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

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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
PROGRAM SERVICES DIVISION
COMMUNITY GRANTS PROGRAM SECTION
JUVENILE CRIME PREVENTION COUNCIL

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

JUVENILE CRIME PREVENTION COUNCIL

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**

JUVENILE CRIME PREVENTION COUNCIL

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

James Converse, Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention

Kristin O'Connor, Program Manager
Community Grants Programs

Katherine R. Dudley, Assistant Secretary
Program Services East

Dr. David Brook, Director
Division of Historical Resources

APPROVED

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

09/12/07

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.

DEPARTMENT OF PUBLIC SAFETY
JJDP - PROGRAM SERVICES DIVISION
COMMUNITY GRANTS PROGRAMS SECTION
JUVENILE CRIME PREVENTION COUNCIL

ITEM 3446. PROGRAM AGREEMENTS FILE.

Records in paper and electronic formats concerning Juvenile Crime Prevention Council (JCPC) programs. File includes agreements, contracts, correspondence between JCPC programs, county governments and community programs, annual and quarterly reports concerning clients served by JCPC Programs that do not use the Client Tracking Application, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Destroy remaining records in office 5 years after expiration of contract 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. Destroy records currently stored in the State Records Center 5 years from date of records.

ITEM 8542. CENTRAL OFFICE FILE.

Records concerning Community-Based Alternatives history, administrative procedures, annual reports, and disposition papers. File includes information and correspondence regarding travel, fiscal records, grievance policy, and organization chart.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 8544. JUVENILE CRIME PREVENTION COUNCIL (JCPC) FILE.

Records in paper and electronic formats concerning the administration of Juvenile Crime Prevention Council (JCPC) programs. File includes correspondence regarding JCPC Chairperson, certifications for each county, annual plans, JCPC membership, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Destroy remaining records in office 5 years after expiration of contract 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. Destroy records currently stored in the State Records Center 5 years from date of records.

ITEM 8550. CLIENT TRACKING FORMS FILE.

Electronic records concerning clients served by Juvenile Crime Prevention Council programs. File includes client admission and termination information. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 35426. ANNUAL AND QUARTERLY PROGRAM REVIEW FILE.

Annual and quarterly reports concerning clients served by Juvenile Crime Prevention Council (JCPC) Program that do not use client-tracking forms in the Client Tracking Application. File includes client admission and termination information. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 35435. QUARTERLY CLIENT TRACKING FORMS REPORTS FILE.

Reports for each Juvenile Crime Prevention Council (JCPC) Program using client tracking forms. Reports list statistical information for clients served by a particular program within each region. Reports are compiled from Client Tracking Forms File (Item 8550).

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently stored in the State Records Center 8 years from dates of records.

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ITEM 48046. ANNUAL ANNOUNCEMENT FILE.

Correspondence disseminated to all JCPC participants outlining application procedures, requirements, instructions, directives, training opportunity announcements and other general administrative information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.