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
SECRETARY'S OFFICE

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on March 31, 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

SECRETARY'S OFFICE

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

SECRETARY'S OFFICE

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.

APPROVAL RECOMMENDED

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

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.

APPROVED

James C. Woodard, Secretary
Department of Correction

Sara W. Hodgkins, Secretary
Department of Cultural Resources

June 29, 1984

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.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - ADMINISTRATION
SECRETARY'S OFFICE

ITEM 630. BOARD OF CORRECTION MINUTES FILE.

Record copies of minutes of the Board of Correction.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s) to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 10163. ACCREDITATION FILE.

Reference copies of correspondence concerning the accreditation of the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10165. GENERAL CORRESPONDENCE FILE.

Record copies of general correspondence from the department, general public, and inmates.

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 10166. DEPARTMENTS OF STATE GOVERNMENT FILE.

Record copies of correspondence between the Department of Correction and state agencies. File includes questionnaries, policy information, minutes, reports, and other pertinent information.

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 10168. DEPARTMENT OF CORRECTIONS DIVISION SILE.

record copies of correspondence between the divisions of the department. File includes questionnaires, policy information, minutes, reports, and other pertinent information.

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 10169. EDUCATION (INSTITUTIONS, COLLEGES, AND UNIVERSITIES) FILE.

Record and reference copies of correspondence between the department and educational institutions. File includes program and seminar records, minutes, reports, and other pertinent information.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10170. FEDERAL GRANTS FILE.

Reference copies of information concerning departmental federal grants.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 5 year(s).

ITEM 10171. POLICIES AND PROCEDURES FILE.

Record copies of information concerning department policies and procedures.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after superseded. 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 - ADMINISTRATION
SECRETARY'S OFFICE

ITEM 10172. REPORTS FILE.

Record copies of reports concerning the department. File includes statistics, project evaluations, national and state studies, and other related studies.

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 10173. UNITED STATES GOVERNMENT FILE.

Record copies of correspondence between the department and federal agencies.

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 10177. LAWYERS AND LEGAL AID SERVICES FILE.

Reference copies of information concerning legal aid available to inmates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10178. LEGISLATIVE FILE.

Reference copies of legislation concerning the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10184. INFORMATION AND THE PUBLIC FILE.

Record copies of information concerning and released to the public.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10185. NEWS RELEASES FILE.

Record copies of press and news releases concerning the Secretary and the department.

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 10186. CORRESPONDENCE FILE.

Record copies of correspondence to and from the Secretary.

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 10187. DEPARTMENT OF CORRECTION EXECUTIVE COMMITTEE MINUTES FILE.

Record copies of the Executive Committee minutes.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s) to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 10189. PRESS RELEASES FILE.

Reference copies of information concerning announcements to the press from the Secretary.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - ADMINISTRATION
SECRETARY'S OFFICE

ITEM 10190. GOVERNOR'S OFFICE CORRESPONDENCE FILE.

Record copies of correspondence between the Governor and the Secretary. Records relate to cabinet retreats; executive and organizational development; inmate transfers by the Governor; out-of-state approvals; year-end reports; administrative, departmental, and state goals; and policies and procedures.

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.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - SECRETARY'S OFFICE
DEPUTY SECRETARY

ITEM 10204. ACCREDITATION FOR CORRECTION FILE.

Reference copies of correspondence concerning accreditation of the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10205. ASSOCIATIONS, CONFERENCES, AND COUNCILS FILE.

Reference copies of correspondence from associations, conferences, and councils. File includes reports, newsletters, notices, conference reports, and publications.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10206. DEPARTMENTS OF STATE GOVERNMENT FILE.

Reference copies of correspondence between state agencies and the department. File includes questionnaires, policy information, minutes, reports, and other related items.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10207. DEPARTMENT OF CORRECTION FILE.

Reference copies of correspondence between the divisions of the department. File includes questionnaires, policy information, minutes, reports, and other related items.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10208. EDUCATION (INSTITUTIONS, COLLEGES, AND UNIVERSITIES) FILE.

Reference copies of correspondence between the department and educational institutions. File includes program and seminar records, minutes, reports, and other related documents.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 4 year(s).

ITEM 10209. FEDERAL GRANTS FILE.

