

DEPARTMENT OF CORRECTION  
PRISON DIVISION

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

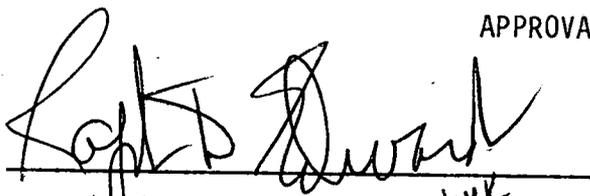
PRISON DIVISION

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

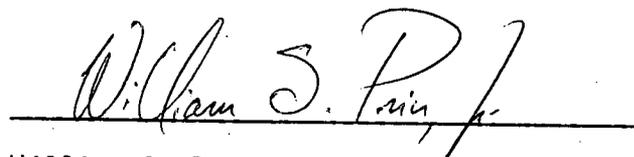
PRISON DIVISION

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

APPROVAL RECOMMENDED

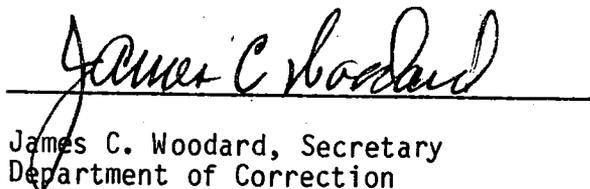


Ralph D. Edwards, Director  
Prison Division

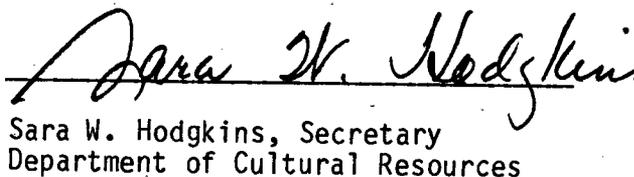


William S. Price, Jr., Acting Director  
Division of Archives and History

APPROVED



James C. Woodard, Secretary  
Department of Correction



Sara W. Hodgkins, Secretary  
Department of Cultural Resources

April 3, 1981

DEPARTMENT OF CORRECTION  
PRISON DIVISION  
DIRECTOR'S OFFICE

Amend the records retention and disposition schedule, approved April 3, 1981, by changing the retention periods of items 1, 2, and 3 as shown on substitute page 2, dated May 28, 1982.

cb  
bb

APPROVAL RECOMMENDED

Rae H. McNamara

Rae H. McNamara, Director  
Division of Prisons

William S. Price, Jr.

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

APPROVED

James C. Woodard

James C. Woodard, Secretary  
Department of Correction

Sara W. Hodgkins

Sara W. Hodgkins, Secretary  
Department of Cultural Resources

May 28, 1982

DEPARTMENT OF CORRECTION  
PRISON DIVISION

~~Sealed~~

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PRISON DIVISION

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

APPROVAL RECOMMENDED



Ralph D. Edwards, Director  
Prison Division



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

APPROVED



James C. Woodard, Secretary  
Department of Correction



Sara W. Hodgkins, Secretary  
Department of Cultural Resources

April 3, 1981

CIRCULATE & MAKE  
NECESSARY CHANGES  
Records Center CB  
Disposition BB  
Office Donald  
Date 4-9-81

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 PRISONS  
ENGINEERING**

**ITEM 18641. CHART FILE.**

Record copies of the steam and waste-water flow charts for correctional center locations.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 18643. PROPERTY RECORDS FILE.**

Reference copies of leases, land titles, easements, and other related records pertaining to department property.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 18644. TRACINGS, DRAWINGS, AND BLUEPRINTS FILE.**

Record and reference copies of tracings, blueprints, and drawings of department property and structures.

DISPOSITION INSTRUCTIONS: Destroy in office when property is disposed of.

**ITEM 18645. ENGINEER'S WORKING FILE.**

Working copies of current projects assigned to the engineer. Includes quotations, specifications, job orders in-process, and other information used in the completion of the project.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends but retain no longer than 5 years.

**ITEM 18647. ENVIRONMENTAL MANAGEMENT FILE.**

Record copies of information pertaining to environmental management. Includes pollution control information and regulations.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 18654. CORRESPONDENCE READING FILE.**

Record copies of correspondence originating in Central Engineering.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF CORRECTION  
DIVISION OF PRISONS  
ENTERPRISE**

**ITEM 18668. SUPERINTENDENT'S CORRESPONDENCE FILE.**

Record copies of superintendent's correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 18676. PLANT CORRESPONDENCE FILE.**

Record copies of the correspondence of laundries, canneries, meat processing plants, and labor services.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 18687. SUBJECT FILE.**

Record copies of information pertaining to Enterprise operations. Includes accident reports on inmates and employees, budget instructions, Enterprise action plans, executive plans, fuel conservation, insurance coverage files, inventory comparison plans, job orders, monthly reports on vehicles, monthly reports on overtime, North Carolina Correctional Industries Association, Occupational Safety and Health Administration personnel, sales breakdown, surplus items sold, and other related items.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF CORRECTION  
DIVISION OF PRISONS  
NORTH CAROLINA CORRECTION ENTERPRISES**

**ITEM 18657. SKETCHES AND DRAWINGS FILE.**

Paper and electronic record copies of sketches and drawings for furniture and stainless steel orders. (File maintenance and backup procedures conducted daily by Management and Information Services (MIS)).

