

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
DIVISION OF ALCOHOL LAW ENFORCEMENT  
N.C. CENTER FOR MISSING PERSONS**

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

**N.C. Center for Missing Persons**

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**

**N.C. Center for Missing Persons**

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 This schedule is to remain in effect until superseded.

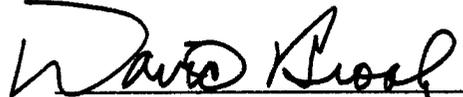
**APPROVAL RECOMMENDED**



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Gregory P. Sligh, Chief Records Officer  
Department of Crime Control and Public Safety

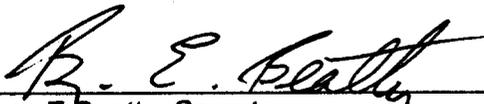


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Mike Robertson, Director  
Division of Alcohol Law Enforcement

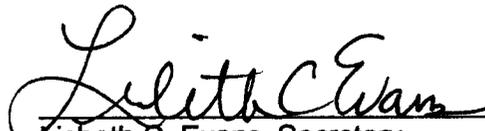


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Dr. David Brook, Director  
Division of Historical Resources

**APPROVED**



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Bryan E. Beatty, Secretary  
Department of Crime Control and Public Safety



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Lisbeth C. Evans, Secretary  
Department of Cultural Resources

10/10/06

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**ITEM 9681. Division Of Criminal Information Reports of Missing Persons File.**

Paper reference copies of reports prepared by the Department of Justice, State Bureau of Investigation, Division of Criminal Information, concerning missing persons. Reports include names of missing persons, dates of birth, sex, race, dates of disappearance, National Crime Information Center identification numbers, names of reporting agencies, social security numbers, physical descriptions, and other related information. (Comply with 5 USC 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 37156. Division Of Criminal Information Database (Electronic) File.**

Electronic records from National Crime Information Center (NCIC) Division of Criminal Information prepared by the Department of Justice, State Bureau of Investigation concerning histories of missing individuals. Electronic file includes names of missing persons, dates of birth, social security numbers, dates of disappearances, names of reporting agencies, and other related information. (Note: N.C. Center for Missing Persons personnel have "read only" access to this database.) (Comply with 5 USC 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to NC Missing Person's Repository Database (Electronic) File, (Item 47840).

**ITEM 47840. NC Missing Person's Repository Database (Electronic) File.** Electronic data records processed from printed reports in the FBI's National Crime Information Center (NCIC) updated by the State Bureau of Investigation (SBI) and from other resource collections, concerning histories of missing individuals. Electronic file includes names of missing persons, dates of birth, social security numbers, dates of disappearances, names of reporting agencies, and other related information. (Comply with 5 USC 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy daily printed NCIC report when reference value ends and data verification in the database is complete. Transfer one security copy of electronic file to agency's offsite location for backup storage routinely. Agency representative will update periodically. Destroy closed case file in office when reference value ends.