

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
LOGISTICS SECTION
SECTION CHIEF'S OFFICE

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

SECTION CHIEF'S OFFICE

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**

SECTION CHIEF'S OFFICE

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 This schedule is to remain in effect until superseded.

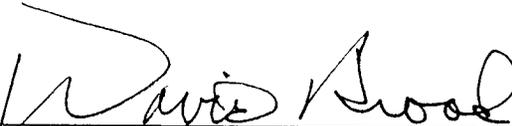
APPROVAL RECOMMENDED



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

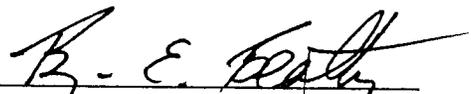


Doug Hoell, Director of Emergency Management
Division of Emergency Management



David Brook, Director
Division of Historical Resources

APPROVED



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



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
LOGISTICS SECTION
ASSISTANT DIRECTOR'S OFFICE**

ITEM 48018. Project File. Records in paper and electronic formats concerning projects administered by the section. File includes drafts of proposed projects, project justification reports, memoranda agreement and/or of understanding, progress reports, project authorizations, correspondence and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic versions of drafts of proposed projects in office when administrative value ends. Transfer remaining paper records to the State Records Center after 3 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. Transfer electronic records when reference value ends to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 48019. Agencies And Associations File. Records in paper and electronic formats concerning affiliations of the section with other federal, state, and volunteer agencies; private organizations; and professional associations. File includes correspondence concerning activation and responses, descriptions of responsibilities and procedures, lobbying issues and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when administrative value ends.

ITEM 48020. Subject Correspondence File. Correspondence in paper and electronic formats concerning the section, such as memoranda of agreement and/or of understanding, inter-agency and intra-agency correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 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. Transfer electronic records when reference value ends to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 48021. Federal Emergency Management Agency (FEMA) Region IV File. Correspondence in paper and electronic formats written to and received from FEMA. File includes guidance records, situation reports, policies, proposals and requests.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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. Transfer electronic records when reference value ends to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
LOGISTICS SECTION
ASSISTANT DIRECTOR'S OFFICE**

ITEM 48022. Disaster File. Records in paper and electronic formats concerning the section's involvement in officially declared disasters in the state. File includes damage assessment reports, after action reports, correspondence and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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. Transfer electronic records when reference value ends to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 48023. Legislative Issues File. Records in paper and in electronic formats concerning state and federal legislation, laws, and regulations concerning awarded grants administered by the department. File includes reference copies of legislative information, lists of the members of House and Senate, proposed and/or enacted legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when reference value ends.