

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
ADMINISTRATIVE SERVICES 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.

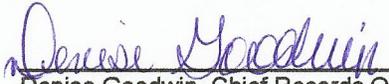
The Department of Crime Control and Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Crime Control and Public Safety agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

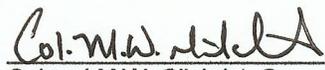
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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**

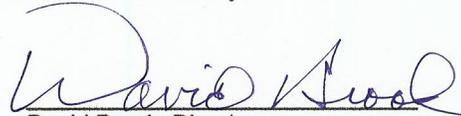
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

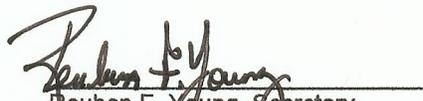
APPROVAL RECOMMENDED

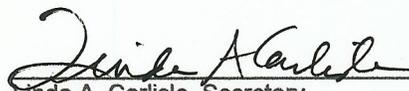

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Colonel M.W. Gilchrist, Commander,
State Highway Patrol


David Brook, Director
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APPROVED


Reuben F. Young, Secretary
Department of Crime Control and Public Safety


Linda A. Carlisle, Secretary
Department of Cultural Resources

April 18, 2011

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**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
ADMINISTRATIVE SERVICES SECTION
DIRECTOR'S OFFICE**

ITEM 22342. CORRESPONDENCE FILE. Correspondence in paper and electronic formats, including email, with citizens, other state agencies, and interagency. File also includes inquiries received concerning requirements for State Highway Patrol troopers. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records and G.S. 132-1.4 regarding confidentiality of criminal investigation records.)

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office remaining electronic versions of records when reference value ends. Destroy in office paper records after 5 years.

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ITEM 49206. Escorts File. Records concerning Highway Patrol escorts for house moves, over-width and over-height loads.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 49207. Background Investigations File. Records concerning background investigations conducted for law enforcement agencies. (Comply with provision of G.S. 132-1.4 for confidentiality of criminal investigations records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 49208. Promotion Process File. Records concerning member promotion process. File may contain correspondence, form HP-767 (Promotional Process Application), tests and phase test packets and sampling of test material. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 49209. Promotion Candidate Transcripts. Records concerning member's test and scores used to evaluate for promotions. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after employee terminates services.

ITEM 49210. Polygraph Examiner's File. Records, in paper and video formats, concerning the polygraph of applicant. File includes examiner's report and charts. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office video after 5 years. Destroy in office paper records after 5 years.

ITEM 49211. Polygraph File. Records concerning polygraph materials used during polygraph of applicants. File includes copy of Polygraph Consent / Waiver form and copy of questionnaire booklet. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 5 years if applicant is not hired. If applicant is hired transfer records to the active personnel file.

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ITEM 22370. SUMMARY OF ACTIVITIES DATABASE (ELECTRONIC) FILE.

Electronic records of monthly, semi-annual, and annual summations of Highway Patrol activities and performances by Troop.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically. Destroy in office magnetic tapes after 3 years.

ITEM 22379. Traffic Safety Memorandums File. Memorandums concerning presentations and speeches made to the general public regarding traffic safety.

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

ITEM 22365. Evidence Organizer and Report of Background Investigation File.

Form HP-720 used to record information concerning applicants' qualifications and suitability for employment. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Function and records transfer to Form Retention Schedule.

ITEM 22367. Personal History Form File. Form HP-723 used to provide concise information concerning the personal history of members assigned to a Troop. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

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

ITEM 22374. Accidents Investigated Summary Database (Electronic) File. Records (Form HPC-203) used to provide Troop Headquarters with comparison data concerning traffic accidents investigated in each county for each month and the total to date for the year.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Design, (Item 49124).

ITEM 22375. Request for Use of Patrol Vehicle for Official Travel File. Form HP-312 used to request and receive approval for use of a patrol vehicle for official travel.

DISPOSITION INSTRUCTIONS: Function and records transfer to Form Retention Schedule, Request for Use of Patrol Vehicle for Off-Duty Travel File, (Item 22662).

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ITEM 22376. Receipt for North Carolina Uniform Citation Books File. Form HP-200B used to provide a record of citation books received by District Headquarters and individual troopers.

DISPOSITION INSTRUCTIONS: Function and records transfer to Form Retention Schedule, Receipt for NC Uniform Citation Book File, (Item 48804).

ITEM 22364. Attending Physician's Report File. Form 25M completed by doctors treating injured members as required by the Industrial Commission.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.