

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
COMMUNICATIONS

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.

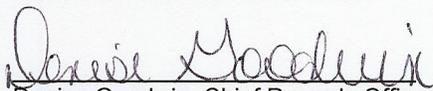
The Department of Crime Control and Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records 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 Revenue 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**

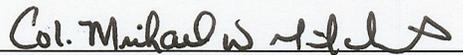
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

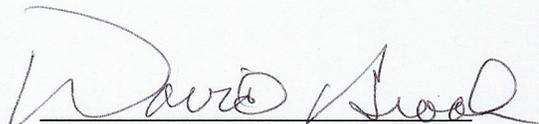
**APPROVAL RECOMMENDED**



Denise Goodwin, Chief Records Officer  
Department of Crime Control and Public Safety



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



David Brook, Director  
Division of Historical Resources

**APPROVED**



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



Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 22450. CORRESPONDENCE FILE.** Correspondence in paper and electronic formats, including e-mail with citizens, other state agencies, and interagency. File also includes inquiries received from vendors concerning supplies and equipment.

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. Destroy remaining paper and electronic records in office after 2 years.

**ITEM 22451. MEMORANDUMS FILE.** State Highway Patrol division memorandums in paper and electronic format including e-mail.

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. Destroy remaining paper and electronic records in office after 2 years.

**ITEM 22459. TELETYPE MESSAGES FILE.** Teletype messages received at the radio station.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

**ITEM 22463. DAILY MESSAGE SUMMARY AND RADIO MESSAGES MONTHLY REPORT FILE.** Form CL-12 used to compile daily all communication messages as to type and number transmitted and received and to record communication message totals by type.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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**ITEM 22473. DAILY REPORT OF ACCIDENTS IN NORTH CAROLINA FILE.**

Form CL-26 used to report data concerning fatal and personal injury accidents.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

**ITEM 22474. SLIP LOG FILE.** Computer data, (CL-28), used to maintain a record of all radio messages.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

**ITEM 22476. RADIO STATION SIGN-ON/SIGN-OFF SHEET FILE.** Form CL-31 used to comply with Federal Communication Commission regulations.

DISPOSITION INSTRUCTIONS: Function and records transferred to Troop Operations, Computer Aided Dispatch (Electronic) Databases (CAD) File, (49124).

**ITEM 22486. TRAFFIC ACCIDENT REPORT FILE.** Form DMV-349 used to record pre-crash and post-crash information disclosed in the investigation of a traffic accident.

DISPOSITION INSTRUCTIONS: Function and records transferred to District Offices Section, Fatal Crash File (Item 49191), Hit and Run Fatal Crash Report File (Item 49192), DMV-349 Crash Report File (Item 49194), Fatal Crash and Post Crash Carrier Motor Vehicle Inspection (Item 49193), DMV-349 Hit and Run Serious Personal Injury (Item 49195), and DMV-349 Non-Fatal with Post Crash Carrier Motor Vehicle Inspection (Item 49196).