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 DIRECTOR OF HEALTH SERVICES
HEALTH SERVICES BRANCH

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

HEALTH SERVICES BRANCH

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

HEALTH SERVICES BRANCH

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 Brinson, Chief Records Officer
Department of Correction

Herbert A. Rosefield, Director
Health Services Branch

Dan Stieneke, Director
Division of Prisons

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Mack Jarvis, 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.

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.

May 15, 1997

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DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
OFFICE OF THE DIRECTOR OF HEALTH SERVICES
HEALTH SERVICES BRANCH

ITEM 39511. COMMUNICABLE DISEASE (ELECTRONIC) DATABASE FILE.

Machine readable records concerning inmates diagnosed with a specific communicable disease. Electronic file includes names of inmates, inmates date of birth, race, and sex, inmates identification numbers, and other related data. (Comply with applicable provisions of G.S. 130A-143 concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update electronic files periodically. Retain in office copy of magnetic disk permanently.

ITEM 39512. COMMUNICABLE DISEASE REPORTS FILE.

Reports received from Outreach Nurses concerning medical treatment rendered to inmates with communicable diseases. Reports includes inmates names, inmates identification numbers, laboratory results, dates of tests, types of treatment inmates received, and other related data. (Comply with applicable provisions of G.S. 130A-143 concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 39513. COMMUNICABLE DISEASE STATISTICAL REPORTS FILE.

Statistical reports concerning inmates diagnosed with a specific communicable disease. Reports list names of inmates, inmates' identification numbers, inmates' date of birth, race, and sex, dates inmates diagnosed, and other related data. Information entered into Communicable Disease (Electronic) Database File (Item 39511). (Comply with applicable provisions of G.S. 130A-143 regarding individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 39514. DENTAL LITIGATION SUITS (INMATES) FILE.

Records concerning lawsuits filed by inmates regarding dental issues. File includes correspondence, memorandums, reference copies of subpoenas, complaints, interrogatories, affidavits, responses to interrogatories, and other related 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.

ITEM 39515. DENTAL LITIGATION SUITS (PERSONNEL) FILE.

Records concerning lawsuits filed by dental personnel regarding dental issues. File includes correspondence, memorandums, reference copies of grievances, subpoenas, interrogatories, affidavits, responses to interrogatories, and other related 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.

ITEM 39516. DISPENSED MEDICATIONS RECORDS.

Records concerning medications dispensed to inmates. File includes names of medications, prescribers' names, medications strength, quantities, documentation on directions for use, physicians' drug orders, dispensing information, documentation on clarification of medications orders, and other related records. Information entered into Dispensed Medications Database (Electronic) File (Item 39517).

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.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
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HEALTH SERVICES BRANCH

ITEM 39517. DISPENSED MEDICATIONS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning medications dispensed to inmates. Electronic file includes prescribers' names, issuance dates, medications names, medications strength, length of medications orders, directions for use, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update electronic files periodically. Erase in office magnetic disks and hard drive after 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, erase in office after completion of action and resolution of issues involved.

ITEM 39518. DISPENSED MEDICATIONS PRINTOUTS FILE.

Computer generated printouts produced from Dispensed Medications Database (Electronic) File (Item 39517). Printouts list names of inmates, prescribers' names, medications names, medications strength, issuance dates, and other related data.

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.

ITEM 39520. NURSES CONTINUING EDUCATION UNIT (CEU) FILE.

Records concerning courses and/or classes offered between an individual agency and the Department of Correction, Health Services Branch for nurses education. File includes names of employees, employees' social security numbers, location of training, instructor names, names of courses, number of credit hours earned, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of education records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 39524. PROGRAM FILE.

Records concerning courses offered to nursing staff. File includes completed Single Offering Objective Review Forms, evaluation forms, agendas, data sheets, handouts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 39525. QUALITY ASSURANCE INSPECTIONS REPORTS FILE.

Reports concerning the monitoring of health care given to inmates within the Department of Correction system. Reports includes names of inmates, inmates' identification numbers, inmates' medical problems, types of treatment given, results of diagnostic testing, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of patient medical information and records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.