

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.

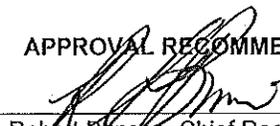
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

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

INTERSTATE COMPACT

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

INTERSTATE COMPACT

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



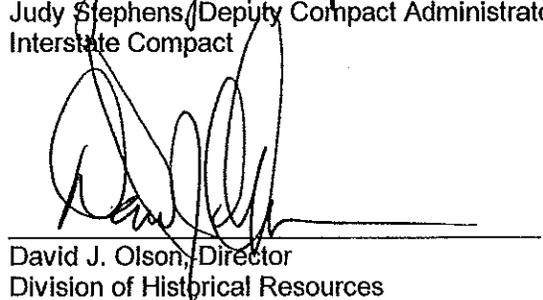
Angela Kent, Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



Judy Stephens, Deputy Compact Administrator
Interstate Compact

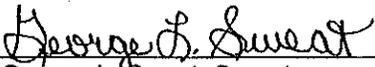


Don Hargrove, Assistant Secretary
Intervention/Prevention Division



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

April 30, 2003

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.

JCG

**DEPARTMENT OF PUBLIC SAFETY
JJDP - INTERSTATE COMPACT ON JUVENILES**

ITEM 46800. PROBATION SUPERVISION FILE.

Records concerning juveniles who have been returned to North Carolina from another state or transferred to another state from North Carolina. File includes investigation requests, juvenile petitions, application for interstate services and waiver, copies of adjudications, and other related records. Juvenile's name, date of birth, race, sending state, receiving state and other related data are entered into the Probation Supervision Database (Electronic) File (Item 46802). (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of Juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case is closed.

ITEM 46801. RUNAWAY FILE.

Records concerning runaways, absconders, and escapees returned to North Carolina from another state, or located in North Carolina and returned to the home (demanding) state. File includes Secure Custody Order, Voluntary Return Agreement or Requisition, travel plans, and other related information. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of Juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 18 months after juvenile turns 18 years old.

ITEM 46802. PROBATION SUPERVISION DATABASE (ELECTRONIC) FILE.

Electronic records concerning juveniles who have been returned to North Carolina or transferred to another state from North Carolina. Electronic file includes juvenile's name, date of birth, race, sending state, receiving state, termination date, and other related data. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of Juvenile records.) (File maintenance and backup procedures conducted by Department of Juvenile Justice and Delinquency Prevention, Local Area Network (LAN) Administrator.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case is closed or when reference value ends, whichever occurs first.