Record and reference copies of information concerning departmental federal grants. File includes policy and procedure, minutes, programs, and other related material.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 5 year(s).

ITEM 10211. REPORTS FILE.

Reference copies of reports relating to the department. File includes statistics, project evaluations, national and state correctional studies, and other documents.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 4 year(s).

ITEM 10219. LEGAL AID SERVICES AND OFFENDER AID FILE.

Record copies of documents concerning legal aid available to inmates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10220. LEGISLATIVE COMMITTEES AND COMMISSIONS FILE.

Record copies of correspondence and information between the department and committees of the General Assembly.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10221. LEGISLATIVE FILE.

Reference copies of legislation concerning the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - SECRETARY'S OFFICE
DEPUTY SECRETARY

ITEM 10222. NORTH CAROLINA DELEGATION TO THE UNITED STATES CONGRESS FILE.

Record copies of correspondence concerning congressmen. File lists names of congressmen.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10223. LEGISLATIVE REPORTS FILE.

Record copies of reports issued by the General Assembly concerning the administration and operation of the department.

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.

DEPARTMENT OF CORRECTION
SECRETARY'S OFFICE
OFFICE OF THE DEPUTY SECRETARY
EXTRADITION/FUGITIVES OFFICE

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

EXTRADITION/FUGITIVES OFFICE

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

EXTRADITION/FUGITIVES OFFICE

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

Ssycret Evans, Administrative Officer
Extradition/Fugitives Office

David J. Olson, Director
Division of Historical Resources

APPROVED

Theodis Beck, Secretary
Department of Correction

Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 9, 2003

LDR

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.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - SECRETARY'S OFFICE
OFFICE OF THE DEPUTY SECRETARY
EXTRADITION/FUGITIVES OFFICE

ITEM 10431. MONTHLY TRAVEL LOG REPORTS FILE.

Reports in paper and electronic concerning officers who have traveled out-of- state for extradition purposes. Reports list name of subject to be picked-up name of facility and location, cost of travel, dates of travel, mode of travel, return destination, mileage, name of officers, and other related data. (File maintenance and backup procedures are conducted by Department of Correction, Management Information Systems (MIS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years 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 10432. EXTRADITION FILE.

Records concerning extradition notices for individuals under probation, parole, escapees and transferred under the Interstate Agreement on Detainers. File includes correspondence, adult probation, parole, escapees, and Interstate Agreement records, probation judgments, violation reports, orders for arrest, photographs, fingerprints, and other related records. (Comply with G.S. 148-74 and 75 regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Transfer records for parolees and escapees to Combined Records Section, Combined Inmates Records File (Item 632) when reference value ends. Destroy in office remaining records when reference value ends.

ITEM 10434. PROBATION POLICE INFORMATION NETWORK ABSCONDER COMPUTER PRINTOUTS FILE.

Reference copies of warrants entered in Police Information Network (PIN) and National Crime Information Center (NCIC).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 45667. OFFICER'S REPORTS FILE.

Records in paper and electronic formats concerning the extradition of inmates. File includes waivers, governor warrants, fugitive property sheets, inmates' property reports, dates of transfer, and other related records. (Comply with G.S. 148-74 and 75 regarding confidentiality of individual inmate records.) (File maintenance and backup procedures are conducted by Department of Correction, Management Information Systems (MIS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years 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 - SECRETARY'S OFFICE
DIVISION OF PROGRAMS AND DEVELOPMENT
OFFICE OF STAFF DEVELOPMENT AND TRAINING

ITEM 3459. EXTERNAL STAFF TRAINING FILE.

Record copies of information concerning training grant programs sponsored but not taught by the Department. File includes rosters of participants, travel expense records, lump-sum payments, costs, number of hours, funding source records, evaluations, correspondence, proposals, and requests for training.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 10228. GENERAL CORRESPONDENCE FILE.

Record copies of correspondence between the Office of Staff Development and Training and the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10229. GENERAL SUBJECT FILE.

Record copies of general information concerning the Office of Staff Development and Training. File includes reports, conference reports, educational data, grant information, inter-office regulations, legal, and administrative information.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10235. FEDERAL GRANTS CONTRACTS FILE.

Reference copies of federal grant contracts. File includes resumes, time and attendance reports, dual employment forms, records pertaining to expenses not covered in the contract, and general correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10236. FEDERAL GRANT BUDGET FILE.

