

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
OPERATIONS SECTION

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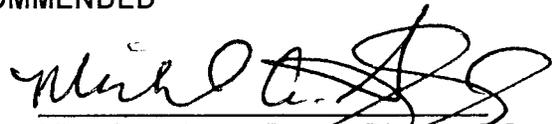
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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 This schedule is to remain in effect until superseded.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



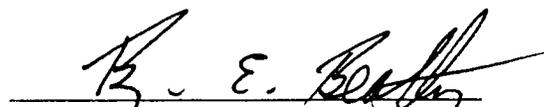
Gregory Sligh, Chief Records Officer
Department Crime Control and Public Safety

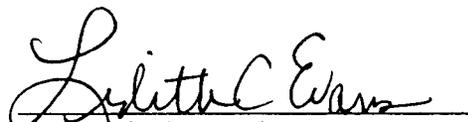
Mike Sprayberry, Deputy Director & Section Chief
Recovery Section

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
OPERATIONS SECTION
EMERGENCY SERVICES
REGIONAL RESPONSE TEAM**

ITEM 47954. Regional Response Teams Incident Cases File. Records in paper and electronic formats concerning incidents that require emergency work by the Regional Response Teams within the state. File includes incident reports; EM43 form; correspondence; damage reports; invoices; reference copies of newspaper clippings; and governors' responses to incidents. Cases are considered closed after all payments, agreements, legal obligations, and issues have been resolved.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Destroy in office invoices after 5 years if no litigation, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy in office invoices after completion of action and resolution of issues involved. Destroy in office reference copies of newspaper clippings when reference value ends. Transfer remaining paper records (reports and correspondence) to the State Records Center 3 years after case is closed. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 47955. Advisory Counsel Meeting File. Records in electronic format of quarterly meetings by Regional Response Team Advisory Counsel concerning emergency issues brought forth by agency and counties and resolutions of issues. The advisory council includes members from State Bureau of Investigation, Department of Transportation, the division's Hazardous Materials Team, fire department representative, State Highway Patrol, and Chemical Counsel representative (pursuant to G.S. 166A.).

DISPOSITION INSTRUCTIONS: Destroy in office after reference value ends.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
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EMERGENCY SERVICES
SEARCH AND RESCUE**

ITEM 47956. Search and Rescue Memorandums of Agreement. Records in paper and electronic formats concerning agreements among technical teams concerning equipment, manpower, and facilities used for search and rescue efforts.

DISPOSITION INSTRUCTIONS: Destroy in office after termination dates of agreements 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 47957. Contacts for Search and Rescue. Records in electronic format concerning local teams and individuals, with locations and phone numbers used to coordinate search and rescue efforts.

DISPOSITION INSTRUCTIONS: Destroy in office when superceded.

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HUMAN SERVICES PROGRAM**

ITEM 47958. Model Mass Care Task Force File. Records in paper and electronic formats concerning integration of North Carolina's mass care, public health, and agriculture preparedness with involvement in agency, non-government and faith-based organizational grants. Files are grouped by project and include minutes, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office 5 years after project ends.

ITEM 712. Mobilization Designee File. Records concerning reserve military personnel assigned in North Carolina at the state and local level. File includes applications for assignment, descriptions of schools, and lists of emergency teams members.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office immediately.

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EMERGENCY SERVICES**

ITEM 47959. Emergency Management Memorandum Of Understanding (MOU)

Active File. Records in paper and electronic formats concerning the agreement(s) with Special Operations Response Teams (SORT) that can be activated by the Director of the Division of Emergency Management and used to coordinate disaster medical response and support for mass casualty emergencies in the state. File includes MOUs concerning medical and non-medical coordination agreements. Medical agreements are used by the Office of Emergency Medical System, the National Disaster Medical System, and SORT. Data may include person's name of deployment, social security numbers, job titles, facilities, and supplies. (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Transfer inactive paper and electronic medical MOUs 1 years past expiration date to Inactive Medical Memorandum of Understanding (MOU) File (Item 48066). Destroy paper and electronic non-medical MOUs 1 year after expiration date, and with advance notice or (if required in MOU) upon written notice or 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 48066. Inactive Medical Memorandum of Understanding (MOU) File. Records in paper and electronic formats of inactive Medical MOU concerning the agreement(s) with Special Operations Response Teams (SORT) that can be activated by the Director of the Division of Emergency Management and used to coordinate disaster medical response and support for mass casualty emergencies in the state. File includes MOUs concerning medical coordination agreements. Medical agreements are used by the Office of Emergency Medical System, the National Disaster Medical System, and SORT. Data may include person's name of deployment, social security numbers, job titles, facilities, and supplies. (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy inactive electronic medical MOUs when reference value ends. Transfer inactive paper medical MOUs to the State Records Center after 1 year. Records will be held for agency in the State Records Center 30 additional years and then destroyed.

