

DEPARTMENT OF CORRECTION
PRISON DIVISION
CENTRAL PRISON

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

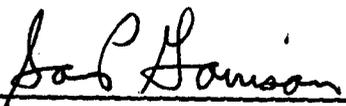
CENTRAL PRISON

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

CENTRAL PRISON

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 years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



Sam P. Garrison, Warden
Central Prison

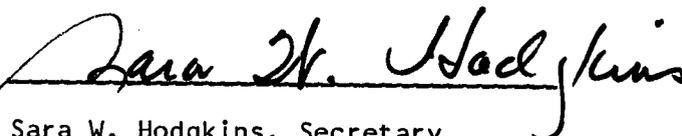


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James C. Woodard, Secretary
Department of Correction



Sara W. Hodgkins, Secretary
Department of Cultural Resources

October 9, 1981

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

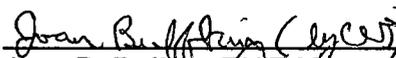
DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
MEDICAL SERVICES

Amend the program records retention and disposition schedule approved June 18, 1984 by changing the series title, description, and disposition instructions of Item 679 as shown on substitute page dated October 18, 2001.

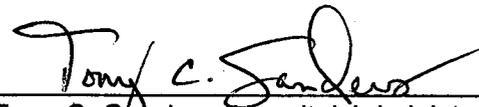
APPROVAL RECOMMENDED



Robert Brinson, Chief Records Officer
Department of Correction



Joan B. Buffkin, RHIT Manager
Hospital Medical Records



Tony C. Sanders, Hospital Administrator
Central Prison Hospital



David J. Olson, Director
Division of Historical Resources

APPROVED



Theodis Beck, Secretary
Department of Correction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 18, 2001

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DEPARTMENT OF CORRECTION
PRISON DIVISION
CENTRAL PRISON
HEALTH SERVICES SECTION

Amend the records retention and disposition schedule approved October 9, 1981 by changing the retention period of item 1-b as shown on substitute page 14 dated June 18, 1984.

APPROVAL RECOMMENDED

Dennis Lassiter, Administrator
Health Services Section

Rae H. McNamara, Director
Division of Prisons

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

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APPROVED

James C. Woodard, Secretary
Department of Correction

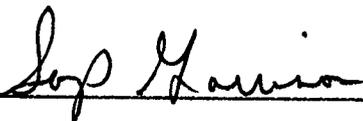
Sara W. Hodgkins, Secretary
Department of Cultural Resources

June 18, 1984

DEPARTMENT OF CORRECTION
PRISON DIVISION
CENTRAL PRISON

Amend the records retention and disposition schedule approved October 9, 1981 by adding items 6 through 21 as shown on substitute pages 14a, 14b, and 14c, and by adding items 1 through 9 as shown on pages 28 and 29, dated February 12, 1982.

APPROVAL RECOMMENDED



Sam P. Garrison, Warden
Central Prison



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

February 12, 1982

DEPARTMENT OF CORRECTION
PRISON DIVISION
CENTRAL PRISON

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

CENTRAL PRISON

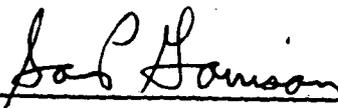
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

CENTRAL PRISON

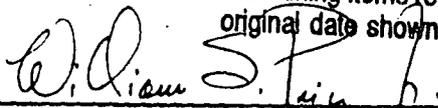
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

**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.**

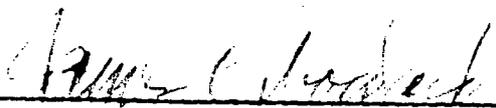


Sam P. Garrison, Warden
Central Prison

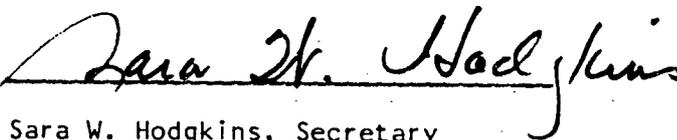


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James C. Woodard, Secretary
Department of Correction



Sara W. Hodgkins, Secretary
Department of Cultural Resources

October 9, 1981

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
ADMINISTRATION
ACCOUNTING**

ITEM 677. WITHDRAWAL AND DEPOSIT RECEIPTS FILE.

