center. Jackets may contain the following information on the inmate: purpose, applicable policy, procedures, responsibilities, and completion. Items in the jacket are listed in the Diagnostic Center Procedures, Record Assembly Section, No. 110-10/15/77).

DISPOSITION INSTRUCTIONS: Retain and dispose of inmate jackets in accordance with the Department of Correction policies and procedures for disposition of inmate jackets (Department of Correction Policy/Procedure Manual, Section 5 NCAC 1B). Remove and transfer medical and physiological data to medical jacket.

ITEM 9891. NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN INMATE CONTROL CARD FILE.

Record copies of information listing description of inmates crime, nature of sentence, admission date, work assignment, custody grade, and other assignment.

DISPOSITION INSTRUCTIONS: Transfer to Inactive File when inmate is released. Destroy in office Inactive File after 1 year.

ITEM 9892. DISCIPLINARY RECORDS FILE.

Record copies of information listing inmates' name, number of disciplinary infractions, plea, and recommendations of the disciplinary committee.

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

ITEM 9893. PRISON INCIDENT AND USE OF FORCE REPORT FILE.

Reference copies of information concerning incidents or potential incidents (fights, suicides, riots, etc.) at the center.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9894. INMATES' WORK ROSTERS FILE.

Record copies of rosters listing work release, study release, and pre-release of any inmate who is allowed to work outside the unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9895. INMATE CLASSIFICATION FILE.

Reference copies of information listing inmates' name, race, health, work project, gain time, custody level, and review date.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
CONTROL CENTER

ITEM 9896. SHAKEDOWN FILE.

Record copies of information concerning shakedown of inmates and the dormitory areas. File includes description of contraband found and method of its disposition.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9897. DAILY TELEPHONE REPORT FILE.

Record copies of information listing daily coded account of inmates at the center and movements to and from the center (Form DC-327).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9898. MORNING, EVENING, AND MIDNIGHT COUNT FILE.

Record copies of information listing head count for inmates conducted 3 times per day.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9899. FIREDRILL DOCUMENTATION FILE.

Record copies of information listing date and time of all fire drills for each dormitory.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9900. DORMITORY C DAILY POPULATION FILE.

Record copies of information documenting daily population lists by name and cell number.

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

ITEM 9901. DORMITORY C ROSTER FILE.

Record copies of daily rosters which lists inmates who are residents of Dormitory C. File includes date entered, type of segregation, and proposed release date of inmates.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9903. SHIFT LOG FILE.

Record copies of shift logs (Form NCCCW 199) used to record incidents on each shift.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9904. SECURITY CHECK FILE.

Record copies of information concerning security check of all areas of the center after inmates are locked up for the evening.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9905. DISCIPLINARY HEARINGS FILE.

Record copies of information listing inmates charged with a disciplinary violation. File includes inmates' verdicts and the disciplinary committee's recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9906. INMATES HOME LEAVE FILE.

Reference copies of information listing inmates approved for home leave.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9907. PROGRAM MEMORANDUMS FILE.

Reference copies of memorandums stating approval for special visits and activities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 1 year(s).

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
CONTROL CENTER**

ITEM 9908. WORK RELEASE MEMORANDUMS FILE.

Reference copies of memorandums listing inmates going on work release or coming off work release and also changes in work release schedule.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 1 year(s).

ITEM 9909. STUDY RELEASE MEMORANDUMS FILE.

Reference copies of memorandums listing inmates going on study release, coming off of study release, and also changes in study release schedule.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 1 year(s).

ITEM 9916. POST ORDERS FILE.

Record copies of post orders listing duties of each officer on all posts.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9917. DAILY COUNT SHEET FILE.

Record copies of the daily inmate count for each building (Population Report Form NCCCW#5).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
DIAGNOSTIC SERVICES**

ITEM 9945. PSYCHOLOGICAL ASSESSMENT INDEX FILE.

Record copies of 3x5 index cards listing names of inmates, dates of assessments, and the initials of psychologists making the assessments.

DISPOSITION INSTRUCTIONS: Transfer active records to Inactive File after inmate is released.
Destroy in office inactive records 3 years after inmate is released.

ITEM 9946. PSYCHOLOGICAL ASSESSMENT FILE.

Record copies of psychological assessments (Form DC 366) concerning each inmate at the center.

DISPOSITION INSTRUCTIONS: Transfer active records to Inactive File when inmate is released.
Destroy in office inactive records after inmate is released.

ITEM 9947. INMATE PSYCHOLOGICAL TESTING JACKETS FILE.

Record copies of inmate's profiles and case summary, youthful offender population graph, revised beta examination, answer sheet, and the Panton Sentence Completion Test (Form DC 370).

DISPOSITION INSTRUCTIONS: Transfer active records to Inactive File when inmate is released.
Destroy in office inactive records 3 years after inmate is released.

ITEM 9948. INMATE AREA UNIT JACKET FILE.

Record copies of vital information concerning inmates at center maintained by diagnostic services. File includes the following information on the inmate: purpose, applicable policy, procedures, responsibilities, and completion. Items in the jacket are listed in the "Diagnostic Center Procedures," Records Assembly Section No. 110. (10/15/77).

DISPOSITION INSTRUCTIONS: Retain and dispose of inmate jackets in accordance with the Department of Correction policies and procedures for disposition of inmate jackets (Department of Correction Policy/Procedure Manual, Section 5 NCAC 1B). Remove and transfer medical and physiological data to medical jacket.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
FOOD SERVICE**

ITEM 9926. SANITATION RULES FILE.

