

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.

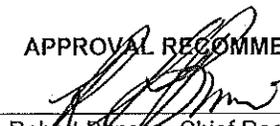
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

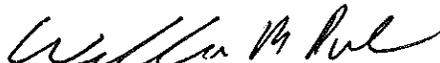
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

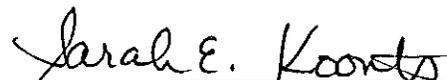
DEPARTMENT OF PUBLIC SAFETY

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.

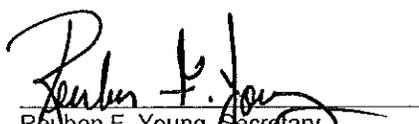
APPROVAL RECOMMENDED

  
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 JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
DIVISION OF YOUTH DEVELOPMENT  
DETENTION CENTERS

Records Retention and Disposition Schedule

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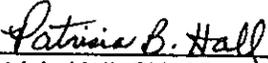
**DETENTION CENTERS**

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

**DETENTION CENTERS**

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**

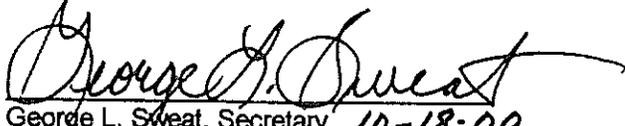
  
Patricia Hall, Chief Records Officer  
Department of Juvenile Justice and  
Delinquency Prevention

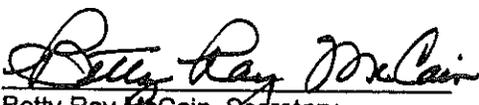
  
Michael R. Bryant, Manager  
Detention Centers

  
Michael Schweitzer, Assistant Secretary  
Division of Youth Development

  
Jeffrey Crow, Director  
Division of Archives and History

**APPROVED**

  
George L. Sweat, Secretary *10-18-00*  
Department of Juvenile Justice and  
Delinquency Prevention

  
Betty Ray McCain, 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.

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  
JJDP - DIVISION OF YOUTH DEVELOPMENT  
DETENTION CENTERS**

**ITEM 2244. JUVENILE FILE.**

Records of each juvenile in a detention center. File includes petitions and juvenile court orders, secure custody orders, admission sheets, inventory sheets, medical records, wide-range achievement tests, daily behavior reports, copies of behavior reports for court, room check logs, accident/injury reports, special management reports, runaway reports, incident reports, release orders, and release forms. (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality information of juveniles.)

DISPOSITION INSTRUCTIONS: Transfer to the Division in Raleigh when juvenile reaches 18 years of age and has been discharged for transfer to the State Records Center. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 8590. JUVENILE RECORDS SUBJECT FILE.**

Juvenile roster sheets, log books (daily entries by each shift of activities/events at center), daily room check logs, and visitation logs. File also includes schedules of appointments for juveniles, student telephone logs, and reports showing number of juveniles in detention each day.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 8600. CORRESPONDENCE (ADMINISTRATIVE) FILE.**

Administrative and management correspondence and memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 8601. DETENTION SERVICES DEMOGRAPHIC REPORT, UTILIZATION REPORT, AND FREQUENCY REPORT FILE.**

Monthly computer generated printout listing information taken from clients' tracking forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 8603. MEAL REPORTS FILE.**

Monthly meal reports listing dates and signatures of persons receiving meals. File also includes meal reports prepared by cook showing total number of meals served to staff, juveniles, and guests, and lists showing total amount collected for meals from each employee for the month.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 8604. MENUS FILE.**

Daily menus of meals served to juveniles in detention centers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 8605. HEALTH INSPECTION REPORTS FILE.**

Reports of inspections conducted by county health departments.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 8606. INSPECTION AND EVALUATION REPORTS FILE.**

Inspection reports and evaluations concerning programs and services for children at juvenile detention centers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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  
JJDP - DIVISION OF YOUTH DEVELOPMENT  
DETENTION CENTERS**

**ITEM 8612. DIRECTOR'S CORRESPONDENCE FILE.**

Correspondence with individuals, groups, and institutions concerning services and operations of the detention centers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 8620. EMPLOYMENT SECURITY COMMISSION REPORTS FILE.**

Vacancy listings sent to the Employment Security Commission concerning job openings at the detention centers.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 8621. STATEMENTS OF CONTRIBUTIONS FILE.**

Statements given to individuals for income tax purposes for items donated to the detention centers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 8625. PERSONNEL FILE.**

Records concerning detention centers' employees. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the Division in Raleigh 5 years after employee terminates service for transfer to the State Records Center. Records will be held for agency in the State Records Center permanently.