

DEPARTMENT OF CORRECTION
PAROLE COMMISSION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on June 17, 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

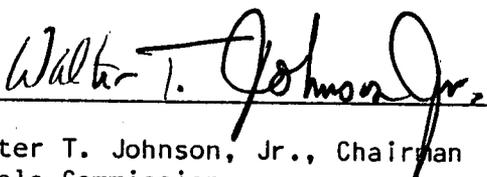
PAROLE COMMISSION

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

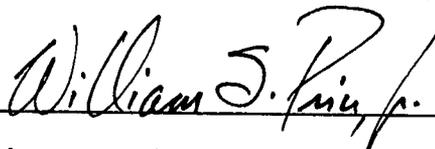
PAROLE COMMISSION

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

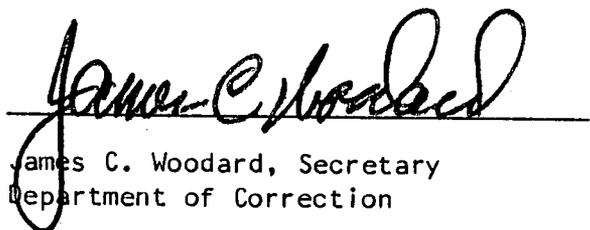


Walter T. Johnson, Jr., Chairman
Parole Commission

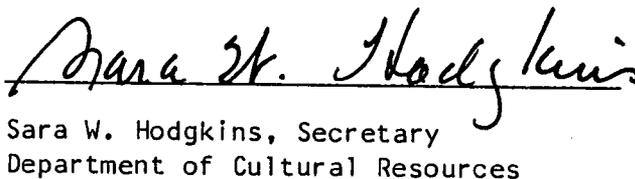


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James C. Woodard, Secretary
Department of Correction



Sara W. Hodgkins, Secretary
Department of Cultural Resources

March 20, 1984

DEPARTMENT OF CORRECTION
PAROLE 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.

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CIRCULATE & REVIEW
NECESSARY CHANGES
Records Center _____
Disposition _____
Office *Jeh* _____
Date *4-16-84* _____

APPROVAL RECOMMENDED

Walter T. Johnson Jr.

Walter T. Johnson, Jr., Chairman
Parole Commission

William S. Price, Jr.

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

APPROVED

James C. Woodard

James C. Woodard, Secretary
Department of Correction

Sara W. Hodgkins

Sara W. Hodgkins, Secretary
Department of Cultural Resources

March 20, 1984

**DEPARTMENT OF CORRECTION
PAROLE COMMISSION**

ITEM 667. DEATH ROW INMATE PAROLE JACKET (CAPITAL CASE) FILE.

Record copies of parole jackets concerning inmates sentenced to death who are executed or otherwise die while on death row. File includes commitment information, death row investigation, correspondence, and recommendations of the Parole Commission.

DISPOSITION INSTRUCTIONS: Transfer jacket to Combined Records after sentence is terminated. Retain in Combined Records 4 years, then transfer to the State Records Center. Records will be held for the agency in the State Records Center 5 years and then transferred to the custody of Archives. Transfer death row files of those inmates whose sentence is commuted to a term of years to Combined Records. Retain in Combined Records until the Parole Commission's need ends, then transfer to the State Records Center. Records will be held for the agency in the State Records Center 5 years and then transferred to the custody of Archives.

ITEM 3394. CLIENT'S PARDON FILE.

Record copies of documents concerning client's petition for pardon. File includes applications, commitments, indictments, legal correspondence, investigation requests, and the final report sent to the Governor.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 10366. PAROLE COMMISSION CHAIRMAN'S CORRESPONDENCE FILE.

Record copies of correspondence of the Parole Commission Chairman.

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 10367. AFFIDAVIT FILE.

Reference copies of affidavits concerning inmates who have filed suit against the Department of Correction.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10369. SUBJECT FILE.

Reference copies of subject files concerning the administration of the Parole Commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 10370. COMMUTATION FILE.

Reference copies of commutations for clients whose sentence was commuted. Reference copies are located in Inmate's Combined Records File.

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 10371. CHRISTMAS CLEMENCY FILE.

Reference copies of commutations for clients whose sentence was commuted for the Christmas season. Record copies are located in Inmate's Combined Records File.

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 10372. SCHEDULE OF CASES PRESENTATION TO PAROLE COMMISSION FILE.

Record copies of hearing time schedules for inmates whose sentence is scheduled for parole.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ITEM 10375. DEATH ROW (CAPITAL CASE) INDEX FILE.

Record copy of an index file listing names of inmates who have been sentenced to death row.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when agency need 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 10377. PAROLE AND CONDITIONAL RELEASE INDEX FILE.

Record copy of an index file listing inmates who received a parole on a conditional release.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 10378. SPEECH INFORMATION FILE.

Record and reference copies of speech information concerning the duties of the Parole Commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when agency need 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 10379. PAROLE COMMISSION SCRAPBOOK FILE.

Record copies of clippings and other information concerning the Parole Commission and the commissioners.

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