

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.

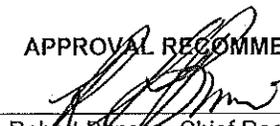
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

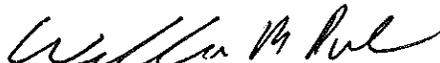
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

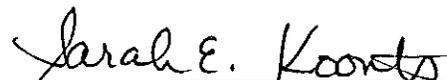
DEPARTMENT OF PUBLIC SAFETY

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.

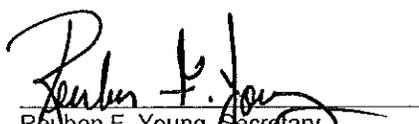
APPROVAL RECOMMENDED

  
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  
EDUCATIONAL SERVICES SECTION

Records Retention and Disposition Schedule

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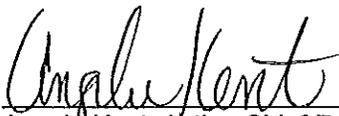
**EDUCATIONAL SERVICES SECTION**

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

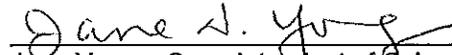
**EDUCATIONAL SERVICES SECTION**

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.

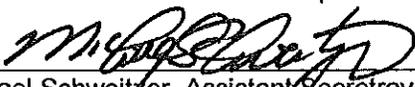
**APPROVAL RECOMMENDED**



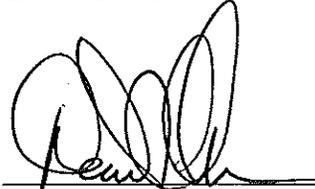
Angela Kent, Acting Chief Records Officer  
Department of Juvenile Justice and  
Delinquency Prevention



Jane Young, Superintendent of Schools  
Educational Services

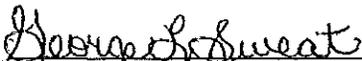


Michael Schweitzer, Assistant Secretary  
Division of Youth Development



David J. Olson, Director  
Division of Historical Resources

**APPROVED**



George L. Sweat, Secretary  
Department of Juvenile Justice and  
Delinquency Prevention



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

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.

March 28, 2003

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DEPARTMENT OF PUBLIC SAFETY  
JJDP - DIVISION OF YOUTH DEVELOPMENT  
EDUCATION SERVICES SECTION

**ITEM 2247. STUDENT EDUCATIONAL FILE.**

Records concerning students' academic and vocational enrollment in school. Each folder includes student transcript, grades, prior notices and consent forms, correspondence, and other related records. (Education Services Section personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (Comply with applicable provisions of G.S. 7B-3100, G.S. 115C-404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding the confidentiality of juvenile and student records.)

DISPOSITION INSTRUCTIONS: Transfer copy of student's transcript to Division of Youth Development, Youth Academy Admissions Final Discharge Juvenile File (Item 2229) upon student's release. Transfer records to the State Records Center to be microfilmed when juvenile turns 18 years old except for violent offenders whose commitments have been extended to 19 or 21 years old. Agency will be responsible for cost of microfilm production. After the completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives.. Paper records will be destroyed in the State Records Center after imaging. Microfilm may be purchased by the agency at the time of film creation.

**ITEM 46749. EXCEPTIONAL CHILDREN'S PROGRAM OPERATIONAL FILE..**

Records concerning exceptional students program operations. File includes Title IV-B grant applications, end-of-year reports, budgetary records, federal regulations, contracts, and other related records. (Comply with applicable provisions of G.S. 115C-402, G.S. 115C 404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 46750. EDUCATION PERSONNEL LICENSURE FILE..**

Records in paper and electronic formats concerning teachers' licenses. File includes correspondence, probationary contracts, career status letters, copies of licenses, renewal credits, and other related records. (Comply with applicable provisions of G.S. 115C-402, G.S. 115C 404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records upon issuance of new license or resignation of employee 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. Update electronic data when superseded or obsolete.

**ITEM 46751. EXCEPTIONAL CHILDREN'S PROGRAM STUDENT FILE..**

Records in paper and electronic formats concerning students enrolled in the exceptional children's program. File includes Exceptional Children (EC) referral forms, evaluations, eligibility/exit documentation, progress reports, student grades, and other related records. (Educational Services personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (Comply with applicable provisions of G.S. 115C-402, G.S. 115C 404, and Federal Family Education Records Privacy Act (FERPA) (20 USC 1232g) regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office the electronic version of records which were printed and filed when reference value ends. Transfer records to the State Records Center to be microfilmed when juvenile turns 18 years old except for violent offenders whose commitments have been extended to 19 or 21 years old. Agency will be responsible for cost of microfilm production. After the completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed in the State Records Center after imaging. Microfilm may be purchased By the agency at the time of film creation.

DEPARTMENT OF PUBLIC SAFETY  
JJDP - DIVISION OF YOUTH DEVELOPMENT  
EDUCATION SERVICES SECTION

**ITEM 46752. INITIAL LICENSURE PROGRAM FILE..**

Records concerning initially licensed teachers. File includes performance appraisals, correspondence, documentation on teacher observations, biographical data sheets, and other related records. (Comply with applicable provision of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (File concerns teachers who have taught less than 4 years.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 5 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.