

DEPARTMENT OF CORRECTION  
INMATE GRIEVANCE COMMISSION

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on February 29, 1980, governing the records series listed herein has been reviewed, corrected, and is hereby again 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

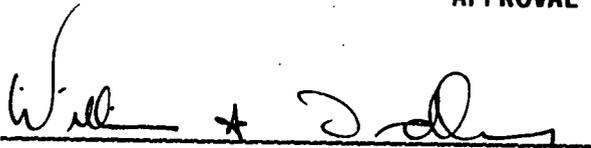
**INMATE GRIEVANCE COMMISSION**

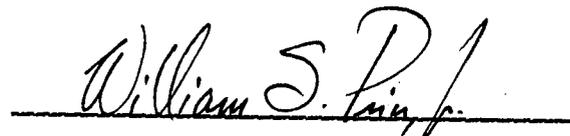
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

**INMATE GRIEVANCE COMMISSION**

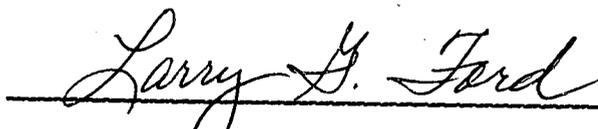
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five additional years from the date of approval and will then be reviewed and again updated.

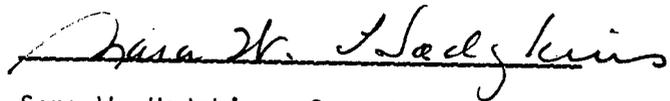
**APPROVAL RECOMMENDED**

  
William A. Dudley, Executive Director  
Inmate Grievance Commission

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

**APPROVED**

  
Larry G. Ford, Chairman  
Inmate Grievance Commission

  
Sara W. Hodgkins, Secretary  
Department of Cultural Resources

July 13, 1984

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CORRECTION  
INMATE GRIEVANCE COMMISSION

Amend the records retention and disposition schedule approved September 3, 1991 by changing the disposition instructions for Item 661 as shown on substitute pages dated October 21, 2005.

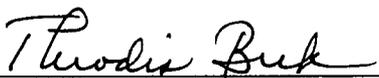
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Robert Brinson, Chief Records Officer  
Department of Correction

  
\_\_\_\_\_  
Finesse Couch, Executive Director  
Inmate Grievance Commission

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

APPROVED

  
\_\_\_\_\_  
Theodis Beck, Secretary  
Department of Correction

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

DEPARTMENT OF CORRECTION  
INMATE GRIEVANCE COMMISSION

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

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on February 29, 1980, governing the records series listed herein has been reviewed, corrected, and is hereby again 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

**INMATE GRIEVANCE COMMISSION**

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

**INMATE GRIEVANCE COMMISSION**

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

CIRCULATE & MAKE  
NECESSARY CHANGES

APPROVAL RECOMMENDED

Records Center \_\_\_\_\_

Disposition \_\_\_\_\_

Date 9-16-84

William A. Dudley  
William A. Dudley, Executive Director  
Inmate Grievance Commission

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

APPROVED

Larry G. Ford  
Larry G. Ford, Chairman  
Inmate Grievance Commission

Sara W. Hodgkins  
Sara W. Hodgkins, Secretary  
Department of Cultural Resources

July 13, 1984

**DEPARTMENT OF CORRECTION  
INMATE GRIEVANCE COMMISSION**

**ITEM 660. DIRECTOR'S CORRESPONDENCE FILE.**

Record copies of correspondence between the Director of the Inmate Grievance Commission and inmates, state officials, and the general public.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 661. INMATE GRIEVANCE APPEALS FILE.**

Record copies of inmates' grievance appeals to the Commission. File includes investigation reports, summary of complaint, correspondence, and other pertinent information. Amended 10-21-05.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after appeal is resolved. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently held in the State Records Center 4 years from date of record.

**ITEM 662. READING FILE.**

Record and reference copies of information concerning the Inmate Grievance Commission. File includes newspaper clippings, press releases, case examples, and various hearing records.

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

**ITEM 663. SCRAPBOOK FILE.**

Record copies of newspaper clippings concerning the Inmate Grievance Commission.

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

**ITEM 10294. COMMISSION MEMBERS' CORRESPONDENCE FILE.**

Record copies of correspondence to the Inmate Grievance Commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 10296. GOVERNOR AND STATE OFFICIALS' CORRESPONDENCE FILE.**

Record copies of correspondence from the Governor and state officials to the Commission concerning inmate grievances.

DISPOSITION INSTRUCTIONS: Item discontinued. Merge current and future correspondence with the Inmate Grievance Appeals File.

**ITEM 10297. MINUTES BOOK FILE.**

Record copies of minutes of the Inmate Grievance Commission meetings. File also includes staff reports and the agenda for each meeting.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center periodically to be microfilmed for security and returned. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage. Transfer returned records to the State Records Center when reference value ends. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 10299. INMATE GRIEVANCE LOG BOOK FILE.**

Record copy of a log book listing the grievances filed with the Commission. File includes name of inmate, area, unit, and filing date of the grievance.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF CORRECTION  
INMATE GRIEVANCE COMMISSION**

**ITEM 10300. COMMISSION ORDERS FILE.**

Record copies of Inmate Grievance Commission's orders concerning inmate grievances.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends.

Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 10301. INFORMATION AND RESOLVED INMATE GRIEVANCE FILE.**

Reference copies of inmate grievances and the resolution of the grievance by the prison unit.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.