

DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
FORMS RETENTION SCHEDULE

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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

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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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

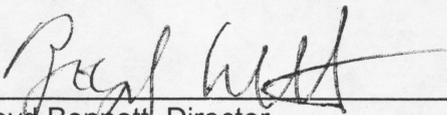
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

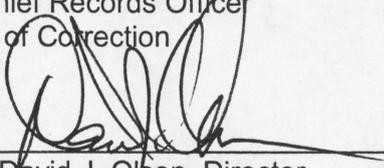
APPROVAL RECOMMENDED



Robert Brinson, Chief Records Officer
Department of Correction

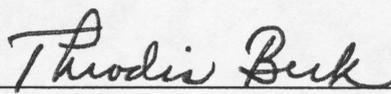


Boyd Bennett, Director
Division of Prisons

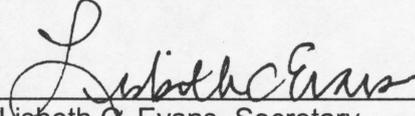


David J. Olson, Director
Division of Historical Resources

APPROVED



Theodis Beck, Secretary
Department of Correction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

March 28, 2003

LDR

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Item 46168. LOCAL PURCHASE AUTHORITY (DC-100) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46169. LOCAL PURCHASE AUTHORITY (DC-100A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46170. LOCAL PURCHASE AUTHORITY (DC-100B) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46171. LOCAL PURCHASE AUTHORITY (DC-100C) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46172. LAUNDRY DELIVERY TICKET (DC-102A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 46173. MATERIAL/SERVICES RECEIVED REPORTS (DC-103) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46174. MEMORANDUM-MATERIAL RECEIVED REPORTS (DC-103A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 46175. MATERIAL RETURNED REPORTS (DC-103RR) FILE.

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

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Item 46176. MEAT PROCESSING PLANTS (DC-104A) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46177. DEPARTMENT OF CORRECTION INVOICES (DC-104B) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46178. DRY PROVISION REQUISITIONS RECORDS (DC-104C) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46179. DEPARTMENT OF CORRECTION REQUISITION ORDERS (DC-104DA) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46180. PAROLE AGREEMENT BETWEEN PAROLE COMMISSION AND INMATE (DC-104D) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46181. INVOICES (DC-105) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46182. PURCHASE ORDER REQUESTS (DC-106) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

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Item 46183. PURCHASE AND CONTRACT (REQUISITIONS) (DCP-106A) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46184. COMPETITIVE BID FORM (DC-107).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46185. SAFEKEEPER SALES MEDICAL INVOICE (DC-107B) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46186. APPLICATION FOR EMPLOYMENT (PD-107) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

Item 46187. APPLICATION CONTINUATION SHEET (PD-107A) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

Item 46188. INVENTORY CARD (DC-108) FILE.

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

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Item 46189. SUPPLEMENTAL PAYROLLS FILE (DC-111A) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46190. TIME REPORTS (DC-112) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46191. TIME REPORTS-LAW ENFORCEMENT (DC-113 7K) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46192. TIME REPORTS-NURSES (DC-113RN) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46193. TIME REPORTS-EXEMPT FROM OVERTIME (DC-113EX5) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

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Item 46194. EMPLOYEES EXEMPT FROM OVERTIME (DC-113 EX-P) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46195. EMPLOYEES TIME REPORTS/MEDICAL CLASSES (DC-113MC) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46196. 40-HOUR EMPLOYEES SUBJECT TO OVERTIME (DC-113OT-P) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46197. TIME REPORTS-SUBJECT TO OVERTIME (DC-113OT) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46198. EXPENSE VOUCHERS (DC-114) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46199. SAFEKEEPER ADMISSION (DC-116) (PAPER AND ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

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Item 46200. SAFETY PROCEDURES AND OPERATIONS AGREEMENTS (DC-117) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 46201. ASSIGNMENT CLASSIFICATION ACTION (DC-121A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46202. CLASSIFICATION ACTION (DC-121C) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46203. INITIAL CLASSIFICATION ACTION (DC-121 I) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46204. RECLASSIFICATION ACTION (DC-121 R) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46205. DIRECTOR'S INMATE CLASSIFICATION COMMITTEE (DCC) (DC-121 S) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46206. NOTICE OF ACTION TAKEN BY CLASSIFICATION AUTHORITY (DC-123) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46207. AFFIDAVIT AND REQUEST FOR DETENTION OF FUGITIVE FROM JUSTICE (DC-127) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46208. WAIVER OF EXTRADITION UPON EMERGENCY LEAVE (DC-128) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46209. REPORT OF RECAPTURE AND TRAIL OF ESCAPEES (DC-130) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

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Item 46210. REFERRAL TO INPATIENT MENTAL HEALTH FACILITY (DC-132) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46211. NOTICE OF REFERRAL TO A MENTAL HEALTH UNIT (DC-133) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46212. NOTICE OF REFERRAL TO A MENTAL HEALTH UNIT (DC-133R) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46213. INMATE CLASSIFICATION PROFILE (DC-134) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46214. INMATE CLASSIFICATION PROFILE CRIME INFORMATION (DC-134A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46215. NOTICE OF INMATE DEATH (DC-135) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46216. NOTICE OF THOSE HANDLING AND TRANSPORTING BODIES (DC-135A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46217. MONTHLY LONG DISTANCE TELEPHONE CALLS (DC-137) FILE.

