

DEPARTMENT OF CORRECTION
DIVISION OF ADULT PROBATION AND PAROLE
OFFICE OF THE DEPUTY DIRECTOR
ASSISTANT DIRECTOR PROGRAMS AND SUPPORT SERVICES
DRUG LABORATORIES

Records Retention and Disposition Schedule

The 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

DRUG LABORATORIES

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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

DRUG LABORATORIES

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 This schedule is to remain in effect until superseded.

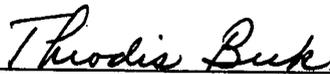
APPROVAL RECOMMENDED



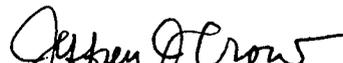
Robert Brinson, Chief Records Officer
Department of Correction



Larry Harris, Assistant Director
Programs and Support Services



Theodis Beck, Director
Division of Adult Probation and Parole



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Franklin Freeman, Secretary
Department of Correction



Betty R. McCain, Secretary
Department of Cultural Resources

November 27, 1995

MS

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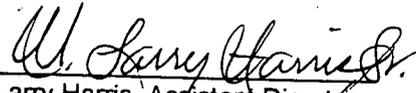
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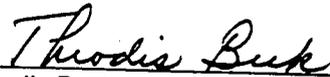
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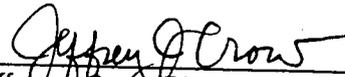
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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ITEM 37970. COMPLETED URINALYSIS DRUG SCREEN (DAPP-26) FORM FILE.

Completed Dapp-26 forms received from prison units and/or probation/parole officers requesting drug screening for inmates or parolees. Forms list clients' identification information, collection statement, and chain of custody. Information entered into Urinalysis Drug Screen (Dapp-26) Database (Electronic) File (Item 37976).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 37972. INCOMPLETE URINALYSIS DRUG SCREEN (DAPP-26) FORM FILE.

Memorandums and Dapp-26 forms returned to prison units and/or probation/parole officers explaining why urine sample destroyed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 37973. LOADLIST (PRINTOUTS) FILE.

Computer generated printouts produced from Urinalysis Drug Screen (Dapp-26) Database (Electronic) File (Item 37976). Printouts list offenders' names, specimen identification numbers, tray and cup numbers, number of specimens processed daily, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 37974. RECONFIRMATION FILE.

Requests received from prison units and/or probation/parole officers requesting confirmation of drug screening analysis. File includes reconfirmation log sheets, copies of Urinalysis Drug Screen (Dapp-26) forms, and laboratory reports sent to requester.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 37976. URINALYSIS DRUG SCREEN (DAPP-26) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning drug screening. Electronic file includes clients' names; social security numbers; counties of residence; chain of custody; instrument, tray, and cup numbers; and other related data.

DISPOSITION INSTRUCTIONS: Create and backup copies of data on disk and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update daily. Retain copy in office permanently.