Record copies of deposits and withdrawals made to personal and special inmate trust fund accounts. Includes accounting section posting tapes.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 10032. TRUST FUND LEDGER CARD FILE.

Record copies of deposits and withdrawals for each individual inmate's account. Includes current balance on each card.

DISPOSITION INSTRUCTIONS: Transfer completed cards or cards for inmates which have been discharged or transferred to the inactive file. Destroy in office inactive cards after 3 years.

ITEM 10034. INCENTIVE WAGE CARD FILE.

Record copies of weekly earnings of inmates under the incentive wage program (time cards). Includes copies of monthly reports. (Record copies of monthly report in Fiscal Affairs Division-Accounting.)

DISPOSITION INSTRUCTIONS: Transfer incentive wage cards to the State Records Center after 1 year. Records will be held for agency in the State Records Center 3 additional years and then destroyed. Destroy in office monthly reports after 1 year.

ITEM 10035. CASH DISBURSEMENT REPORT FILE.

Reference copies of statements of cash receipts and cash disbursements (Form NCP-185) listing all receipts and disbursements for inmate trust fund accounts. (Record copies in Fiscal Affairs Division-Accounting.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10036. CASH DISBURSEMENT CHECK FILE.

Reference copies of disbursement reports listing checks for inmate trust fund account. (Record copies in Fiscal Affairs Division-Accounting.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10037. MONTHLY REPORT OF INMATES TRUST FUND BALANCE FILE.

Reference copies of monthly trial balance for the trust fund of each inmate. (Record copies in Fiscal Affairs Division-Accounting.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10038. WELFARE (CANTEEN) REPORTS FILE.

Reference copies of reports created and collected for the accounting and control of canteen receipts, canteen inventory, and for welfare fund disbursements. File includes Canteen Reports, (Form DC-194), Canteen Receipts and Expenditures, (Form DC-195), Bank Reconciliations, (Form DC-284), and other related documents. (Record copies in Fiscal Affairs Division-Accounting.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10039. BANK STATEMENTS FILE.

Record copies of bank statements and paid checks for the trust fund and welfare fund accounts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
ADMINISTRATION
ACCOUNTING**

ITEM 10040. INMATE DEPOSIT BOOKS FILE.

Carbon copies of inmate trust fund deposit receipts. (Record copies in the Receipt Book.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10041. INMATE WITHDRAWALS FILE.

Carbon copies of inmate trust fund withdrawal receipts. (Record copies in the Receipt Book.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
ADMINISTRATIVE SERVICES
WARDEN**

ITEM 10016. ACCIDENT TO INMATE AND SELF-INFLICTED WOUND FILE.

Reference copies of reports pertaining to suspected self-inflicted wounds and accidents to inmates. (Form CP-44 and DC-193). (Record copies in the Combined Inmate Records File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10017. INMATE CORRESPONDENCE FILE.

Record copies of inmate correspondence sent to the warden in regard to inmates' problems. Includes responses to inquiries.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 10018. REPORT OF DEATH OF INMATE FILE.

Record and reference copies of information about each inmate who has died in Central Prison. Includes in-depth reports, autopsy reports from chief medical examiner, and other related documents. (Copies in the Combined Inmate Records File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 12 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 10019. CORRESPONDENCE FILE.

Record copies of correspondence to and from the warden.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 10020. DEATH ROW FILE.

Record copies of information pertaining to inmates on death row. Includes commitments, stays of execution, execution information, reduction in sentence information, and other related information related to inmates sentenced to death in North Carolina since 1910. (Copies in the Parole Commission.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after file becomes inactive. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 10021. ADMINISTRATIVE AND INVESTIGATION CORRESPONDENCE FILE.

Record and reference copies of requests for investigation and responses to complaints concerning prisoners' affairs. Includes correspondence from the governor, state senators, and state representatives, U.S. senators, and U.S. representatives, and others. (Copies in Division of Prisons and Department of Correction-Administration.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
CAPTAIN'S OFFICE**

ITEM 10092. GENERAL SECURITY CORRESPONDENCE FILE.

