

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.

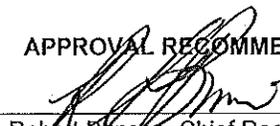
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

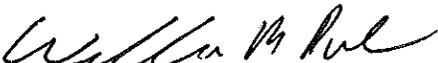
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

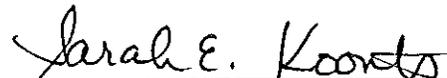
DEPARTMENT OF PUBLIC SAFETY

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.

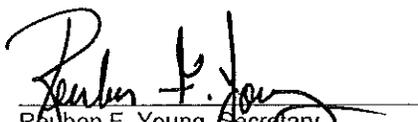
APPROVAL RECOMMENDED


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
INMATE GRIEVANCE COMMISSION

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.

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on February 29, 1980, 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

INMATE GRIEVANCE COMMISSION

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

INMATE GRIEVANCE COMMISSION

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

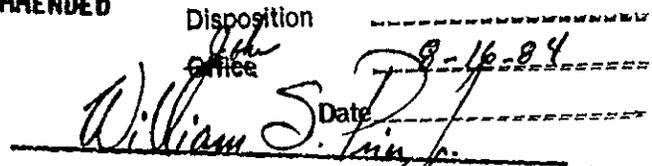
Records Center _____

APPROVAL RECOMMENDED

Disposition _____



William A. Dudley, Executive Director
Inmate Grievance Commission

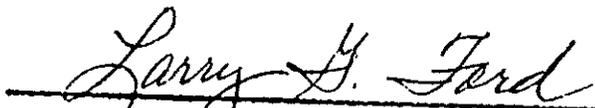


William S. Price, Jr., Director
Division of Archives and History

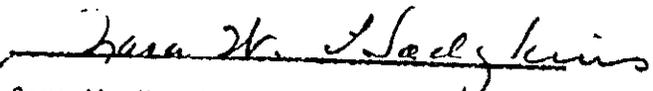
Office _____
Date 8-16-84

APPROVED

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.



Larry G. Ford, Chairman
Inmate Grievance Commission



Sara W. Hodgkins, Secretary
Department of Cultural Resources

July 13, 1984

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - INMATE GRIEVANCE COMMISSION

ITEM 660. DIRECTOR'S CORRESPONDENCE FILE.

Record copies of correspondence between the Director of the Inmate Grievance Commission and inmates, state officials, and the general public.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 661. INMATE GRIEVANCE APPEALS FILE.

Record copies of inmates' grievance appeals to the Commission. File includes investigation reports, summary of complaint, correspondence, and other pertinent information. Amended 10-21-05.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after appeal is resolved. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently held in the State Records Center 4 years from date of record.

ITEM 662. READING FILE.

Record and reference copies of information concerning the Inmate Grievance Commission. File includes newspaper clippings, press releases, case examples, and various hearing records.

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 663. SCRAPBOOK FILE.

Record copies of newspaper clippings concerning the Inmate Grievance Commission.

DISPOSITION INSTRUCTIONS: Transfer 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.

ITEM 10294. COMMISSION MEMBERS' CORRESPONDENCE FILE.

Record copies of correspondence to the Inmate Grievance Commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10297. MINUTES BOOK FILE.

Record copies of minutes of the Inmate Grievance Commission meetings. File also includes staff reports and the agenda for each meeting.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center periodically to be microfilmed for security and returned. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage. Transfer returned records to the State Records Center when reference value ends. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10299. INMATE GRIEVANCE LOG BOOK FILE.

Record copy of a log book listing the grievances filed with the Commission. File includes name of inmate, area, unit, and filing date of the grievance.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10300. COMMISSION ORDERS FILE.

Record copies of Inmate Grievance Commission's orders concerning inmate grievances.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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.

**DEPARTMENT OF PUBLIC SAFETY
CORRECTION - INMATE GRIEVANCE COMMISSION**

ITEM 10301. INFORMATION AND RESOLVED INMATE GRIEVANCE FILE. -

Reference copies of inmate grievances and the resolution of the grievance by the prison unit.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.