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

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Item 46218. OFFENSE AND DISCIPLINARY REPORTS (DC-138) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46219. INVESTIGATION REPORT (DC-138A) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46220. STATEMENT BY WITNESS (DC-138B) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46221. INVESTIGATION OFFICERS REPORTS (DC-138C) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46222. WAIVER OF HEARING AND PLEA OF GUILTY (DC-138D) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46223. RECORD OF HEARING AND REVOCATION (DC-138E) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46224. REQUEST FOR EXTENSION OF TIME (DC-138F) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46225. REFUSAL TO ATTEND DISCIPLINARY HEARING (DC-138G) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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Item 46226. INMATE DISCIPLINARY AGENDA (DC-138IDA) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46227. ADMINISTRATIVE SEGREGATED REPORTS (DC-139) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46228. RECORD OF STAFF AND/OR APPROVED VISITORS (DC-140) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46229. DAILY REPORT OF SEGREGATED INMATES (DC-141) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46230. AGREEMENT FOR EXTENSION OF LIMITS OF CONFINEMENT (DC-142) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46232. FINGERPRINT CARDS (DC-143) (PAPER AND ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 3 years. Retain in office electronic records permanently.

Item 46233. ESCAPE/CAPTURE REPORTS (DC-145) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46234. MONTHLY REPORT OF POSITIONS LISTED WITH EMPLOYMENT SECURITY COMMISSION (EMPLOYMENT SECURITY COMMISSION) (DC-148) FILE.

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

Item 46235. PERSONNEL ACTION REPORTS (DC-154) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46236. PERSONNEL REPORT SUPPLEMENT EMPLOYMENT SECURITY COMMISSION (DC-154A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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Item 46237. PERSONNEL SEPARATED REPORTS (DC-154S) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46238. MEAL REPORTS (DC-156) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46239. APPROVED VISITORS LIST (DC-159) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46240. PERSONAL PROPERTY INVENTORY (DC-160) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46241. VISITOR'S CARD (DC-161) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46242. REGISTER OF VISITORS (DC-163) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46243. TRANSFER OF INMATE TO PRISON HOSPITAL (DC-164) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46244. GAS/OIL TICKET (DC-169A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46245. COMMITTED YOUTHFUL OFFENDER-RECORD FOR PAROLE (DC-170) FILE.

Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

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Item 46246. NASH CLINIC EYE RX (DC-173) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46247. MEDICAL ADMINISTRATION RECORDS (DC-175) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46248. CONTROL MEDICINES (DC-175A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46249. EQUIPMENT REPAIR AND SERVICE AUTHORITY (DC-179) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46250. EQUIPMENT CONTROL CARDS (DC-180) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after removal from inventory.

Item 46251. INMATE TRUST FUND DEPOSIT (DC-181) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46252. INMATE TRUST FUND DEPOSIT/WITHDRAW (DC-181A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46253. INMATE TRUST FUND WITHDRAWAL RECEIPTS (DC-182) FILE.

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

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Item 46254. INMATE TRUST FUND ACCOUNT CARDS (DC-183) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46255. MONTHLY REPORT OF INMATE TRUST FUND BALANCE (DC-184) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46256. STATEMENT OF CASH RECEIPTS OF CASH DISBURSEMENTS ON INMATES TRUST FUND (DC-185) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46257. AUTHORITY FOR USE OF PERSONAL CAR (DC-186) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46258. TRAVEL LOG FOR PRIVATE OWNED VEHICLES USED FOR OFFICIAL BUSINESS (DC-187) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46259. LOCAL PURCHASE AUTHORITY LOGS (DC-188) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46260. STATEMENT OF BUS TRANSPORTATION (DC-189) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46261. WORK RELEASE ACTION (DC-190) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years of inactivity.

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Item 46262. RESTITUTION/REPARATION ACTION (DC-191) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after restitution is completed.

Item 46263. DRIVERS REPORT ACCIDENTS (DC-192) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 46264. REPORT OF ACCIDENT TO INMATE (DC-193) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 46265. MONTHLY CANTEEN REPORTS (DC-194) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46266. CANTEEN RECEIPTS (DC-195) (PAPER AND ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46267. ACKNOWLEDGMENT OF PROBATION APPOINTMENTS (DC-196) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46268. LOCAL WELFARE EXPENDITURES (DC-197) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46269. REPORT OF BLOOD DONATION-INMATES (DC-198) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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Item 46270. PAY PHONE RECEIPTS (DC-199) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46271. MISDEMEANOR RELEASE (DC-202) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46272. INMATE EVALUATIONS (DC-206) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46273. JOB ORDER REQUESTS (DC-208) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 46274. RECORD/PROGRESS REPORT TO PAROLE COMMISSION (DC-211) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46275. OFFICIAL CRIME VERSION (DC-212) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46276. CRIME VERSION SUPP (DC-213) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46277. MAIL RECORD BOOKS (DC-218) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46278. ACTION ON REQUEST PERSONAL CHARGES (DC-220) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46279. C.O. TRAINEE SALARY ADJUSTMENTS (DC-221) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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Item 46280. PERSONNEL RECORD CARDS (DC-222) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46281. INDIVIDUAL CLOTHES RECORDS (DC-224) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46282. INVENTORY OF PERSONAL EFFECTS OF DECEASED INMATES (NCR) (DC-230) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46283. CERTIFICATE OF INTERVENTION AND BACKGROUND INVESTIGATIONS (DC-237) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46284. RULES AND POLICIES GOVERNING MANAGEMENT AND CONDUCT OF INMATES (DC-239) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46285. MEDICINE PRIORITY LABELS (DC-240) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46286. ALLERGY LABELS (DC-242) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46287. INTENSIVE MOTIVATIONAL PROGRAM ALTERNATIVE CORRECTIONAL TREATMENT (IMPACT) PROGRAM (DC-246) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

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Item 46288. INMATE LABOR CONTRACTS (DC-251) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46289. INMATE TRANSFER INFORMATION (DC-252) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46290. MONTHLY VOLUNTEER ACTIVITY (DC-256) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46291. REQUEST FOR PRINTING (DC-258) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46292. LEAVE REGISTERS (DC-259) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46293. COMMISSION VOLUNTEER LEAVE (DC-260) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46294. CANTEEN CASH RECEIPTS (DC-263) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46295. CANTEEN CASH DEPOSIT (DC-263A) FILE.