Records concerning security items. File includes information regarding weapons, ammunition, locks and keys, fire extinguishers, CS gas, press club, guard quarters, and emergency alarms.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10093. CAPTAIN OF THE GUARD DAILY REPORTS FILE.

Listing of employees assigned to a duty station on a daily basis. (Form CP-3). Reports list whether employee was sick, on leave, on compensatory time, on National Guard duty, or other assignment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
LAW LIBRARY**

ITEM 10113. DAILY MEMORANDUM FILE.

Record copies of office memorandums listing inmates scheduled to use law library.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends but retain no longer than 3 months.

ITEM 10114. TYPED PETITIONS LOG FILE.

Record copies of logs used to document the typing of petitions. Includes kind of petition to be typed, name of person leaving petition, date submitted, and date typing is completed.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends but retain no longer than 3 years.

ITEM 10115. ACCESS TO LEGAL MATERIALS AND LAW LIBRARY FILE.

Record copies of completed forms used by inmates to request access to the law library and legal materials.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after library privilege is terminated.

ITEM 10117. ACTIVITY LOG FILE.

Record copies of documents pertaining to use of law library. Includes name of inmate, time using library, and reason for library use.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10118. LOG BOOKS FILE.

Record copies of ledgers kept to record appointments of inmates using law library.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
P AND Q DORM - POLK YOUTH CENTER**

ITEM 10111. INCIDENT REPORTS FILE.

Record copies of materials pertaining to inmate actions contrary to agency rules.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 10112. DISCIPLINARY REPORTS FILE.

Reference copies of information pertaining to dismissed disciplinary reports.

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

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
PERSONAL PROPERTY**

ITEM 10106. PERSONAL PROPERTY INVENTORY FILE.

Record copies of information about personal property in inmate's possession, items mailed home, and items given to charity. Includes Personal Property Inventory (Form DC-160) and Personal Property Cards (Form CP-139). (Reference copies in Inmate Record Jacket.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after disposition of property.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
SECOND SHIFT**

ITEM 10109. INSTITUTIONAL SECURITY INSPECTION FILE.

Record copies of forms used to document security and cleanliness in the prison.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10110. SECOND SHIFT COUNT SHEETS FILE.

Record copies of sheets which are used to conduct both head-counts and the second shift.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 month(s).

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
SUPERINTENDENT'S OFFICE**

ITEM 10086. OFFENSE AND DISCIPLINARY REPORTS FILE.

Reports concerning offenses and resulting disciplinary actions taken against an inmate.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10087. OFFICERS' DAILY ASSIGNMENT SHEETS FILE.

Sheets listing the assignment of officers within the prison. (Form CP-32). Information includes officers' names, ranks, and duty stations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10089. CENTRAL PRISON ACTIVITY LOGS FILE.

Logs concerning strength of security personnel and number of inmates in custody by shift.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10091. CONTRABAND LOGS FILE.

Forms listing contraband confiscated from inmates. File includes description of item, location found, and disposition.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
TRANSPORTATION**

ITEM 10120. MONEY ORDER REQUEST FILE.

Reference copies of requests by inmates for money orders. (Record copies in Accounting Office.)

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

ITEM 10123. VISITING HALL FILE.

Record copies of information pertaining to policies, incidents, and suspension of inmate's visiting privileges.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
VISITING CENTER**

ITEM 10103. VISITOR PASS CARD FILE.

Record copies of cards used to identify inmates visited, date, time, and name of visitor.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 10104. INMATE VISITOR LEDGER FILE.

Record copies of ledgers documenting inmate's visitors. Includes visitor's name, address, and relationship to inmate.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 3 year(s).

ITEM 10105. INMATE'S VISITING LIST FILE.

Record copies of lists identifying inmate, cell location, time, and date of visit.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
CUSTODIAL DEPARTMENT
WEST CONTROL OFFICE**

ITEM 10098. USE OF FORCE FILE.