Record copies of federal grant budget information concerning training. File includes budget data, LEAA equipment reports, staff development, training programs, and personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 10237. GRANT APPLICATION FILE.

Record copies of sub-grant applications concerning each grant.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10238. TRAINING PROPOSALS FILE.

Record copies of information concerning training proposals for the department. File includes federal grant materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10240. INTERNAL STAFF TRAINING FILE.

Record copies of information concerning training grant programs sponsored and taught by the department.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 10246. MEDIA FILE.

Record copies of media information concerning Staff Development and Training.

DISPOSITION INSTRUCTIONS: Transfer to the department's library when reference value ends.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - SECRETARY'S OFFICE
DIVISION OF PROGRAMS AND DEVELOPMENT
OFFICE OF STAFF DEVELOPMENT AND TRAINING
BASIC AND ADVANCED TRAINING SECTION

ITEM 4058. PROMOTIONAL EXAMS FILE.

Record copies of staff promotional exams. File includes rosters, correspondence, and answer key for exams.

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 destroyed.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - SECRETARY'S OFFICE
FEDERAL GRANTS

ITEM 10257. FEDERAL GRANTS FILE.

Record copies of information concerning Comprehensive Employment and Training Act, Law Enforcement Assistance Association, EDA, ESEA, HEW, and educational federal grants. File includes grant applications, grant adjustments, progress reports, general correspondence, equipment inventories, budget, and subcontracts.

DISPOSITION INSTRUCTIONS: Transfer to the inactive file when grant period is completed. Transfer inactive files to the State Records Center after 2 years or when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - SECRETARY'S OFFICE
PUBLIC INFORMATION OFFICER

ITEM 10253. CORRESPONDENCE FILE.

Record copies of correspondence and memorandums pertaining to public relations.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 10254. SUBJECT FILE.

Record copies of information relating to the department and used in preparing press releases. File includes newsletter material, policies, commission and board information, reports, and other related documents.

DISPOSITION INSTRUCTIONS: Destroy in office after press release and publication or when agency need ends.

ITEM 10255. PRESS RELEASES AND NEWSLETTERS FILE.

Record copies of the Departmental press releases and newsletters. File includes photographs and speeches.

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.

DEPARTMENT OF PUBLIC SAFETY
CORRECTION - SECRETARY'S OFFICE
SENIOR ADMINISTRATIVE ASSISTANT

ITEM 1414. CIVIL ACTION CASE FILE.

Record copies of summons against the Department of Correction or employees of the department. File includes inmates' complaints, materials relevant to the case, employees' statements, attorneys' affidavits on employees' statements (signed and notarized), Attorney General's argument for the state (motion of dismiss and summary judgment), federal district court rulings and orders, notification of case disposition, and appeal records.

DISPOSITION INSTRUCTIONS: Transfer to inactive files when case is dismissed from district court or appeal procedure is finalized. Transfer inactive files to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 4033. LEGAL CORRESPONDENCE FILE.

Record copies of correspondence primarily related to legal questions and opinions. File includes inmate and family complaints, inquiries, responses to state and federal requests concerning departmental matters, and local confinement.

DISPOSITION INSTRUCTIONS: Transfer inactive files to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 10193. GENERAL CORRESPONDENCE FILE.

Record copies of incoming and outgoing legal correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 10196. LEGISLATIVE LIAISON FILE.

Record copies of draft legislation, legislative-related correspondence, and inquiries.

DISPOSITION INSTRUCTIONS: Retain in office current and 2 additional sessions of the General Assembly. Review and destroy in office records no longer of administrative value.

ITEM 10198. CIVIL ACTION CASE LOG FILE.

Record copy of an index log used as a reference to civil action cases. Cards list title, case number, and category of case.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 10199. INTERSTATE AGREEMENT ON DETAINERS FILE.

Record copies of interstate agreements and detainers requested by inmates, district attorneys, and courts for trial on pending out-of-state and in-state charges. File includes information on pending cases, closed cases, and correspondence concerning possible changes.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after termination of agreement.

ITEM 10201. INMATE GRIEVANCE FILE.

Reference copies of inquiries concerning inmates' grievances. Disposition of each grievance is also included.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.