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

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Item 46296. TRANSFER OF EQUIPMENT (DC-272) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46297. CANTEEN INVENTORY REPORT (DC-274) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46298. CANTEEN INVENTORY SUMMARY (DC-274A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46299. CANTEEN PERPETUAL INVENTORY (DC-276) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46300. OVER, SHORT, OR DAMAGE (DC-281) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46301. BANK RECONCILIATION (DC-284) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46302. MOTOR VEHICLE MAINTENANCE (DC-289) FILE.

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

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Item 46303. REFRIGERATOR AND FREEZER TEMPERATURE (DC-290) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46304. MONTHLY REPORT MODULAR DIET (DC-292) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46305. REPORT ON MEALS SERVED (DC-294) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46306. DELIVERY TICKET (DC-295) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46307. CALEDONIA FARM GARAGE (DC-295A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46308. VACATION AND SICK LEAVE (DC-300) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46309. WORK RELEASE FUND-DEPOSIT (DC-303) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46310. TEMPORARY WORK RELEASE EARNING (DC-303A) (ELECTRONIC) FILE.

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

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**Item 46311. WORK RELEASE FUND-INMATE WEEKLY EARNINGS (DC-303B)
(ELECTRONIC) FILE.**

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46312. WORK RELEASE FUND-PRISONER'S WEEKLY EARNINGS (ELECTRONIC) (DC-303C) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46313. WORK RELEASE FUND-LEDGER (DC-304) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46314. WORK RELEASE SIGN OUT REGISTER (DC-306) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46315. CERTIFICATE OF RESTORATION OF RIGHTS (DC-310A) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46316. CROSS INDEX CARD (DC-314A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46317. REQUEST FOR EQUIPMENT (DC-315) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46318. PROGRAM SERVICES (DC-316) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

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Item 46319. MONTHLY INMATE TELEPHONE REPORTS (DC-318) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46320. MONTHLY PROGRAM PARTICIPATION (DC-320) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46321. TEMPORARY LEAVE-INMATES (DC-326) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46322. EMERGENCY LEAVE (DC-326A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46323. DAILY UNITS POPULATION SUMMARY REPORTS (DC-328) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46324. MANUAL OF INSTRUCTION-SUPPLEMENT (DC-335) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 46325. ACTIVITY REFERRAL FILE (DC-338) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46326. HOME LEAVE PASSBOOKS (DC-340) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46327. HOME LEAVE APPLICATIONS (DC-343) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

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Item 46328. COMMISSION VOLUNTEER APPLICATIONS (DC-345) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46329. COMMUNITY VOLUNTEER PROGRAM APPLICATIONS-ONE TIME VOLUNTEER (DC-345A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46330. INMATE APPLICATION COMMISSION VOLUNTEER PROGRAM (DC-346) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46331. NEXT OF KIN NOTIFICATION (DC-349) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46332. SOCIAL HISTORY SUMMARY (DC-350A) (ELECTRONIC) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46333. CRIMINAL HISTORY SUMMARY (DC-350B) (ELECTRONIC) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46334. DEMOGRAPHIC AND BACKGROUND DATA WORK SHEETS (DC-350C) (ELECTRONIC) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46335. PROFILE CODE SHEETS (DC-351) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46336. APPLICATION FORM-CORRESPONDENCE INSTRUCTIONS (DC-355) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46337. STUDY RELEASE ACTIONS (DC-356) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

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Item 46338. MENTAL HEALTH SERVICE ADMINISTRATION FACTS (DC-367) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46339. PANTON SENTENCE COMPETENCY TESTS (DC-370) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46340. BUILDING REGISTERS (DC-371) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46341. MONTHLY EDUCATION REPORTS-ONSITE VOCATIONAL AND ACADEMIC (DC-372) (ELECTRONIC) FILE. Comply with applicable provisions of G.S. 115C-402 and Federal Family Education Records Privacy Act (FERPA) regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46342. PERSONAL INFORMATION NETWORK MESSAGE LOGS (DC-374) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 46343. DRIVING HISTORY (DC-376) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 46344. DRIVING WHILE IMPAIRED PROGRAM REFERRALS (DC-379) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46345. SECURITY AND CUSTODY FUGITIVE AND IDENTIFICATIONS (DC-381) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46346. CREDIT VERIFICATIONS (DC-382) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

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Item 46347. APPLICATION FOR STAFF APPOINTMENTS (DC-382A) FILE. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

Item 46348. REPORT OF MEDICAL HISTORY (DC-385) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46349. REPORT OF MEDICAL HISTORY- HIV (DC-385A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46350. REPORT OF MEDICAL EXAMINATIONS (DC-386) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46351. NC DEPARTMENT OF CORRECTION ACTIVITY RESTRICTIONS (DC-386B) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46352. CHRONOLOGY RECORD OF HEALTH CARE AND PHYSICIAN ORDERS (DC-387) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46353. TRANSFER IN/OUT RECORDS (DC-387A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46354. WOUND CARE RECORD-FLOW SHEETS (DC-387B W/SP) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46355. DENTAL HEALTH RECORDS (DC-388) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46356. DENTAL TREATMENT RECORDS (DC-389) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46357. OUTPATIENT MENTAL HEALTH TREATMENT PLANS (DC-390) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46358. HEALTH RECORD JACKETS (DC-394) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46359. REQUESTS FOR OUTSIDE MEDICINE (DC-397) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46360. REQUESTS FOR OUTSIDE MENTAL HEALTH (DC-397MH) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46361. PERSONAL SERVICE CONTRACT SUMMARY (DC-399) (ELECTRONIC AND PAPER) FILE.