Records concerning incidents or potential incidents (fights, suicides, riots, or other serious infractions) at Central Prison. (Form DC-422).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 10101. INCIDENT REPORTS FILE.

Record copies of information used to document incidents identifying individuals involved and statements of facts (Form DC-432).

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10102. GENERAL CORRESPONDENCE (INCENTIVE WAGES) FILE.

Reference copies of correspondence pertaining to prison industries, incentive pay programs, unit classification committees, staff patterns, and custody reviews. (Record copies in Accounting Office and Records Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
DEPUTY WARDEN**

ITEM 10023. DISCIPLINARY REVIEW FILE.

Record and reference copies of disciplinary actions and investigative reports on inmates taken before the Disciplinary Committee. Includes reviews and proceedings by the Deputy Warden. (Record copies in the Combined Inmate Records File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 10024. INMATE GRIEVANCE FILE.

Reference copies of information pertaining to inmate grievances (Form DC-412). (Record copies in Inmate Grievance.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after resolution of grievance.

ITEM 10025. GENERAL CORRESPONDENCE FILE.

Record copies of correspondence pertaining to implementing policies and concerning inmate problems.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10026. WRIT AND CIVIL ACTION CASE FILE.

Record and reference copies of writs and civil actions against Central Prison and its employees. (Record copies in the Department of Correction-Administration.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after case becomes inactive.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
DIAGNOSTIC CENTER**

ITEM 680. INMATE TEST JACKET FILE.

Record copies of materials pertaining to tests given to inmates processed by the Diagnostic Center.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 10125. PRE-SENTENCE DIAGNOSIS FILE.

Reference copies of materials pertaining to pre-sentence diagnosis case studies. (Record copies in Prison Division-Pre-Sentence Diagnosis Office.)

DISPOSITION INSTRUCTIONS: Transfer to the Pre-Sentence Diagnosis Office (PSD) after 3 months to be incorporated into official file. Destroy in office duplicate materials.

ITEM 10126. ARRIVAL SHEETS FILE.

Information copies of materials listing names of new inmates to be processed at Diagnostic Center. (Record copies in Records Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10127. GATB FILE.

Reference copies of materials pertaining to GATB and vocational evaluations. (Record copies in Inmate Jacket and copies in other locations.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10128. INMATE TEST CARD FILE.

Record copy of an index documenting NMPI, PLI, IQ, WRAT Crime, and amount of time sentenced.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after inmate is released or transferred.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
FOOD SERVICES DEPARTMENT**

ITEM 10124. MEAL REPORTS FILE.

Reference copies of materials relating to meals served to inmates and employees. (Record copies in Accounting Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
MAIL ROOM**

ITEM 10046. INMATE MAIL RECORD BOOK FILE.

Record copies of books used to record incoming and outgoing legal correspondence, packages, and items of monetary value.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 10047. PARCEL/POST REGISTER FILE.

Record copies of parcel post registers used to record articles received by the mail room. Includes information pertaining to articles permitted and not permitted and the means for

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
PERSONNEL OFFICE**

ITEM 678. PERSONNEL FILE.

Record and reference copies of personnel records for Central Prison employees. (Record copies of departmental personnel office.) [Amended 4-8-03]

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
PROGRAM SERVICES**

ITEM 10136. INTENSIVE MANAGEMENT FILE.

Record copies of information on inmates confined in intensive management and administrative segregation.

DISPOSITION INSTRUCTIONS: Transfer to the Records Office to be incorporated in inmates record jacket after being discharged from intensive management and administrative

ITEM 10138. INACTIVE SOCIAL SERVICES DEPARTMENT FILE.

Record copies of correspondence pertaining to social services programs. Includes safekeeping inmates records, conditional release records, and Inmate Classification Committee (ICC) meeting records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10139. ALCOHOLICS ANONYMOUS PROGRAM FILE.

Record copies of information pertaining to the Alcoholics Anonymous Program. Includes minutes, financial reports, correspondence, publishing information, and job opportunities report.

DISPOSITION INSTRUCTIONS: Destroy in office minutes when agency need ends. Destroy in office remaining records after 3 years.

