

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.

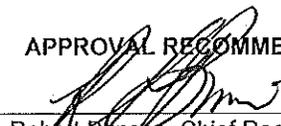
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

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

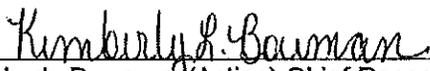
JUVENILE COURT SERVICES

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

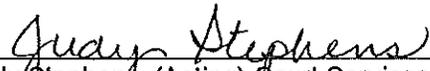
JUVENILE COURT SERVICES

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.

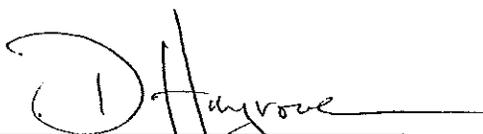
APPROVAL RECOMMENDED



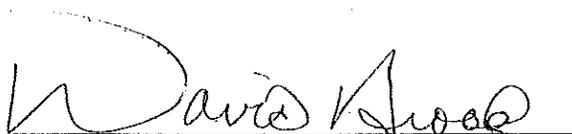
Kimberly Bowman, (Acting) Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



Judy Stephens, (Acting) Court Services Operations Manager
Juvenile Court Services



Don Hargrove, Assistant Secretary
Intervention/Prevention Division



David Brook, Director
Division of Historical Resources

APPROVED



George L. Sweat, Secretary 10-20-04
Department of Juvenile Justice and
Delinquency Prevention



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 27, 2004

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 - JUVENILE COURT SERVICES**

ITEM 10595. COURT SERVICES MANAGER'S FILE.

Reference copies of records in paper and electronic formats concerning division operations. File includes division directives, correspondence, memorandums, booklets, and other related records received from other agencies and private organizations concerning youth programs conducted by the department.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Destroy records currently held in the State Records Center immediately.

ITEM 10598. GRANTS FILE.

Records concerning grants administered by department. File includes grant proposals, plans, audits and other related records. File also includes application instructions, budgetary records, and research and planning materials.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning non-approved grants after 1 year, 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 in office remaining records after 3 years 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 held in the State Records Center 3 years from date received.

ITEM 35369. LEGAL OPINIONS / DECISIONS FILE.

Reference copies of legal opinions/decisions made on juvenile cases. File also includes administrative orders, appeals, Attorney General's opinions, and listing of private attorneys.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35372. OPERATIONS AND PROGRAMS FILE.

Reference copies of records in paper and electronic formats concerning division operations and programs. File includes information regarding alternatives to commitment, drug screening, special projects, surveys, quarterly updates, intensive supervision/probation programs, program outlines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 49258. JUVENILE COURT COUNSELOR'S CASE RECORD FILE.

Records in paper and electronic formats, including e-mail, concerning cases of juveniles under supervision. File includes family background information; reports of social, medical, psychiatric and psychological information concerning a juvenile or the juvenile's family; probation reports; interviews with the juvenile's family, and other related records. Data is entered into the North Carolina Juvenile Online Information Network (NC-JOIN) Database (Electronic) File (Item 47993). (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality information of juveniles).

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records 18 months after the juvenile in question reaches his/her 18th birthday. If the juvenile has remained committed beyond his/her 18th birthday, destroy records 18 months after the juvenile in question leaves the custody of the N.C. Department of Juvenile Justice and Delinquency Prevention.