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
OFFICE OF THE DEPUTY DIRECTOR
FOOD AND NUTRITION MANAGEMENT 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

FOOD AND NUTRITION MANAGEMENT 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

FOOD AND NUTRITION MANAGEMENT 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.

Robert Brinson, Chief Records Officer
Department of Correction

Nancy V. Porter RD LDN
Nancy V. Porter, RD, LDN, Director
Food and Nutrition Management Section

Dan Stieneke, Deputy ~~Director~~ SECRETARY
~~Division of Prisons~~ DEPT. OF CORRECTION

James B French
James French, Director
Division of Prisons

Jeffrey J. Crow
Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Theodis Beck
Theodis Beck, Secretary
Department of Correction

Betty Ray McCain
Betty Ray McCain, Secretary
Department of Cultural Resources

September 16, 1999

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.

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DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
OFFICE OF THE DEPUTY DIRECTOR
FOOD AND NUTRITION MANAGEMENT SECTION

ITEM 43554. FOOD SERVICES DATABASE (ELECTRONIC) FILE.

Machine readable and paper records concerning menus written and analyzed by registered dietitians. File includes recipes, menus, costs, production sheet guidelines, and other related records. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update routinely. Erase/destroy in office backup records when superseded or obsolete. Destroy in office remaining records when reference value ends.

ITEM 43557. NUTRITION AND FOOD SERVICES FILE.

Records concerning meals served to inmates statewide. File includes correspondence, memorandums, and copies of menu substitutions, menu additions, revised menus, new menus, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 43558. NUTRITIONAL ASSESSMENTS FILE.

Records concerning the nutritional status of inmates and recommendation of adequate therapeutic diets. File includes general information about inmates, inmate location, medical history, medical diagnosis, documentation of inmates eating patterns, and other related records. (Comply with applicable provisions of G.S. 148-74 and 148-75 regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.