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

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Item 46362. MUTUAL AGREEMENT PAROLE PROGRAM-REQUEST FOR HEARINGS (DC-400) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46363. MUTUAL AGREEMENT PAROLE PROGRAM-ORIGINAL (DC-401) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46364. PERSONNEL SERVICE QUESTIONNAIRE (DC-402) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46365. ADMINISTRATION REMEDY PROCEDURES (DC-410) FILE. Comply with applicable provisions of G.S. 148-118.5 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46366. ADMINISTRATIVE REMEDY PROCEDURES-STEPS 1 AND 2 (DC-410A) FILE.

Comply with applicable provisions of G.S. 148-118.5 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46367. ADMINISTRATIVE REMEDY PROCEDURES-STEP 3 GRIEVANCE (DC-410B) FILE. Comply with applicable provisions of G.S. 148-118.5 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46368. ADMINISTRATIVE REMEDY PROCEDURES-STEP 3 MODIFIED BY SECTION (DC-410C) FILE. Comply with applicable provisions of G.S. 148-118.5 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

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Item 46369. ADMINISTRATIVE REMEDY PROCEDURES-INMATE NOTICES (DC-410D) FILE. Comply with applicable provisions of G.S. 148-118.5 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46370. INMATES GRIEVANCE EVALUATIONS (DC-412) FILE. Comply with applicable provisions of G.S. 148-118.5 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46371. INCENTIVE PAY IMPREST FUNDS (DC-415) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46372. INCENTIVE WAGE TIME (DC-416) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46373. INCENTIVE PAYROLLS (DC-417) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46374. PERMANENT FORM ACCESS TO STUDENT RECORDS (DC-420) FILE. Comply with applicable provisions of G.S. 115C-402 and Federal Family Education Records Privacy Act (FERPA) regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Transfer to Division of Prisons, Program Services, Educational Services Section 3 years after inmate release.

Item 46375. INMATES EDUCATION FOLDERS (DC-421) FILE. Comply with applicable provisions of G.S. 115C-402 and Federal Family Education Records Privacy Act (FERPA) regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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Item 46376. ACADEMIC SUBJECTS (DC-421A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46377. VOCATIONAL COURSES (DC-421B) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46378. USE OF FORCE (DC-422) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46379. AUDIO VISUAL TAPE DEPARTMENT OF CORRECTION (DC-422A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46380. RESTRAINT REPORTS (DC-422R) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46381. MENTAL HEALTH SECTION REPORTS (DC-422S) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46382. THERAPY SECTION LEVEL A (DC-422S-A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46383. THERAPY SECTION LEVEL B (DC-422S-B) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46384. NURSING CARE PLANS (DC-423) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46385. MONTHLY RECORD ACTION REPORTS (DC-424) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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Item 46386. INSPECTION CHECKLIST (DC-427) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46387. SEMI-ANNUAL INSPECTION CHECKLIST (DC-428) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46388. MONTHLY FACILITY INSPECTIONS (DC-428A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46389. FIRE SAFETY EQUIPMENT (DC-428B) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46390. SAFETY AND HEALTH HANDBOOKS (DC-429) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 46391. JOB OPPORTUNITY REPORTS (DC-431) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46392. INCIDENT REPORTS (DC-432) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46393. CONSENT FORM INTERVIEW/OR PHOTOGRAPHED (DC-433) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 46394. HEALTH SCREENING (DC-435) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46395. AUTHORITY FOR RELEASE OF CONFISCATION INFORMATION (DC-436) FILE.

Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46396. REPORT OF DENTAL ACTIVITIES (DC-437) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46397. NURSE'S SICK CALL REQUESTS (DC-438) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 46398. PROBLEM LIST (DC-439) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46399. WELFARE FUND EXPENDITURES (DC-440) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46400. CONSENT FOR SURGICAL-MEDICAL TREATMENT (DC-441) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46401. RELEASE BY PATIENT LEAVING TREATMENT FACILITY OR REFUSING HEALTH CARE AGAINST ORDERS (DC-442 W/SP) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46402. MENTAL HEALTH SERVICES (DC-444) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46403. MENTAL HEALTH PROGRESS NOTES (DC-444A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46404. MENTAL HEALTH GROUP TREATMENT NOTES (DC-444B) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46405. OUTPATIENT HEALTH RECORDS I (DC-451) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46407. OUTPATIENT HEALTH RECORDS II (DC-451A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46408. OUTPATIENT HEALTH RECORDS III (DC-451B) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46409. OUTPATIENT HEALTH RECORDS IV (DC-451C) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46410. OUTPATIENT HEALTH DIVIDERS (DC-451D) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46411. OUTPATIENT HEALTH RECORDS V (DC-451E) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46412. OUTPATIENT HEALTH RECORDS VI (DC-451F) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46413. TB SKIN TEST RECORDS (DC-453) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46414. SENTENCING REDUCTION CREDITS (DC-455) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46415. ACKNOWLEDGE OF HAZARD COMMUNICATIONS (DC-470) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after inmate release.

Item 46416. HONOR GUARD REQUESTS (DC-472) FILE.

DISPOSITION INSTRUCTIONS: Retain in office permanent.