Reference copies of rules and regulations from N.C. Department of Human Resources, Division of Health Services, Sanitary Engineering Section concerning sanitation.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 9928. STEREO INFORMATION FILE.

Reference copies of information concerning the stereo system installed in the dining hall of the center.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 6 year(s).

ITEM 9931. INMATE COST ANALYSIS REPORT OF MEALS SERVED FILE.

Reference copies of monthly cost analysis of meals served at all agency correctional centers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9932. MEALS SERVED REPORT FILE.

Reference copies of reports concerning the number of meals served in the center per month.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9933. MASTER MENU FILE.

Reference copies of monthly master menus for all centers in agency.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9934. DIET GUIDE FILE.

Record copies of information concerning guidelines for meal plans for employees and guests.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
MEDICAL SERVICES**

ITEM 681. CONTROLLED SUBSTANCES REQUISITIONS FILE.

Requisitions for controlled substances.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 683. RECORD OF NARCOTICS FILE.

Records concerning the administration of Food and Drug Administration controlled substances administered to individual patients.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 684. MONTHLY INVENTORY OF SEDATIVE DRUGS FILE.

Monthly inventories of Department of Correction controlled substances in use at the North Carolina Correctional Center for Women.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 685. RECORD OF SEDATIVE AND NARCOTIC DRUGS ADMINISTERED FILE.

Records concerning controlled substances used daily by nurses to fill patients' medication prescriptions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 9955. DAILY COUNT SHEET OF DEPARTMENT OF CORRECTION CONTROLLED SUBSTANCES FILE.

Records used to document the daily count of controlled substances.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 9956. MEDICINE CALL SHEETS FILE.

Daily registers listing individual inmate visits for medical care and treatment.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9957. MEDICAL SERVICES MONTHLY REPORTS FILE.

Monthly statistical summaries concerning appointments, tests, referrals, and other related medical information.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 9958. APPOINTMENT BOOKS FOR PATIENT VISITS FILE.

Records concerning patients' appointments to visit the medical services clinic and the dental clinic. File includes information regarding medically-related services received outside the center.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 9959. INMATE X-RAYS FILE.

X-rays (14x17) and x-ray cards concerning inmates.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after inmate is released.

ITEM 9960. CLINIC FLOW SHEETS FILE.

Records concerning inpatient census, outpatient appointments, and hospitalization information used as a source for statistical summaries.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
MEDICAL SERVICES

ITEM 10033. WOMEN'S MENTAL HEALTH OUTPATIENT RECORDS FILE.

Records concerning mental health of inmates. File includes health care and physicians orders, psychological assessments, medication administration forms, medical information release forms, consultation letters, and medical information from other institutions. (Records are filed in chronological order.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after inmate is released. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
PROGRAM SECTION

ITEM 9939. INMATE'S APPLICATION FOR PARTICIPATION IN COMMUNITY VOLUNTEER PROGRAM FILE.

Record copies of inmate's application for Community Volunter Program (Form DC 346) and Classification Actions (Form DC 121).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 2 year(s).

ITEM 9940. COMMUNITY VOLUNTEER APPLICATION FORM FILE.

Record copies of application, applicant's Police Information Network (PIN) report, and related material concerning volunteers for the program.

DISPOSITION INSTRUCTIONS: Transfer active records to Inactive File after volunteer is no longer a participant. Destroy in office inactive records after 1 year.

ITEM 9941. PAROLE CERTIFICATES FILE.

Reference copies of inmate's parole certificates used by the center.

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

ITEM 9942. RESIDENTS RELEASE CHECKOUT FORM FILE.

Record copies of receipts signed by inmate upon release stating that the inmate has received all items that are due and has received a home plan.

DISPOSITION INSTRUCTIONS: Transfer to Inmate's Unit Jacket File after inmate signs release check-out form.

ITEM 9943. COMMITTED YOUTHFUL OFFENDERS (CYO) FILE.

Record copies of folders for each inmate containing information relating to CYO commitment. File includes approved visitors list (Form DC 159), Inmate's Classification Profile (Form NCCCW 191), Commitment Papers (Form DC 121), Clinical Imperative, Social History, Resident Agreement (Form DC 142), and Conditional Release Action/Periodic Review (Form DC 170).

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after inmate has been released or withdrawn from program.

ITEM 9944. STUDY RELEASE FILE.

Record copies of guidelines and procedures for inmate work release program. File includes Classification Action (Form DC 121), Study Release Rules and Regulations (Form DC 340), and Study Release Action (Form DC 356).

DISPOSITION INSTRUCTIONS: Transfer to inmate's unit jacket after inmate has completed or withdrawn from program.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
NORTH CAROLINA CORRECTIONAL CENTER FOR WOMEN
SUPERINTENDENT'S OFFICE**

ITEM 9877. SUPERVISORS' FILE.

Record copies of correspondence between supervisors, secretaries, commissioners, and directors concerning the daily activities of the center.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 9878. MONTHLY ACTIVITY REPORTS FILE.

Record copies of superintendent's reports to Prison Division Director. File lists major accomplishments of the month, current programs, and future plans.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 9880. PRISON INCIDENT REPORTS FILE.

Record copies of information concerning incidents or potential incidents (fights, suicides, riots, etc.) at the North Carolina Correctional Center for Women.

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

ITEM 9881. SPECIAL INMATE FILE.

Record copies of correspondence and requests between inmates and representatives of the state and federal government.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 9882. DISCIPLINARY REPORTS FILE.

Record copies of information concerning disciplinary actions and investigation reports taken before the Disciplinary Committee.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9884. EMERGENCY TIME REPORTS FOR RESIDENTS FILE.

Record copies of information concerning time earned by inmates exceeding normal work load.

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