

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
RECOVERY 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

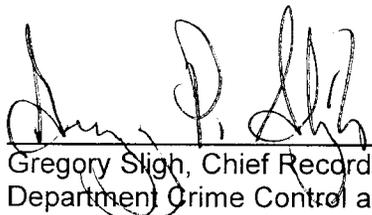
RECOVERY SECTION

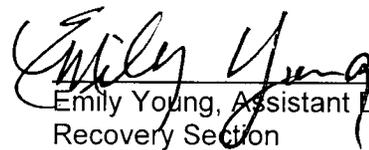
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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 This schedule is to remain in effect until superseded.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

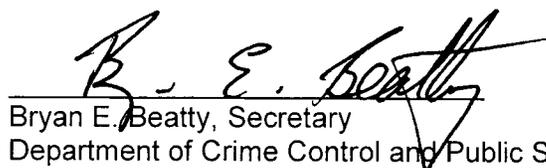

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APPROVED


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Department of Cultural Resources

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
RECOVERY SECTION
INDIVIDUAL ASSISTANCE UNIT**

ITEM 36571. Individual Disaster Applicants File. Records in paper and electronic formats concerning disasters occurring in North Carolina. File includes correspondence regarding grants awarded to individuals, financial reports summarizing expenses, grant applications, and other related records. Data may include individual names, grant awarded, types of damage, victims loss and agent. Data is entered into North Carolina Disaster Applicant Management Program (NCDAMP) (Electronic) Database File (Item 48038). (File is arranged first by names of disaster and then by applicants' names.) (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy electronic records for non-federal grants in office 3 years after close-out of state disaster and termination of contracts, if no litigation, claim, audit, or other official action involving the records has been initiated. Destroy electronic records for federal grants in office 5 years after close-out of state disaster and termination of contracts, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office 3 years after completion of action and resolution of issues involved.

ITEM 37453. Quarterly Financial Reports (On Individuals) (Electronic) File. Quarterly reports in electronic format summarizing the amounts of financial funding provided to individual victims of disasters. Reports include names of disasters, dates of disasters, statistical summaries, and other related information. Data is entered into North Carolina Disaster Applicant Management Program (NCDAMP) Database File (Item 48038) from which the quarterly reports are produced.

DISPOSITION INSTRUCTIONS: Destroy electronic records for non-federal grants in office 3 years after close-out of state disaster and termination of contracts if no litigation, claim, audit, or other official action involving the records has been initiated. Destroy electronic records for federal grants in office 5 years after close-out of state disaster and termination of contracts, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office 3 years after completion of action and resolution of issues involved.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
RECOVERY SECTION
INDIVIDUAL ASSISTANCE UNIT**

Item 48038. North Carolina Disaster Applicant Management Program (NCDAMP)

(Electronic) Database File. Records in electronic format concerning the financial funding provided to victims of disasters. Data is entered into this database from Individual Disaster Applicants File (Item 36571). File includes names of disasters, dates of disasters, applicants' name, grant financial funds awarded, grant funds distributed, financial notes, quarterly financial reports and other related financial records.

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy electronic records when reference value ends 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 upon completion of action and resolution of issues.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
RECOVERY SECTION
HAZARD MITIGATION**

ITEM 36570. Grants (Administrative) File. Records in paper or electronic formats concerning grants awarded to the branch regarding the hazard mitigation program. File includes agreements between the division, Federal Emergency Management Agency (FEMA), and local and state jurisdictions. File also includes correspondence regarding grant proposals and program development between applicants and FEMA, financial reports, proposal applications, index, and other related records. (File is arranged by identification number and name of disaster, and then by county and applicant's name.) (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 3 years after close-out of disaster and if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer paper records after completion of action and resolution of issues involved. Paper 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 to the State Records Center 3 years after close-out of disaster and if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer electronic records after completion of action and resolution of issues involved. Electronic records will be transferred immediately to the custody of the State Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

ITEM 37155. Hazard Mitigation Program Status and Financial Reports File. Quarterly and year-end reports in paper and electronic formats concerning mitigation projects and grant awards. Reports include names of disasters, names of applicants, Federal Emergency Management Agency identification numbers, amounts of funds allocated, balance of funds to be allocated to applicants, narrative summaries of programs, and other related information. (Reports are routinely developed for submission to Council of State, General Council, and federal and state agencies.) (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when administrative value ends. Paper 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 to the State Records Center when administrative value ends. Electronic records will be transferred immediately to the custody of the State Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
RECOVERY SECTION
PUBLIC ASSISTANCE DISASTER INFRASTRUCTURE SECTION**

ITEM 9848. Disaster Applicants File. Records in paper and electronic formats concerning disasters occurring in North Carolina. File includes correspondence regarding grants awarded to and received from public entities, financial reports summarizing disaster expenses, reference copies of time sheets, reference copies of purchase orders and invoices, grant applications, and other related records. (File is arranged first by disaster name and then by public entity) (Data from file is entered into Public Assistance Disaster Applicant (Electronic) Database File (Item 47972). (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Transfer paper records created before October 1, 2000 to the State Records Center 3 years after close-out of grants and termination of contracts if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy electronic records created before October 2000 in office when reference value ends. Scan paper records created after September 30, 2000 in office into Public Assistance Disaster Applicant (Electronic) Database File, (Item 47972). Destroy in office paper copies of scanned records after all quality control procedures have been completed.

ITEM 47972. Public Assistance Disaster Applicant Database (Electronic) File. Records in electronic format concerning public assistance grants for disasters and their management for North Carolina counties, cities, townships and universities. File includes disaster names, applicant information, grant application, grant manager's notes, correspondence regarding grants awarded and received, appeal letters, project progress reports and other related records. Database information is entered from Disaster Applicants File (Item 9848) and Quarterly Financial Reports File (Item 37476). (Comply with 5 U.S.C. 552a regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center 3 years after close-out of grants and termination of contracts if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred immediately to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit, prior to the transfer of electronic records.

ITEM 9825. Federal Disaster Assistance Project Applications File. Applications for federal public assistance for the major disaster which occurred November 1977 in the western part of the state.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
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RECOVERY SECTION
PUBLIC ASSISTANCE DISASTER INFRASTRUCTURE SECTION**

ITEM 37476. Quarterly Financial Reports File. Quarterly reports in paper and electronic formats summarizing the amounts of financial funding provided to victims of disasters. Reports include names of disasters, dates of disasters, statistical summaries, and other related information. Reports are created and printed from PAMS database. Reports are scanned in office into the Public Assistance Disaster Applicant (Electronic) Database File (Item 47972).

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records created before October 1, 2000 in office 3 years after the entire disaster is closed. Scan paper records created after September 30, 2000 in office and enter into Public Assistance Disaster Applicant (Electronic) Database File, (Item 47972). Destroy in office paper copies of scanned records after all quality control procedures have been completed.

ITEMS 48016. Public Assistance Management System (PAMS) Database (Electronic) File. Records in electronic format concerning financial funding provided to victims of disasters. File includes names of disasters, dates of disasters, applicants name, grant financial fund awarded, financial funds distributed, financial notes, quarterly financial reports and other related records.

DISPOSITION INSTRUCTIONS: Destroy electronic records when reference value ends 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 upon completion of action and resolution of issues.