ITEM 10140. PSYCHOLOGICAL SERVICES FILE.

Record copies of information on the psychological programs. Includes correspondence, current administrative files, monthly reports and time records, and committee reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10141. JAYCEE PROGRAM FILE.

Records copies of information on the Jaycee Program at Central Prison. Includes minutes, requests for projects, chairman planning guide, financial records, and the prison Jaycees publication, "Walls Paper."

DISPOSITION INSTRUCTIONS: Transfer minutes and publication, "Walls Paper," to the State Records after 4 years. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 4 years.

ITEM 10142. PSYCHOLOGICAL SERVICES PATIENTS FILE.

Record copies of records pertaining to personal conversations and notes between the psychologist and inmates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10143. PROGRAMS DEPARTMENT FILE.

Record copies of information pertaining to administrating the programs department. Includes monthly work reports, staff meeting reports, Alcoholics Anonymous group meeting minutes, committee reports, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10144. RECREATIONAL DEPARTMENT FILE.

Record copies of information pertaining to the recreation program at Central Prison. Includes requisitions, visiting entertainment approvals, holiday programs, and project reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
RECORD OFFICE**

ITEM 10052. COUNT SHEET FILE.

Record copies of daily reports of inmates received and transferred. Includes information about race of inmates and population.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10053. TELEPHONE REPORTS AND MOVEMENT SHEETS FILE.

Reference copies of daily accounts of unit population, custody, inmates assigned and unassigned to unit, and the movement of inmates to and from Central Prison. (Record copies in Combined Records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10054. ARRIVAL SHEETS FILE.

Record copies of lists of inmates to be processed at the Diagnostic Center. (Reference copies in Diagnostic Center, Medical Services, and Programs.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10055. TELEGRAMS FILE.

Record copies of telegrams and mailgrams used to inform closest relative that an inmate is critically ill or is deceased.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 10056. CORRESPONDENCE FILE.

Record and reference copies of correspondence and memorandums from various officials in the department and Central Prison. (Record copies in various offices.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10058. CALL SHEETS FILE.

Record copies of listing of men to be transferred from Central Prison at a designated time (Form CP-100). (Reference copies in effected areas where inmate is located prior to transfer and Combined Records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10059. CLASSIFICATION AGENDA FILE.

Record copies of listing of names by the Central Classification Board (Form CP-119). Also includes reference copies of agendas for directors, sub-committee, directors review committee for initial custody and assignments, and Review Intensive Management and Administrative Segregation Cases. (Copies disbursed to various offices.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10060. BUS TICKETS FILE.

Reference copies of statements of bus transportation for an inmate released from prison to a designated area. (Record copies in Fiscal Affairs Division-Accounting.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10061. DISCARD FROM OBSERVATION FILE.

Reference copies of listing of inmates who have finished all medical treatment and are ready to be returned to the representative field unit. (Record copies in Medical Services.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
CENTRAL PRISON
RECORD OFFICE**

ITEM 10062. GAIN TIME AND EMERGENCY TIME REPORTS FILE.

Reference copies of monthly total of gain time and emergency gain time earned by inmates. (Record copy is sent to Management Information and Research for data processing.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 10063. INMATE RECORDS JACKET (AREA AND UNIT COPY) FILE.

Record and reference copies of information about current inmates at Central Prison. Includes commitment authorization, department forms relating to inmate control, correspondence, and other information related to inmate history in the system. (Record copy in Combined Inmate Records File.)

DISPOSITION INSTRUCTIONS: Retain and dispose of inmate jackets in accordance with the Department of Correction policies and procedures for disposition of inmate jackets (Department of Correction Policy/Procedure Manual, Section 5 NCAC 1B.) Remove and transfer medical and physiological data to medical jacket.

ITEM 10064. KARDEX CARD FILE.

Record copy of an information card consisting of: inmate's name, prison number, custody, release date, health grade, and other useful information. (Record copies in Combined Records.)

DISPOSITION INSTRUCTIONS: Destroy in office updateable cards when superseded. Destroy in office final cards 5 years after inmate is transferred or released.