Item 46417. COUNSELING-INMATES HEPATITIS B INFECTION (DC-474) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46418. HEALTH SERVICES HEPATITIS B LOCAL PUBLIC HEALTH NOTICES (DC-474A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46419. COUNSEL OF INMATES HIV+ (DC-476) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46420. POST TEST COUNSELING (DC-477) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46421. REVISED HIV SCREEN (DC-478) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46422. INTERNAL MEDICAL REVIEW (DC-480) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46423. IN DEPOSIT CONTRACT TIME (DC-481) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46424. THERAPEUTIC DIET ORDERS (DC-482) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46425. NUTRITIONAL ASSESSMENTS (DC-483) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46426. INMATES ORIENTATION TO THERAPEUTIC DIET (DC-484) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46427. THERAPEUTIC DIET ADMINISTRATION RECORDS (DC-486) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46428. REFUSAL OF MEALS (DC-488) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46429. MEDICINE NOTIFICATION SLIPS (DC-490) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46430. MEDICAL HEALTH RECORDS DIVISION (DC-492) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46432. EMPLOYEE TERMINATION CHECKLISTS (DC-494) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee termination.

Item 46433. ACTION CLASSIFICATION FORMS (DC-496) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46434. EMPLOYEE RELATIONS (DC-500) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46435. DRUG SCREENING-URINE (DC-502) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46436. INMATE LOAN REQUESTS (DC-504) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46437. INMATE/PAROLEE LOANS (DC-506) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46438. SOCIAL WORK INTERVENTION/PROGRESS NOTES (DC-508) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46439. TEMPORARY EMPLOYEES EMPLOYMENT AGENCIES (DC-510) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee terminates service.

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Item 46440. TB SCREENING FORMS (DC-516) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46441. MISSING ASSET FORMS (DC-518) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46442. CENTRAL WELFARE FUND SALES TAX (DC-520) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46443. APPLICATION FOR STAFF EMPLOYMENT (DC-522) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

Item 46444. MENTAL HEALTH AFTERCARE PLANS (DC-524) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46445. REFERRAL FOR MEDICAL AFTERCARE PLANNING (DC-524A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46446. DISCHARGE INSTRUCTIONS (DC-524B) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46447. INPATIENT RESIDENT MENTAL HEALTH PLANS (DC-526) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46448. AUTONOMIC INVOLUNTARY MOVEMENT SYNDROME (AIMS) FORMS (DC-528) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46449. ADAPTIVE BEHAVIOR FORMS (DC-532) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46450. INITIAL NURSING ASSESSMENTS (DC-534) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46451. SOCIAL HISTORY/MENTAL HEALTH ADMINISTRATION (DC-536) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46452. MENTAL HEALTH SCREENINGS (DC-538) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46453. MENTAL HEALTH SERVICES REFERRALS (DC-540) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46454. MENTAL HEALTH SPECIAL NEEDS CASE MANAGEMENT ORIENTATION (DC-542) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46455. MENTAL HEALTH (DOROTHEA DIX) CASE MANAGEMENT PROGRESS REPORTS (DC-544) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46456. MENTAL HEALTH NOTICE OF REFERRALS (DC-546) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46457. MENTAL HEALTH ASSESSMENTS (DC-548) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46458. REFERRAL TO SOCIAL SKILLS (DC-550) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46459. REQUEST FOR DISCHARGE (DC-552) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46460. MENTAL HEALTH SCREENING INVENTORY ADDENDUM (DC-554) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46461. TREATMENT TEAM REPORT TO OFFICERS (DC-556) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

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Item 46462. MENTAL HEALTH EXCEPTION/MODIFICATIONS TO DRUG FORMULARY (DC-558) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46463. MENTAL HEALTH MENTAL DISCHARGE SUMMARY (DC-559) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46464. MENTAL HEALTH TREATMENT SUMMARY (DC-560) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46465. MENTAL HEALTH PSYCHIATRIC EVALUATIONS (DC-561) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46466. MENTAL HEALTH COMMUNITY RISK ASSESSMENTS (DC-562) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46467. MENTAL HEALTH PSYCHIATRIC PROGRESS NOTES (DC-563) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46468. MENTAL RETARDATION ASSESSMENTS (DC-564) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46469. CENTRAL WELFARE CANTEEN SALES TAX (DC-568) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46470. CONTINUATION EMPLOYEE SERVICE TIME RECORDS (DC-570) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46471. CONTRACT EMPLOYEES TIME JUSTIFICATION (DC-570A) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46472. INMATE REQUEST FOR RELIGIOUS ASSISTANCE (DC-572) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46473. JUSTIFICATION FOR TIME (DC-574) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46474. CLOTHING, BEDDING, LINEN (DC-578) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46475. CLOTHING, BEDDING, LINEN RETURNED TO INVENTORY (DC-582) (ELECTRONIC) FILE.

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

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Item 46476. COOKS WORKSHEETS (DC-588) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46477. OUTPATIENT SURGERY REQUESTS (DC-590 W/SP) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46478. IN SERVICE CLUB SALE TAX (DC-592) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46479. HIV TESTING (DC-598) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46480. VICTIM-WITNESS (DC-600) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 46481. SICK CALL APPOINTMENT REQUESTS (DC-602) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46482. SICK CALL REQUESTS (DC-604) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46483. DNA DATABASE (DC-606) (ELECTRONIC) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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Item 46484. DNA SAMPLE INVENTORY (DC-607) (ELECTRONIC) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 46485. REQUESTS FOR LEAVE (DC-660) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46486. DELAYED SALARY INCREMENT REQUESTS (DC-700) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

Item 46487. DIRECT PAY DEPARTMENT OF CORRECTION (DC-702) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

Item 46488. REQUISITION WORKSHEETS (DC-704) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46489. SUBSTITUTE PACKING SLIPS (DC-706) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46490. INMATES MEDICAL TRANSPORT (DC-708) FILE.