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 5 years.

**ITEM 18663. LEGISLATIVE BILLS FILE.**

Reference copies of legislative bills associated with Correction Enterprises.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 18671. PRICE CHANGES FILE.**

Record copies of price changes for all enterprise products.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 18680. PRISON UNIT PROPERTY FILE.**

Record copies of maps and descriptions of prison land timber management. File includes copies of information pertaining to timber removal and replanting.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**ITEM 18684. INDUSTRIAL PLANTS FILE.**

Record and reference copies of plant operations and procedures pertaining to individual Enterprise plant facilities. File includes information relating to safety issues, procedures implemented, and other related administrative records.

DISPOSITION INSTRUCTIONS: Transfer any version of procedures or other safety information related to and in effect at the time an injury occurs or safety-related claim is made to the applicable case file when created. Destroy in office remaining records after 5 years or when superseded or obsolete, whichever occurs later.

**ITEM 18685. ENTERPRISE CHIEF CORRESPONDENCE FILE.**

Record copies of correspondence pertaining to the Chief of Enterprise.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 47277. INMATE ACCIDENT FILE.**

Records concerning accidents involving inmates that take place at Enterprise plant facilities. File includes accident reports, witness statements, and medical statements. Information is entered into Inmate Accident Database (Electronic) File, Item 47278. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gopal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after case is closed 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 involved.

**DEPARTMENT OF CORRECTION  
DIVISION OF PRISONS  
NORTH CAROLINA CORRECTION ENTERPRISES**

**ITEM 47278. INMATE ACCIDENT DATABASE (ELECTRONIC) FILE.**

Electronic records concerning accidents involving inmates at Enterprise plant facilities. Data is input from Inmate Accident File, Item 47277. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gopal v. Bounds (1972) regarding confidentiality of individual inmate records.) (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy electronic records in office 5 years after case is closed 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 involved.

**ITEM 47279. INMATE TRAINING FILE.**

Documentation signed by each inmate stating they have received the proper training and certification for all equipment they will be operating in Enterprise plant facilities. File includes training certification forms. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gopal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after inmate terminates plant employment.

**ITEM 47280. INMATE INCENTIVE WAGE FILE.**

Records concerning incentive paid to inmates working in Enterprise plant facilities. File includes weekly roster of hours worked and pay per hour, increment working condition pay and supervisor approval. Information is entered into Inmate Incentive Wage Database (Electronic) File, Item 47281. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gopal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

**ITEM 47281. INMATE INCENTIVE WAGE DATABASE (ELECTRONIC) FILE.**

Electronic records concerning incentive paid to inmates working in Enterprise plant facilities. Data is input from Inmate Incentive Wage File, (Item 47280). (Comply with applicable provisions of G.S. 148-74, 148-76, and Gopal v. Bounds (1972) regarding confidentiality of individual inmate records.) (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy electronic records in office after 7 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

**ITEM 47282. MATERIAL SAFETY DATA SHEET (MSDS) FILE.**

Chemical specifications sheets for all products either produced or received by Enterprise facilities. File includes data sheets that list all chemicals in products as required by the Occupational Safety and Health Administration (OSHA).

DISPOSITION INSTRUCTIONS: Destroy in office 30 years after cease of production.

**ITEM 47283. ENTERPRISE PLANT SAFETY INSPECTIONS FILE.**

Records concerning inspections conducted by Enterprise Safety Officer of all Enterprise plant facilities. File includes inspection reports for plants and equipment as well as follow up reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

**DEPARTMENT OF CORRECTION  
DIVISION OF PRISONS  
PSYCHOLOGICAL SERVICES PROGRAMS**

**ITEM 10337. CORRESPONDENCE FILE.**

Record copies of divisional correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 10339. PSYCHOLOGICAL SERVICES MINUTES FILE.**

Record copies of minutes of the periodic meetings and training workshops held by Psychological Services.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center to be microfilmed for security and returned. Transfer 1 official copy of future minutes to the State Records Center. Transfer paper records to the State Records Center when agency need ends for the Archives.