

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.

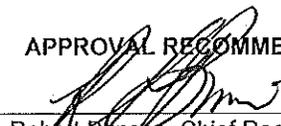
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

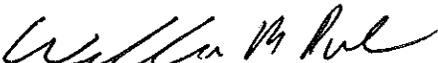
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

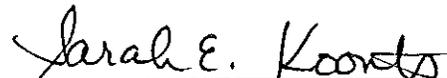
DEPARTMENT OF PUBLIC SAFETY

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.

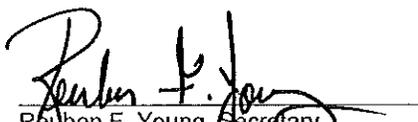
APPROVAL RECOMMENDED


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
YOUTH ACADEMIES

Records Retention and Disposition Schedule

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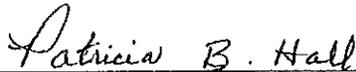
YOUTH ACADEMY ADMISSIONS

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

YOUTH ACADEMY ADMISSIONS

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

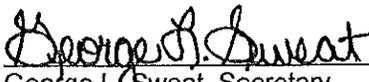


Michael Schweitzer, Assistant Secretary
Division of Youth Development

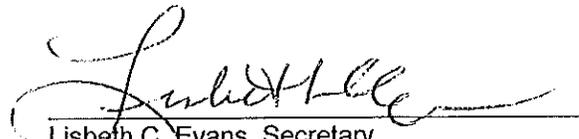


Jeffrey J. Crow, Director
Division of Archives and History

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 30, 2001

JCG

DEPARTMENT OF PUBLIC SAFETY
JJDP - DIVISION OF YOUTH DEVELOPMENT
YOUTH ACADEMY ADMISSIONS

ITEM 2229. FINAL DISCHARGE JUVENILE FILE.

Records concerning juveniles in Youth Development school system. File includes commitment data forms, court orders, transfer summaries, conditional release forms and final discharge forms. (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality information of juveniles.)

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center when juvenile turns 18 years old except for violent offenders whose commitments have been extended to 19 or 21 years old. Records for both categories of offenders will be held in the State Records Center 10 additional years and then destroyed.

ITEM 8496. DAILY YOUTH ACADEMY POPULATION FILE.

Reports showing daily population counts and individual movement of juveniles in and out of school. File also includes reports on juvenile admissions, transfers, run, returns, and discharges.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 35407. YOUTH ACADEMY REPORTS FILE.

Monthly, fiscal, and calendar year statistics concerning youth academy admissions. Information includes race, sex, age, offense, county, average length of stay, and average daily population.

DISPOSITION INSTRUCTIONS: Retain in office permanently.