

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.

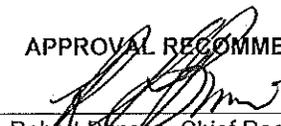
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

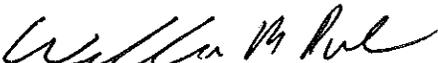
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

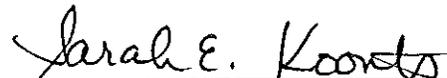
DEPARTMENT OF PUBLIC SAFETY

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.

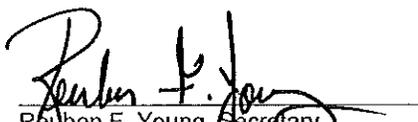
APPROVAL RECOMMENDED


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
Program Section
Office of Volunteer Services

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.

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

Office of Volunteer Services

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

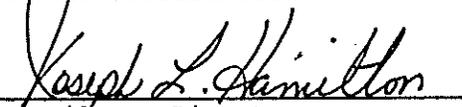
Office of Volunteer Services

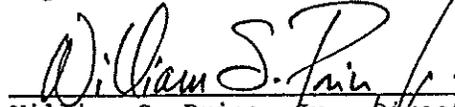
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Mae McLendon
Volunteer Coordinator

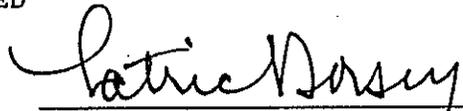

Jeff Williams, Chief Records Officer
Department of Correction


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

September 6, 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 PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
PROGRAM SECTION
OFFICE OF VOLUNTEER SERVICES**

ITEM 10364. VOLUNTEER SERVICES FILE.

Records concerning volunteer services in the division. File includes correspondence, volunteer activity reports, monthly reports, volunteer status reports, Community Resource Council reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 31706. COMMUNITY RESOURCE COUNCIL FILE.

Records concerning the Community Resource Council. File includes quarterly reports, training packets, bylaws format, membership list, policies and procedures, and surveys.

DISPOSITION INSTRUCTIONS: Destroy in office policies and procedures when superseded or obsolete. Destroy in office remaining records after 4 years.

ITEM 31707. CORRECTIONAL FACILITIES FILE.

Records concerning each correctional facility, area office, and command. File includes survey forms, Community Resource Council minutes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer Community Resource Council minutes to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 4 years.

ITEM 31708. CORRESPONDENCE FILE.

Correspondence and memorandums received and sent by the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 31712. VOLUNTEER OF THE YEAR AWARDS PROGRAM FILE.

List of awards presented to volunteers in the Department of Correction. File includes information concerning nominees, selection criteria, luncheon list, and other related records.

DISPOSITION INSTRUCTIONS: Transfer list of awards and selection criteria information 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. Destroy in office remaining records after 4 years.