

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.

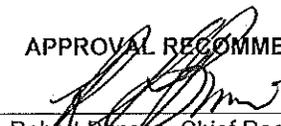
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

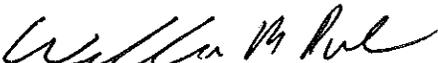
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

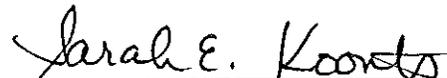
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

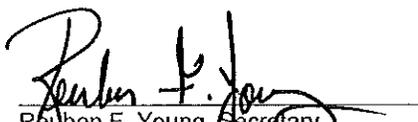
APPROVAL RECOMMENDED

  
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  
PAROLE 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.

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on June 17, 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

PAROLE 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

PAROLE 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 \_\_\_\_\_

Disposition \_\_\_\_\_

Office John \_\_\_\_\_

Date 4-16-84 \_\_\_\_\_

APPROVAL RECOMMENDED

Walter T. Johnson, Jr.  
Walter T. Johnson, Jr., Chairman  
Parole Commission

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

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.

James C. Woodard  
James C. Woodard, Secretary  
Department of Correction

Sara W. Hodgkins  
Sara W. Hodgkins, Secretary  
Department of Cultural Resources

DEPARTMENT OF PUBLIC SAFETY  
CORRECTION - PAROLE COMMISSION

**ITEM 667. DEATH ROW INMATE PAROLE JACKET (CAPITAL CASE) FILE.**

Record copies of parole jackets concerning inmates sentenced to death who are executed or otherwise die while on death row. File includes commitment information, death row investigation, correspondence, and recommendations of the Parole Commission.

DISPOSITION INSTRUCTIONS: Transfer jacket to Combined Records after sentence is terminated. Retain in Combined Records 4 years, then transfer to the State Records Center. Records will be held for the agency in the State Records Center 5 years and then transferred to the custody of Archives. Transfer death row files of those inmates whose sentence is commuted to a term of years to Combined Records. Retain in Combined Records until the Parole Commission's need ends, then transfer to the State Records Center. Records will be held for the agency in the State Records Center 5 years and then transferred to the custody of Archives.

**ITEM 3394. CLIENT'S PARDON FILE.**

Record copies of documents concerning client's petition for pardon. File includes applications, commitments, indictments, legal correspondence, investigation requests, and the final report sent to the Governor.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 10366. PAROLE COMMISSION CHAIRMAN'S CORRESPONDENCE FILE.**

Record copies of correspondence of the Parole Commission Chairman.

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 10367. AFFIDAVIT FILE.**

Reference copies of affidavits concerning inmates who have filed suit against the Department of Correction.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10369. SUBJECT FILE.**

Reference copies of subject files concerning the administration of the Parole Commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10370. COMMUTATION FILE.**

Reference copies of commutations for clients whose sentence was commuted. Reference copies are located in Inmate's Combined Records File.

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 10371. CHRISTMAS CLEMENCY FILE.**

Reference copies of commutations for clients whose sentence was commuted for the Christmas season. Record copies are located in Inmate's Combined Records File.

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 10372. SCHEDULE OF CASES PRESENTATION TO PAROLE COMMISSION FILE.**

Record copies of hearing time schedules for inmates whose sentence is scheduled for parole.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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CORRECTION - PAROLE COMMISSION**

**ITEM 10375. DEATH ROW (CAPITAL CASE) INDEX FILE.**

Record copy of an index file listing names of inmates who have been sentenced to death row.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when agency need 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 10377. PAROLE AND CONDITIONAL RELEASE INDEX FILE.**

Record copy of an index file listing inmates who received a parole on a conditional release.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

**ITEM 10378. SPEECH INFORMATION FILE.**

Record and reference copies of speech information concerning the duties of the Parole Commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when agency need 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 10379. PAROLE COMMISSION SCRAPBOOK FILE.**

Record copies of clippings and other information concerning the Parole Commission and the commissioners.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when agency need ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.