

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.

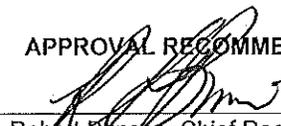
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

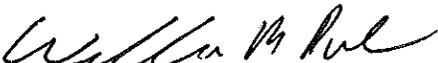
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than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

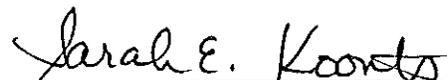
DEPARTMENT OF PUBLIC SAFETY

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.

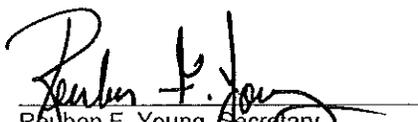
APPROVAL RECOMMENDED


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
ECKERD WILDERNESS CAMP

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

ECKERD WILDERNESS CAMP

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

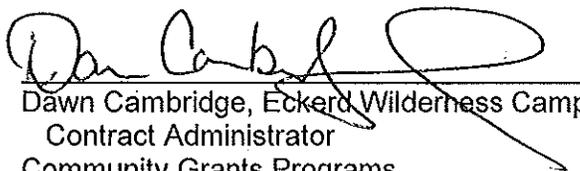
ECKERD WILDERNESS CAMP

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



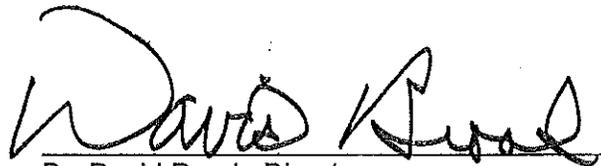
James Converse, Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



Dawn Cambridge, Eckerd Wilderness Camps
Contract Administrator
Community Grants Programs



Katherine R. Dudley, Assistant Secretary
Program Services East

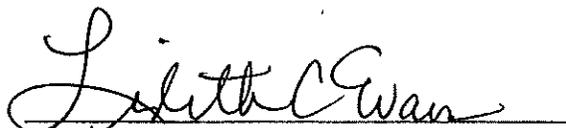


Dr. David Brook, Director
Division of Historical Resources

APPROVED



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



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.

August 10, 2007

PDI

**DEPARTMENT OF PUBLIC SAFETY
JJDP - PROGRAM SERVICES DIVISION
COMMUNITY GRANTS PROGRAMS SECTION
ECKERD WILDERNESS CAMP**

ITEM 2234. CAMP FILE.

Records in paper and electronic formats concerning each contracted camp. File includes contracts, population reports, camps and screening committee reports, general correspondence, monitoring reviews, evaluations, leases, and site approval letters. (File maintenance and backup procedures conducted by Department of Juvenile Justice and Delinquency Prevention, Information Technology Division, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and interfiled when reference value ends. Destroy in office paper records 3 years after the end of the fiscal year covered. Destroy records currently stored in the State Records Center 3 years from date of records.

ITEM 2235. THERAPEUTIC CAMPING SYSTEM PROGRAM FILE.

Records concerning the Eckerd Youth Alternatives Educational System. File includes correspondence, articles of incorporation, bylaws, therapeutic camping program descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the end of the fiscal year covered. Destroy records currently stored in the State Records Center 3 years from date of records.

ITEM 3687. CAMPER CASE FILE.

Records concerning camper case contracts and individual client cases. File includes client's name, psychological evaluations, progress reports, exit summaries, correspondence, and other related records. Client's name, test data, exit information, and other related data are entered into the department's NC-Join (Database) File (Item 47993). (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the end of the fiscal 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 records currently stored in the State Records Center 3 years from date of records.

ITEM 46136. INCIDENT REPORTS FILE.

Record copies of Eckerd Wilderness Camp forms used to document unusual incidents by identifying individuals involved and statements of facts. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the end of the fiscal year covered 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.