

DEPARTMENT OF CORRECTION  
DIVISION OF ADULT PROBATION AND PAROLE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on July 23, 1980, governing the records series listed herein has been reviewed, corrected, and is hereby again 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

**DIVISION OF ADULT PROBATION AND PAROLE**

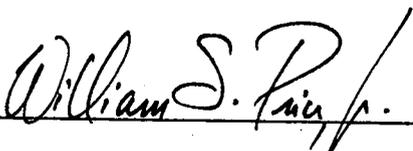
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule and the

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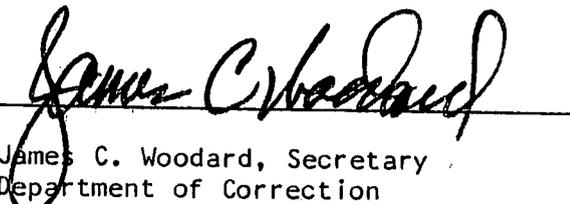
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five additional years from the date of approval and will then be reviewed and again updated.

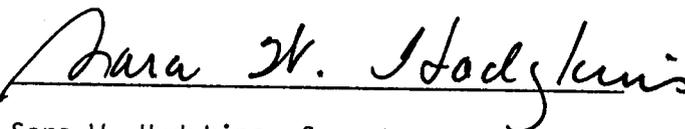
**APPROVAL RECOMMENDED**

  
W. Charles Cohoon, Director  
Division of Adult Probation and Parole

  
William S. Price, Jr., Director  
Division of Archives and History

**APPROVED**

  
James C. Woodard, Secretary  
Department of Correction

  
Sara W. Hodgkins, Secretary  
Department of Cultural Resources

March 20, 1984

DEPARTMENT OF CORRECTION  
DIVISION OF ADULT PROBATION AND PAROLE

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

Records Retention and Disposition Schedule

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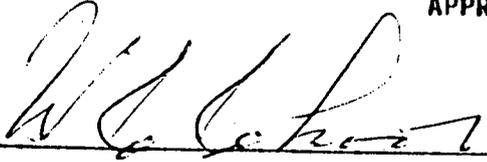
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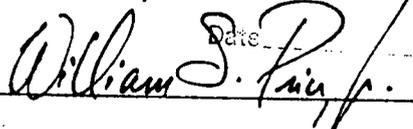
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APPROVAL RECOMMENDED

Records  
Disposition  
Office *J* 4-3-84  
Date  
cb φ  
bb

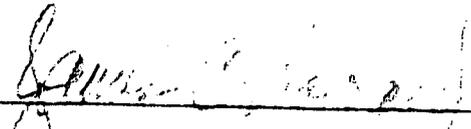
  
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W. Charles Cohoon, Director  
Division of Adult Probation and Parole

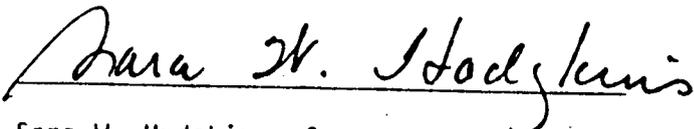
  
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James C. Woodard, Secretary  
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Sara W. Hodgkins, Secretary  
Department of Cultural Resources

March 20, 1984

**DEPARTMENT OF CORRECTION  
DIVISION OF ADULT PROBATION AND PAROLE  
ADMINISTRATIVE SERVICES SECTION  
INTERSTATE COMPACT**

**ITEM 10443. "WE FOR THEM PAROLE CASE" FILE.**

Record copies of interstate parole cases transferred to North Carolina. Client transferred under the Adult Interstate Compact.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10444. "WE FOR THEM PROBATION CASE" FILE.**

Record copies of interstate probation cases transferred to North Carolina. Client transferred under the Adult Interstate Compact.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10445. "THEY FOR US PROBATION CASE" FILE.**

Reference copies of documents concerning North Carolina probationers who have officially transferred. Client transferred under the Adult Interstate Compact.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF CORRECTION  
DIVISION OF ADULT PROBATION AND PAROLE  
ADMINISTRATIVE SERVICES SECTION  
RECORDS**

**ITEM 10423. PROBATION CASES FILE.**

Record copies of probation records for clients receiving probation sentences. File may include correspondence, narratives, judgments, orders to revoke or arrest, violation reports, orders to modify arrest, and other related documents.

DISPOSITION INSTRUCTIONS: Keep inactive files 5 years, then forward from the field office to the district office. Arrange all probation files in alphabetical order by district, then transfer to the State Records Center. Records will be held for the agency in the State Records Center 6 years and then destroyed.

**ITEM 10424. PAROLE CASE FILE.**

Record and reference copies of parole records for individuals whose sentence has been paroled. Parole case file is the former inmate unit jacket which was transferred to the Division of Adult Probation and Parole after inmate was released from prison. Record copy of jacket is maintained in Combined Records.

DISPOSITION INSTRUCTIONS: Keep active file until parole case is closed, then remove medical and physiological information and forward to Combined Records. Destroy in office remaining records.

**ITEM 10425. ALIASES OF PROBATION AND PAROLE CLIENTS FILE.**

Reference copies of computer printouts listing alias names for probation and parole clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 10426. PAROLE CLIENT COMPUTER PRINTOUT FILE.**

Reference copies of computer printouts concerning paroled clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 10427. PROBATION AND PAROLE CLIENT COMPUTER PRINTOUT FILE.**

Reference copies of computer printouts concerning probation and parole clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 10428. DISCHARGED CLIENT COMPUTER PRINTOUT FILE.**

Reference copies of computer printouts concerning discharged probation and parole clients.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 10429. CLIENT UPDATE WORKSHEET FILE.**

Working copies of records used to update and add information about clients to the computer program.

DISPOSITION INSTRUCTIONS: Destroy in office 3 months after entered into computer.

**DEPARTMENT OF CORRECTION  
DIVISION OF ADULT PROBATION AND PAROLE  
ADMINISTRATIVE SERVICES SECTION  
REQUISITIONS AND SUPPLIES**

**ITEM 10436. ADMINISTRATIVE SERVICES SUBJECT FILE.**

Record and reference copies of information concerning directives, memorandums, surveys, statistical data, and audit reports.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**DEPARTMENT OF CORRECTION  
DIVISION OF ADULT PROBATION AND PAROLE  
ADMINISTRATIVE SERVICES SECTION  
SECTION CHIEF'S OFFICE**

**ITEM 10417. TRAFFIC VIOLATIONS FILE.**

Record copies of notices of traffic violations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 10418. SBI-FBI ORIGINATING ROUTING IDENTIFIED FILE.**

Reference copies of information concerning case supervisor locations in branches of the Division of Adult Probation and Parole.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 10419. CORRESPONDENCE FILE.**

Record and reference copies of correspondence between staff members and others concerning the Division of Adult Probation and Parole.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10420. STATISTICS FILE.**

reference copies of information concerning statistical data of the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**ITEM 10421. INTERSTATE COMPACTS FILE.**

Record copies of memorandums in reference to interstate compact agreements.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10422. MANAGEMENT EVALUATION SYSTEM REPORT FILE.**

Record copies of statistical reports submitted monthly by each branch on client flow, absconders, investigations, reporting, supervision, grade, employment or education status, and completed referrals.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.