

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.

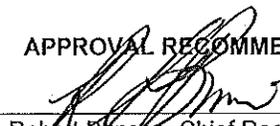
The Department of Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further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

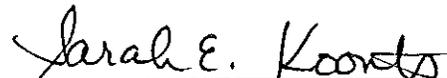
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

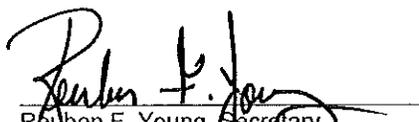
APPROVAL RECOMMENDED


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
GOVERNOR'S ONE-ON-ONE VOLUNTEER PROGRAM

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

GOVERNOR'S ONE-ON-ONE VOLUNTEER 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**

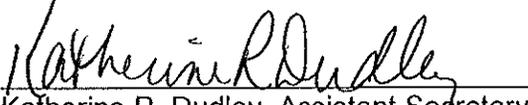
GOVERNOR'S ONE-ON-ONE VOLUNTEER PROGRAM

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

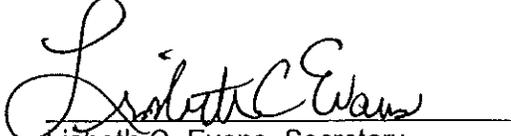

Kristin O'Connor, Program Manager
Community Grants Programs


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


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
GOVERNOR'S ONE-ON-ONE VOLUNTEER PROGRAM**

ITEM 8552. CONTRACT AGREEMENTS FILE.

Records concerning Governor's One-On-One Volunteer Programs receiving new and continuation funding. File includes request for proposals, score sheets, award letters, contracts, grants, constitution and by-laws, personnel reimbursement and supporting documentation, monthly activity and batch control reports, monitoring reports, county correspondence, contracts 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. Destroy records currently stored in the State Records Center immediately.

ITEM 47887. MINUTES FILE.

Official minutes in paper and electronic formats of meetings of the Governor's One-on-One 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. Destroy electronic records in office once printed and interfiled and when reference value ends. Transfer to the State Records Center after 1 year, a signed, duplicate (paper) set of minutes including agendas and attachments. Records will be held for agency in the State Records Center an additional 5 years and then transferred to the custody of the Archives. Retain permanently in office the original (paper) set of minutes including agendas and attachments.

ITEM 47888. REQUEST FOR PROPOSALS FILE.

Proposals for funding submitted by applicants who were not selected for the program. 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 47889. STATE CORRESPONDENCE / ANNOUNCEMENTS FILE.

Correspondence disseminated to all Governor's One-on-One local programs outlining application procedures, requirements, instructions, directives, training opportunity announcements and other general administrative information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years or when administrative value ends.

ITEM 47890. CLIENT TRACKING APPLICATION DATABASE (ELECTRONIC) FILE.

Electronic records concerning clients served by Governor's One-on-One 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.

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JJDP - PROGRAM SERVICES DIVISION
COMMUNITY GRANTS PROGRAMS SECTION
GOVERNOR'S ONE-ON-ONE VOLUNTEER PROGRAM**

ITEM 49680. PROGRAM SERVICES DIVISION HISTORICAL FILE.

Records in paper and electronic formats, including e-mail, concerning historical records of the Program Services Division's associated agencies, such as the AmeriCorps (which also has federal retention requirements), Governor's One-on-One Volunteer Program, Support Our Students (SOS) Program, or any other agencies created or supported by the division. File includes correspondence, memorandums, policies, procedures, statistical summaries, and other related records. (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality information of juveniles).

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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 electronic versions of remaining records when reference value ends. Transfer paper records consisting of correspondence, memorandums, policies, and statistical summaries, and other related historical records 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 State Archives.