

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

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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.

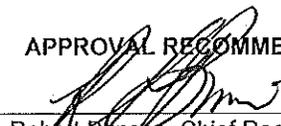
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

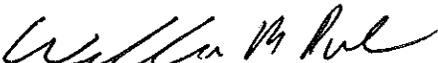
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

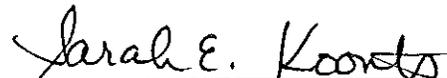
DEPARTMENT OF PUBLIC SAFETY

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.

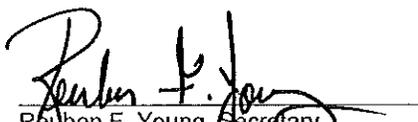
APPROVAL RECOMMENDED


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
SPECIALIZED INSTITUTIONAL COMMAND

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

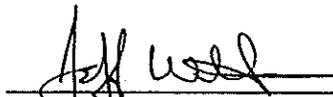
SPECIALIZED INSTITUTIONAL COMMAND

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

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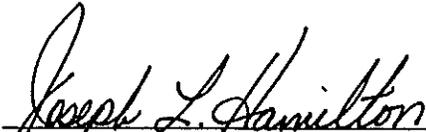
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



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.

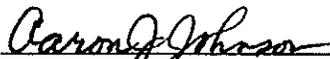


Joe Hamilton, Director
Division of Prisons

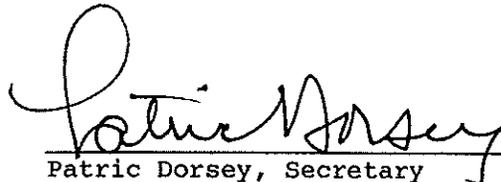


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Aaron J. Johnson, Secretary
Department of Correction



Patric Dorsey, Secretary
Department of Cultural Resources

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.

June 28, 1991

MCC

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - DIVISION OF PRISONS
SPECIALIZED INSTITUTIONAL COMMAND

ITEM 31176. ADMINISTRATIVE FILE.

Memorandums concerning policy changes, special work assignments, instructions, and other related information. File includes monthly administrative reports.

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 31177. CHRONOLOGICAL CORRESPONDENCE FILE.

Official copies of outgoing correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 31178. INCIDENT REPORTS FILE.

Reports concerning incidents which have occurred at prison facilities within Command. File includes records regarding the death of an inmate.

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 31179. INMATE CORRESPONDENCE FILE.

Correspondence to, from, and concerning inmates. File includes disciplinary appeals.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 31181. LEGAL FILE.

Records concerning lawsuits filed by inmates and other related materials used during a trial. File includes acknowledgements and responses to lawsuits filed and instructions regarding lawsuits settled.

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 31182. OFFICE INMATE FILE.

Correspondence, newspaper clippings, and other related records concerning inmates.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

ITEM 31184. PRISON FACILITY CORRESPONDENCE FILE.

Correspondence between prison facilities within the Specialized Institutional Command and the command manager. File includes records concerning the operation of the prison facilities, activity and inspection reports, audits, and other related information.

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 31186. USE OF FORCE REPORTS FILE.

Reports on the use of force on inmates that are sent to the Specialized Institutional Command Manager.

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.