DEPARTMENT OF CORRECTION
DIVISION OF ADULT PROBATION AND PAROLE
PRE-RELEASE AND AFTER CARE CENTERS

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 all the public records of the

PRE-RELEASE AND AFTER CARE CENTERS

are listed herein and that they 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. Records not listed in this schedule are not authorized to be destroyed. The

PRE-RELEASE AND AFTER CARE CENTERS

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

APPROVAL RECOMMENDED

C. Monroe Waters, Director
Division of Adult Probation and Parole

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

APPROVED

Aaron J. Johnson, Secretary
Department of Correction

Patric Dorsey, Secretary
Department of Cultural Resources

November 30, 1985

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DIVISION OF ADULT PROBATION AND PAROLE
PRE-RELEASE AND AFTER CARE CENTERS

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CIRCULATE & MAKE NECESSARY CHANGES
Records Center
Disposition
Office
Date

APPROVAL RECOMMENDED

C. Monroe Waters, Director
Division of Adult Probation and Parole

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

APPROVED

Aaron J. Johnson, Secretary
Department of Correction

Patric Dorsey, Secretary
Department of Cultural Resources

November 30, 1985

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.

DEPARTMENT OF CORRECTION
DIVISION OF ADULT PROBATION AND PAROLE
PRE-RELEASE AND AFTER CARE CENTERS STANDARD

ITEM 26661. CENTER ROSTER FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26663. COOPERATIVE SUMMARY FILE.

DISPOSITION INSTRUCTIONS: Destroy in the office when Pre-Release and After Care Centers need ends.

ITEM 26666. MINUTES (PRE-RELEASE AFTER CARE CENTERS AND STAFF) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Pre-Release and After Care Centers need ends.

ITEM 26674. MATERIALS RECEIVED REPORT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26681. COURT SUITS/ACTION FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 26683. CORRESPONDENCE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26707. CASE ANALYST FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26708. CASE REVIEW FILE.

DISPOSITION INSTRUCTIONS: Transfer narrative to client file. Destroy remaining records in office after 1 year.

ITEM 26709. CETA PROGRAM ADMINISTRATIVE AND CLIENT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Pre-Release and After Care Centers need ends after released from all audits.

ITEM 26710. CLIENT FILE.

DISPOSITION INSTRUCTIONS: Transfer narrative to combined records. Destroy remaining records in office after completion of parole.

ITEM 26711. CLIENT INDEX FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26712. COMMUNITY ADJUSTMENT TRAINING CLIENT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26713. COMMUNITY READINESS TRAINING (CRT) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26714. INMATE FIELD JACKET FILE.

DISPOSITION INSTRUCTIONS: Dispose of in accordance with the Department of Correction's policies and procedures.

ITEM 26717. MONTHLY REPORT OF APPLICANT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26718. PAROLE LOG FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26719. PARTICIPANT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26722. PRAC 4A AND 5 CASE ANALYST (INCLUDES STATISTICS) FILE.

DISPOSITION INSTRUCTIONS: Destroy statistics in office after 5 years. Destroy in office remaining records when administrative value ends but within 3 years.

ITEM 26723. PRE-RELEASE TRAINING CYCLE FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26725. RESTITUTION (FINES AND COURT COSTS) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 26726. SCHEDULE FOR PRAC CLIENT OFFICE VISIT FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

ITEM 26729. SPEECHES FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when Pre-Release and After Care Centers need ends.