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

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Item 46491. REQUESTS FOR ADVANCE (DC-710) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46492. INVENTORY TRANSFER PACK SLIPS (DC-712) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46493. REQUESTS FOR INVENTORY LEVEL CHANGES (DC-714) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46494. INTERNAL BUDGET TRANSFER (DC-716) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46495. ACCOUNTS PAY CONTROL (DC-718) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46496. ADJUSTMENT JOURNAL ENTRY (DC-720) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46497. INTERNAL REQUEST NEW ACCOUNTS (DC-722) FILE.

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

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Item 46498. BUDGETARY CONTROL ENTRY (DC-724) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46499. REQUESTS FOR ACCOMMODATION (DC-730) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46500. AMERICAN DISABILITY ACT (ADA)-CRIMINAL JUSTICE (DC-730T) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46501. APPLICATION/EMPLOYMENT VERIFICATIONS (DC-730VS) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46502. QUARTERLY ACCOMMODATION REPORT (DC-732) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46503. EMPLOYEES EXPOSURE TO BLOOD BORNE PATHOGEN (DC-734) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

Item 46504. REQUESTS FOR ACCOMMODATION-INMATES (DC-746) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46505. INVENTORY INMATES SERVICE CLUBS (DC-750) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46506. PHYSICIAN NOTES AND ORDERS (DC-752) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46507. INFECTIOUS DISEASE PHYSICIAN ORDERS (DC-752A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46508. INFECTIOUS DISEASE PROGRESS NOTE AND PHYSICIAN ORDER SHEETS (DC-752B) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46509. PEAK FLOW ACTION PLANS (DC-752C) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46510. REQUEST FOR ITEM RETURNED (DC-754) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46511. EMPLOYEES TB SKIN TEST (DC-755) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

Item 46512. ADD COMPUTERS TO EQUIPMENT (DC-756) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46513. ADD FIXED ASSET TO EQUIPMENT (DC-757) FILE.

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

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Item 46514. DISPOSAL OF FIXED ASSET (DC-758) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46515. CORRECTION OF SERIAL NUMBERS (DC-759) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46516. CORRECTION OF DESCRIPTION (DC-760) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46517. NEED EQUIPMENT TAGS (DC-761) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46518. INMATES SELF MEDICATION AGREEMENTS (DC-762) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46519. INMATES SELF MEDICATION DISPENSED (DC-763) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46520. DAILY RECORD OF EMPLOYEES RESPONSIBLE FOR LOCAL FUNDS (DC-764) FILE.

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

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Item 46521. PATIENT AGREEMENT REQUEST MEDICAL APPOINTMENTS (DC-765) FILE.

Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46522. REQUEST FOR WEAPONS (DC-765B) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46523. CONSULT REFERRAL FORMS (DC-767) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46524. US DISTRICT COURT FORMS (DC-768) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46525. RESPONSE TO NOTICE OF ORDER FOR COSTS (DC-769) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46526. NOTICE OF ORDER-COSTS (DC-770) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46527. RECORD OF COST OF LITIGATION (DC-771) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46528. THE APPRAISAL PROCESS (TAP) EXECUTIVE EMPLOYEE (DC-772) FILE.

Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

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

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Item 46529. THE APPRAISAL PROCESS (TAP)-MANAGER PERFORMANCE (DC-773) FILE.

Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46530. THE APPRAISAL PROCESS (TAP)-DUAL SUPERVISOR (DC-774) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46531. THE APPRAISAL PROCESS (TAP)-SUPERVISOR PERFORMANCE (DC-775) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46532. THE APPRAISAL PROCESS (TAP)-PROFESSION/SPECIALIST (DC-776) FILE.

Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46533. THE APPRAISAL PROCESS (TAP)-DUAL PROFESSION (DC-777) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

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

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Item 46534. THE APPRAISAL PROCESS (TAP)-TECHNICAL/SKILL (DC-778) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46535. THE APPRAISAL PROCESS (TAP)-SUPPORT SERVICE (DC-779) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46536. THE APPRAISAL PROCESS (TAP)-PUBLIC SAFETY (DC-780) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46537. THE APPRAISAL PROCESS (TAP)-COVERSHEET (DC-781) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46538. THE APPRAISAL PROCESS (TAP)-PERFORMANCE LOG (DC-782) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

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

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Item 46539. THE APPRAISAL PROCESS (TAP)-EMPLOYEE ACTION (DC-783) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46540. THE APPRAISAL PROCESS (TAP)-EXECUTIVE STANDARD (DC-784) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46541. THE APPRAISAL PROCESS (TAP)-MANAGER STANDARD (DC-785) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46542. THE APPRAISAL PROCESS (TAP)-SUPERVISOR STANDARD (DC-786) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46543. THE APPRAISAL PROCESS (TAP)-PROFESSION/SKILL (DC-787) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

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

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Item 46544. THE APPRAISAL PROCESS (TAP)-SUPPORT STANDARD (DC-788) FILE.

Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46545. THE APPRAISAL PROCESS (TAP)-SUPPORT SERVICES (DC-789) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46546. THE APPRAISAL PROCESS (TAP)-PUBLIC SAFETY (DC-790) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46548. THE APPRAISAL PROCESS (TAP)-EXECUTIVE STANDARD (DC-791) FILE.

Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46549. THE APPRAISAL PROCESS (TAP)-MANAGER STANDARD (DC-792) FILE.

Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

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

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Item 46550. THE APPRAISAL PROCESS (TAP)-SUPER STANDARD (DC-793) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46551. THE APPRAISAL PROCESS (TAP)-PROFESSION/SPECIALIST (DC-794) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46552. THE APPRAISAL PROCESS (TAP)-TECHNICAL/SKILL (DC-795) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46553. THE APPRAISAL PROCESS (TAP)-SUPPORT SERVICE (DC-796) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46554. THE APPRAISAL PROCESS (TAP)-PUBLIC SAFETY (DC-797) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46555. MEDICAL INCIDENT REPORTS (INMATE) (DC-798) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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Item 46556. INMATES WITH DOCUMENTED PAST TB+ (DC-799) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46557. ANERGY TESTS (DC-800) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46558. BLOOD BORNE PATHOGEN (DC-801) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46559. SEGREGATION HEALTH (DC-802) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46560. TELEPHONE CONSULTATIONS (DC-803) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46561. REIMBURSEMENT REQUESTS (DC-806) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46562. REQUEST AND AUTHORIZATION DENTAL (DC-807) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46563. REQUEST FOR AUTHORIZATION FOR ENDODONTIC ROOT CANAL THERAPY, ENDODONTIC SURGERY ANESTHETICS AND MEDICATIONS (DC-808) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46564. DIVISION OF PRISON SECURITY THREAT GROUPS (DC-809) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46565. DIVISION OF PRISON SECURITY THREAT MEMBERS (DC-810) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46566. CONSENT FOR MINORS (DC-811) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46567. CHRONIC DISEASE FLOW CHART-CARDIOVASCULAR (DC-812) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46568. CHRONIC DISEASE FLOW CHART-DIABETES (DC-813) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46569. CHRONIC DISEASE FLOW CHART-HIV (DC-814) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46570. CHRONIC DISEASE FLOW CHART-PULMONARY (DC-815) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46571. CHRONIC DISEASE FLOW CHART-SEIZURES (DC-816) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46572. CHRONIC DISEASE FLOW CHART-TUBERCULOSIS (DC-817) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46573. NON PROFIT RESIDENTIAL AGENCY (DC-818) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46574. NON PROFIT WORK PLACEMENT (DC-819) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46575. NON-PROFIT WORK PROGRAM (DC-820) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46576. DIVISION OF PRISON SECURITY THREAT GROUP (DC-821) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46577. AFTERCARE AND INSTRUCTIONS (DC-822) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46578. HISTORY AND PHYSICAL (DC-823) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46579. MEDICAL EXAMINATION (DC-823A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46580. DISCHARGE NURSES' NOTES AND PATIENT INSTRUCTIONS NURSES NOTES (DC-824) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46581. ADMISSION (DC-825) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46582. ADMIT SUMMARY SHEET (DC-826) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46583. REFERRAL AND RX (DC-827) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46584. PATIENT RECORDS (DC-828) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46585. PATIENT NOTES (DC-829) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46586. RESPIRATORY THERAPY (DC-830) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46587. RESPIRATORY THERAPY ORDER SHEETS (DC-831) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46588. X-RAY REQUESTS (DC-832) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46589. NURSING ADMINISTRATION (DC-833) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46590. PHYSICIAN'S NOTES (DC-834) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46591. NURSE'S NOTES (DC-835) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46592. PROGRESS NOTES (DC-836) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46593. CHRONIC MEDICATION (DC-837) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46594. SKILLED NURSING CARE (DC-838) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46595. ACUTE CARE (DC-839) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46596. STAT/ONE TIME (DC-840) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46597. THERAPEUTIC RESTRAINTS (DC-841) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46598. NC DEPARTMENT OF CORRECTION FLUID INTAKE (DC-842) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46599. THERAPY SECLUSION (DC-843) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46600. VITAL SIGNS (DC-844) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46601. DIABETIC FLOW SHEETS (DC-845) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46602. RESPIRATORY THERAPY (DC-846) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46603. MEDICATION ENCOUNTERS (DC-847) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46604. HIV CASE MANAGEMENT INTAKE (DC-848) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46605. DECLARATION OF A DESIRE (DC-849) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46606. TRAVEL AUTHORIZATIONS (DC-850) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46607. ADDING INVENTORY (DC-851) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46608. DEDUCTING INTELLIGENCE (DC-852) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46609. EMERGENCY DEPARTMENT CENTRAL PRISON (DC-853) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46610. NURSING FLOW SHEETS (DC-853A) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46611. INFORMED CONSENT IV (DC-854) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46612. INDIGENT RADIO REQUESTS (DC-855) FILE.

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

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Item 46613. RECORD ROOM RECORDS (DC-858) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46614. OPERATIVE RECORDS (DC-860) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46615. DOCUMENT OF MENTOR TEACHERS (DC-861) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46616. SAFETY CLOSURE (DC-862) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46617. RECEIPTS OF STATE PROPERTY (DC-863) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46618. PROGRESS REPORTS (EDUCATION) (DC-864) FILE. Comply with applicable provisions of G.S. 115C-402 and Federal Family Education Records Privacy Act (FERPA) regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after inmate release.

Item 46619. DIVISION OF PRISON PERMANENT RECORDS (EDUCATION) (DC-865) FILE. Comply with applicable provisions of G.S. 115C-402 and Federal Family Education Records Privacy Act (FERPA) regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Transfer to Division of Prisons, Program Services, Educational Services Section 3 years after inmate release.

Item 46620. AUTHORIZATION FOR EMERGENCY STAFFING (DC-866) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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Item 46621. MEDICATION PURCHASE ORDERS (DC-867) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46622. EMERGENCY CONTRACTS (DC-868) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46623. DENTAL ENCOUNTERS (DC-869) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46624. REQUEST/REPORT FORM FOR COMMUNICATIONS EQUIPMENT (DC-870 (NCR) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46625. CONTRACT PERSONAL SERVICES (DC-871A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46626. DEPARTMENT OF CORRECTION PERSONNEL SERVICES (DC-871B) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46627. REPORT ON MEALS DELIVERY (DC-873) FILE.

