

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.

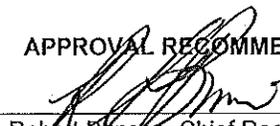
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further 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  
PROGRAM SERVICES DIVISION  
COMMUNITY GRANTS PROGRAM SECTION  
SUPPORT OUR STUDENTS (SOS) PROGRAM

DJJD  
RECEIVED

MAY 30 '07

Program Records Retention and Disposition Schedule

Community  
Programs

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

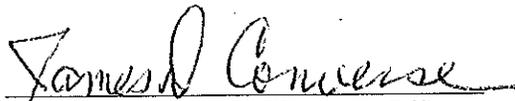
**SUPPORT OUR STUDENTS (SOS) PROGRAM**

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**

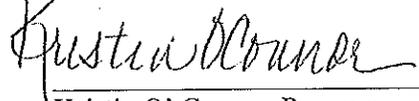
**SUPPORT OUR STUDENTS (SOS) PROGRAM**

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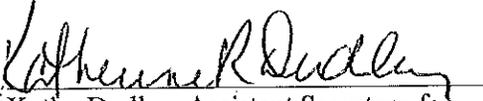
**APPROVAL RECOMMENDED**



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



Kristin O' Connor, Program  
Manager, Community Grants  
Programs



Kathy Dudley, Assistant Secretary for  
Program Services East



David Brook, Director  
Division of Historical Resources



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



Lisbeth C. Evans, Secretary  
Department of Cultural  
Resources

May 16, 2007

**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.**

JGP

**DEPARTMENT OF PUBLIC SAFETY  
JJDP - PROGRAM SERVICES DIVISION  
COMMUNITY GRANTS PROGRAMS SECTION  
SUPPORT OUR STUDENTS (SOS) PROGRAM**

**ITEM 47620. MINUTES FILE.**

Official minutes in paper and electronic formats of meetings of the Support Our Students (SOS) Advisory Council. File includes agendas, attachments, and other related records. (This is an essential agency record.)

**DISPOSITION INSTRUCTIONS:** Print electronic records and interfile with related paper records. Transfer, in yearly increments, a signed duplicate set of the official minutes including agendas and attachments to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain in office permanently the original, signed, paper set of minutes including agendas and attachments. Erase/destroy electronic records in office when administrative value ends.

**ITEM 47621. CONTRACT AGREEMENTS FILE.**

Records concerning Support Our Students (SOS) programs receiving funding. County files include applications for funding, contracts, grants, vendor by-laws, monthly reports, budget information, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy 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.

**ITEM 47622. REQUESTS FOR PROPOSALS FILE.**

Proposals submitted by applicants for funding. File includes application, score sheets, award letters, non-award letters, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office 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.

**ITEM 47873. STATEWIDE CORRESPONDENCE/ANNOUNCEMENTS FILE.**

Correspondence disseminated to all Support Our Students (SOS) participants outlining application procedures, requirements, instructions, directives, training opportunity announcements and other general administrative information.

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