ITEM 36593. County Correspondence File. Correspondence received from local emergency management offices or applicable county offices concerning activities and/or services of the division.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Model Mass Care Task Force File (Item 47958).

ITEM 36595. State Agencies Correspondence File. Correspondence received from various state agencies concerning division activities and/or services.

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DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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OPERATIONS SECTION
COMMUNICATIONS**

ITEM 9811. Appointments of Local Civil Preparedness Coordinators File. Certified minutes of meetings by local government officials concerning appointments of local civil preparedness directors/coordinators. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 37473. Standard Operating Procedures Revisions File. Revisions of standard operating procedures concerning duty officers, emergency operations centers, and daily operations.

DISPOSITION INSTRUCTIONS: Item discontinued. Agency is not aware of these records being produced nor are there records to be destroyed.

ITEM 48067. Standard Operating Guidelines File. Records concerning duty officers, emergency operations centers, and daily operations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 37460. Emergency Information System (EIS) Database (Electronic) File.

Electronic records concerning operations of the division during emergency situations. Electronic file includes identification of organizations involved, locations of emergencies, dates and times of emergencies, descriptions of incidents and actions taken, and messages for emergency management personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Function transferred to Daily Incidents Reports (Form) (Electronic) File (Item 37457). Erase/destroy copy in office when reference value ends.

ITEM 37469. Operations Journal Log (Form) File. Completed forms in electronic formats used to record operations of the division during emergency situations. Forms include identification of organizations involved, locations of emergencies, dates and times of emergencies, descriptions of incidents and actions taken, or messages for emergency management personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Function transferred to Daily Incidents Reports (Form) (Electronic) File (Item 37457). All records destroyed.

ITEM 37457. Daily Incidents Reports (Form) (Electronic) File. Completed forms (EM-43) in electronic formats concerning daily events reported to the division. Forms include dates and times of events, locations of events, classifications of event type, descriptions of events, names of state and local agencies notified, number of individuals killed, number of individuals injured and hospitalized, and other related information.

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DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 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 47974. Fixed Nuclear Facility Emergency Notification (Form) (Electronic) File. Completed EM78 forms concerning notifications of emergency situations at fixed nuclear power facilities in North Carolina. Forms include location of site, classification of emergency notification, description of emergency, condition of plant, status of reactor, magnitude of releases, estimates of projected offsite dosages, meteorological data, and other related data. (Paper record is sent to Planning Support under record series Fixed Nuclear Facility Emergency Notification (Form) File (Item 37466)). (This information is confidential.) (Comply with applicable provisions of G.S. 132-1.7. regarding sensitive public security information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9841. Incident Reports File. Records in paper and electronic formats concerning past activation operations. File includes incident reports; messages; damage reports; tests and exercises regarding response and recovery operations involving National Security, or hurricanes. File includes Daily Incidents Reports (Form) (Electronic) File (Item 37457), and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 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 37470. Operations Support (Communications) File. Reference copies in paper or electronic formats of records concerning communication guidelines and procedures for the Emergency Broadcast System, the Federal Emergency Alert System (EAS), the Federal Emergency Management Agency National Alert Radio System (FNARS), and the National Alert Warning System. File includes telephone and pager instructions and other related information.

DISPOSITION INSTRUCTIONS: Destroy paper records in office when administrative value ends. Transfer electronic records to Daily Incidents Reports (Form) (Electronic) File (Item 37457).

ITEM 37474. State Emergency Response Team File. Records concerning the Emergency Response Team. File includes rosters of team members, correspondence regarding team's responses to reported events, lists of support staff personnel, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function transferred to Daily Incidents Reports (Form) (Electronic) File (Item 37457).

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COMMUNICATIONS**

ITEM 37465. Events Database (Electronic) File. Records in electronic format concerning daily events reported to the division and notifications of emergency situations or drills at fixed nuclear power facilities in North Carolina. Electronic file includes location of sites, descriptions of emergencies, meteorological data, dates and times of events, locations of events and nuclear power facilities, classification of event type, description of events, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 37456. Correspondence File. Correspondence written to and/or received from individuals concerning requests for information involving events reported to the division.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency records.

ITEM 37455. Annual Operations Reports File. Annual reports in paper and electronic formats summarizing events reported to the division. Reports include narrative descriptions of events, descriptions of division activities and responses, charts and graphs, and statistical information.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer a duplicate, paper copy of each report to the State Records Center 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain in office a paper copy of each annual report permanently. Destroy electronic records in office once printed and interfiled and when administrative value ends.