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

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Item 46628. EMPLOYEE HEPATITIS B VACCINE (DC-874) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

Item 46629. PRESCRIPTION MEDICATION RECORDS (INMATE) (DC-875) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46630. CONTROLLED SUBSTANCE DESTROYED (DC-877) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46631. TELEMED REQUESTS RECORDS (DC-878) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46632. POLICIES AND PROCEDURES FOR YONKERS AND RANDALL TEST KITCHEN (DC-879) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 46633. VOCATIONAL TEST KITCHEN (DC-880) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46634. VOCATIONAL SALES REPORTS (DC-881) FILE.

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

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Item 46635. DISPOSITION OF COMPUTER COMPONENTS (DC-882) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46636. RELIGIOUS DIET REQUESTS (DC-883) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 46637. OCCUPATIONAL HISTORY FORMS (DC-884) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46638. THERAPEUTIC DIET ORDERS (DC-885) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46639. SAME DAY SURGERY (DC-886) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46640. CONSENT TO SURGERY (DC-887) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46641. PHYSICIAN PRE-OPERATIVE ORDERS (DC-888) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46642. PRE-OPERATIVE CHECK OFF LIST (DC-889) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46643. NURSE'S RECORDS-OPERATING ROOM (DC-890) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46644. ANESTHESIA RECORDS (DC-891) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46645. RECOVERY ROOM RECORDS (DC-892) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46646. OPERATIVE REPORTS (DC-893) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46647. INSTRUMENT, NEEDLES, AND SYRINGES (DC-894) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46648. POST OPERATIVE ASSESSMENTS (DC-895) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46649. SAME DAY SURGERY DISCHARGES (DC-896) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46650. SURGICAL DISCHARGE INSTRUCTIONS (DC-897) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46651. PATIENT TRANSFER INSTRUCTIONS (DC-898) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46652. CONSENT FOR SURGERY (DC-899) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46653. LAND TRANSFER DOCUMENTS (DC-900) FILE.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 46654. INMATE TRUST FUND (DC-902) (ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46655. PERIODONTAL TREATMENT CHARTS (DC-903) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46656. REQUEST TO SUSPEND CONDITIONS OF CONFINEMENT FOR TREATMENT PURPOSES (DC-904) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46657. CHECK DEPOSIT SLIP ORDER AND RE-ORDER FORMS (DC-905) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46658. CANTEEN DAILY SALES (DC-906) FILE.

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

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Item 46659. INPATIENT RESIDENT ADMIT (DC-907) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46660. INMATE ORIENTATION (DC-908) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46661. MONTHLY PROGRESS REPORTS (DC-909) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46662. MANAGING INMATES (DC-910) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46663. INMATE RULES AND POLICIES (SPANISH) (DC-911) RECORDS FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46664. DIALYSIS ASSESSMENT END STATE RENAL DISEASE (ESRD) (DC-912) RECORDS (CENTRAL PRISON, MCCAIN AND NORTH CAROLINA CORRECTIONAL INSTITUTE WOMEN) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46665. PSYCHOLOGICAL SCREENING (DC-913) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46666. OUTPATIENT TREATMENT SCREENING (DC-914) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46667. THE APPRAISAL PROCESS (TAP) - CORRECTIONAL OFFICERS (DC-916) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46668. NC DEPARTMENT MEDICAL FOR RELEASING HIV INMATES (DC-917) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46669. INMATE DEPENDENT SUPPLY VOLUNTARY CONSENT FORM (DC-918) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46670. DIRECT DEPOSIT REIMBURSEMENT FORM (DC-919) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46671. NC DEPT OF CORRECTION 1099 INFORMATION FORM (DC-920) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46672. REPORTABLE VENDOR LEDGER SHEETS (DC-921) FILE.

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

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Item 46673. REPORT ON AID NEEDED BY INMATE DEPENDENTS (DC-922) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46674. EMPLOYEE COMPENSATION FOR HOLIDAY EARN BUT NOT TAKEN (DC-923) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 46675. SOCIAL WORK ASSESSMENTS (DC-924) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46676. SPECIAL NEEDS ASSESSMENTS (DC-925) FILE. Comply with applicable provisions of G.S. 148-74 and 75 regarding confidentiality of records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46677. REHABILITATION THERAPY ASSESSMENTS (DC-926) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46678. EVALUATION CRITERIA FOR PERSONS WITH DEVELOPMENTAL DISABILITIES (DC-927) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46679. NC DEPARTMENT OF CORRECTION IMMUNIZATION RECORDS (DC-928) FILE. Comply with applicable provisions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

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Item 46680. NC DEPARTMENT OF CORRECTION MEDICATION VARIANCE/INCIDENT REPORTS (DC-929) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46681. MEDICATION VARIANCE/INCIDENT RISK MANAGER/DIRECTORS OF NURSING (DON) REPORTS (DC-929A) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 46682. NC DEPARTMENT OF CORRECTION FLOW SHEETS (DC-930) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46683. AIRWAY CLINIC RESPIRATORY QUESTIONNAIRE (DC-931) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46684. CONSENT FOR CHRONIC HEMODIALYSIS (DC-932) FILE. Comply with applicable provisions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after inmate release.

Item 46685. ENROLLMENT BLANK RETIREMENT (FORM 2) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

Item 46686. CHANGE OF BENEFICIARY (FORM 2C) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

Item 46687. RETIREMENT WITHDRAW (FORM 5) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.

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Item 46688. APPLICATIONS FOR RETIREMENT (FORM 6) FILE. Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 46689. PHYSICAL STATEMENT CHARGES (FORM 25 M) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after separation.

Item 46690. STATEMENT CHARGE DRUGS (FORM 25P) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after separation.

Item 46691. EMPLOYEE TRAINING REQUESTS (OSDT-2) (PAPER AND ELECTRONIC) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46692. APPLICATIONS FOR EDUCATION ASSISTANCE (DCC-PD-136) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 46693. OFFICE AUTOMATION USERS (DCC-OA-AR) FILE.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee separation.