

DEPARTMENT OF CORRECTION  
CENTRAL ENGINEERING DIVISION

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

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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.**

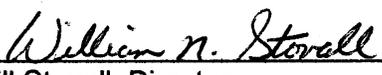
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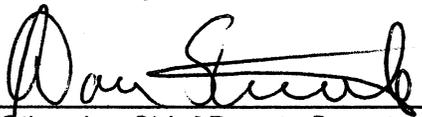
**CENTRAL ENGINEERING DIVISION**

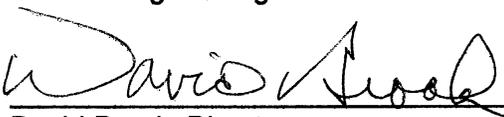
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

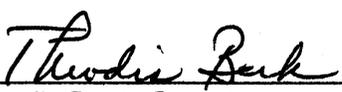
  
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Robert Brinson, Chief Records Officer  
Department of Correction

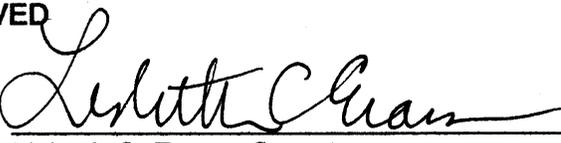
  
\_\_\_\_\_  
Bill Stovall, Director  
Central Engineering Division

  
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Dan Stieneke, Chief Deputy Secretary  
Department of Correction

  
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David Brook, Director  
Historical Resources Division

**APPROVED**

  
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Theodis Beck, Secretary  
Department of Correction

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

August 9, 2004

LDR

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CENTRAL ENGINEERING DIVISION**

**Item 46855. Boiler Certificates File.** Records concerning all Department of Correction (DOC) Boiler Certificates maintained by the office of Central Engineering on behalf of each individual prison and DOC facility. File includes copies of boiler certificates and transmittal letters.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 46856. FEMA (Federal Emergency Management Agency) Request File.** Records documenting disaster relief and reimbursement claims incurred by the Department of Correction for costs associated with Federally declared disasters. File includes correspondence, employee time sheets, invoices for emergency work, and Federal forms.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after Final Disaster Close Out report completed, 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.

**Item 46859. Property Transaction File.** Reference copies of all Department of Correction property transactions including easement requests, right of way, land transfers and building transfers. File includes correspondence and survey maps.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 46861. Project Completion Report File.** Final project completion reports required from outside design/construction firms for all Central Engineering construction contracts.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and when reference value ends.

**Item 46862. OC-25 Back-Up File.** Records containing all back up information related to Department of Correction OC-25 forms submitted to the Office of Construction. File includes OC-25 forms, worksheets and costing information and provides information about prior submissions to the Office of Construction.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 46863. Job Orders File.** Records include all information pertaining to Department of Correction construction job orders, renovation or major maintenance projects. Files include financial data, correspondence, purchase orders, contracts, payments, plans, and maps. Information is entered into Job Orders Database (Electronic) File, Item #46864).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and when reference value ends.

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**Item 46864. Job Orders Database (Electronic) File.** Records include all information pertaining to Department of Correction (DOC) construction job orders, renovation or major maintenance projects used to track projects on behalf of DOC clients. (File maintenance and backup procedures performed by Management and Information Services staff).

DISPOSITION INSTRUCTIONS: Update records in office routinely. Destroy records in office after 5 years and when reference value ends.

**Item 46865. Unit Property File.** Records concerning all prison unit property, including State Property listings of all building assets, OC-25 job forms, FCAP (Facility Condition Assessment Program) correspondence, Department of Insurance correspondence and copies of prison unit job orders. Information is used to maintain complete records for all facilities. File includes correspondence, forms, reports and computer printouts from the Office of State Property.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 46866. Building Plans And Site Map File.** Building and site plans for all Department of Correction facilities. Files include maps and blueprints used by staff for reference during any renovation or maintenance of buildings. (Comply with applicable provision of G.S. 132-1.7 regarding confidentiality.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 46867. Environmental File.** Records relating to environmental permitting for Department of Correction facilities maintained by the office of Central Engineering on behalf of each individual prison and facility. File includes correspondence with environmental regulatory agencies, plans and specifications, surveys and reports.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 46868. Construction Inventory (Electronic) Database File.** Records concerning information on construction supply inventory of Central Engineering warehouse that is available to other agency construction projects. (File maintenance and backup procedures performed by Management and Information Services staff).

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.