

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL

Records Retention and Disposition Schedule

The 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

STATE HIGHWAY PATROL

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 machine readable records not listed in this schedule are not authorized to be destroyed.

STATE HIGHWAY PATROL

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 This schedule is to remain in effect until superseded.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

Rosemary S. Turner
Rosemary Turner, Chief Records Officer
Department of Crime Control and Public Safety

Robert A. Barefoot
Robert A. Barefoot, Commander
State Highway Patrol

William S. Price, Jr.
William S. Price, Jr., Director
Division of Archives and History

APPROVED

Thurman B. Hampton
Thurman Hampton, Secretary
Department of Crime Control and
Public Safety

Betty Ray McCain
Betty Ray McCain, Secretary
Department of Cultural Resources

June 30, 1993

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
INSPECTION AND INTERNAL AFFAIRS SECTION

Amend the records retention and disposition schedule approved June 30, 1993 by amending
Items 727 and 35451 as shown on substitute pages dated April 28, 2003.

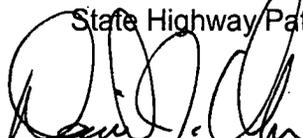
APPROVAL RECOMMENDED



Lisa Roberts, Chief Records Officer
Department of Crime Control and Public Safety

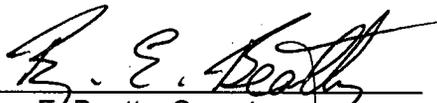


Colonel Richard W. Holden Sr., Commander
State Highway Patrol



David J. Olson, 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

April 28, 2003

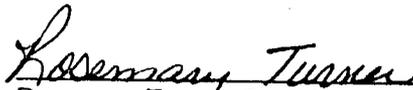
LRM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

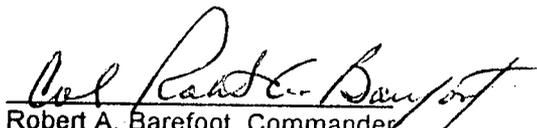
DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL

Amend the records retention and disposition schedule approved June 30, 1993 by changing the description for Items 22448, 22449, 22623, 22624, 22625 22626, 22695, 22696, 22697, and 22698; changing the disposition instructions for Items 22517, 22563, 22585, and 22627; changing description and disposition instructions for Item 22596 as shown on substitute pages dated November 2, 1994.

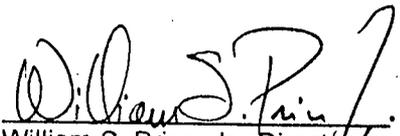
APPROVAL RECOMMENDED



Rosemary Turner, Chief Records Office
Department of Crime Control and Public Safety



Robert A. Barefoot, Commander
State Highway Patrol

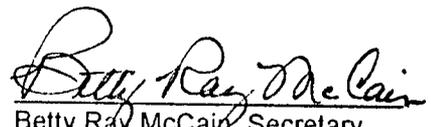


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thurman Hampton, Secretary
Department of Crime Control
and Public Safety



Betty Ray McCain, Secretary
Department of Cultural Resources

November 2, 1994

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

ITEM 22342. CORRESPONDENCE FILE. Correspondence with citizens, other state agencies, and interagency. File also includes inquiries received concerning requirements for State Highway Patrol troopers.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22364. ATTENDING PHYSICIAN'S REPORT FILE. Form 25M completed by doctors treating injured members as required by the Industrial Commission.

DISPOSITION INSTRUCTIONS: Transfer official copy to Industrial Commission in accordance with G.S. 97-24 when claim is filed. Destroy in office remaining records 5 years after claim is closed.

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: Transfer to the agency personnel office to be incorporated into official personnel file immediately after employee terminates service.

ITEM 22370. SUMMARY OF ACTIVITIES DATABASE (ELECTRONIC) FILE. Machine readable 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. Erase in office magnetic tapes after 3 years.

ITEM 22374. ACCIDENTS INVESTIGATED SUMMARY DATABASE (ELECTRONIC) FILE. Machine readable 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: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically. Erase in office magnetic tapes after 3 years.

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: Destroy in office after 1 year.

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: Destroy in office after 5 years.

ITEM 22379. TRAFFIC SAFETY MEMORANDUMS FILE. Memorandums concerning presentations and speeches made to the general public regarding traffic safety.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
COMMANDER'S OFFICE**

ITEM 726. COMMANDER'S CORRESPONDENCE FILE. Correspondence generated and received concerning the administration and functioning of the State Highway Patrol.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 8 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.

ITEM 22328. ATTORNEY GENERAL'S CORRESPONDENCE FILE. Records concerning legal activities of the State Highway Patrol. (These records are maintained by the Attorney General's staff assigned to and representing State Highway Patrol Headquarters.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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.

ITEM 35447. CORRESPONDENCE FILE. Inquiries received from the public concerning State Highway Patrol activities.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 8 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.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
COMMUNICATIONS AND LOGISTICS SECTION**

ITEM 22452. TECHNICAL DATA FILE. Technical publications and manuals used in the repair of patrol equipment.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 22460. MAPS AND BLUEPRINTS FILE. Maps and blueprints of radio buildings and towers.

DISPOSITION INSTRUCTIONS: Transfer to State Records Center after 5 years to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency and destroyed when administrative value ends.

ITEM 22462. RECORD OF SALE AND RELEASE OF PATROL CARS FILE. Reports used to record number of cars sold each week and the average sale price.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22475. ELECTRONICS MAINTENANCE FILE. Form CL-29 used to provide a maintenance record of electronic equipment serviced by the Communications and Logistics Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22478. NOTICE OF TRANSFER OF MATERIALS AND SUPPLIES FILE. Form CL-33 used to record the transfer of materials and supplies from a central warehouse or supply depot to a garage, radio repair shop, or Troop or District office.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22491. INDIVIDUAL CLOTHING AND EQUIPMENT (ANNUAL) FILE. Form HP-715A used to record all clothing and equipment issued to members of the patrol.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits or when employee terminates service, whichever occurs later.

ITEM 22495. MONTHLY SAFETY EQUIPMENT INSPECTION REPORT FILE. Form used to record inspection stickers placed on state-owned vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 18 month(s).

ITEM 22496. TORT CLAIMS FILE. Records concerning claims filed against the state. File includes correspondence, reports, affidavits, hearing notices, briefs, transcripts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after claim is settled.

ITEM 22500. PATROL COLLISION FINANCIAL REPORT FILE. Form CL-32 used to report the monthly financial status of patrol collisions reported, damage sustained by the patrol, reimbursement received from other parties and from the sale of wrecked vehicles, net loss or gain, number of claims initiated by the patrol, number of settlements obtained, and number of claims pending.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
COMMUNICATIONS AND LOGISTICS SECTION**

ITEM 22501. GAS AND OIL DISPERSAL INVENTORIES FILE. Computer printouts indicating monthly gas and oil consumption. Printouts list beginning amount on hand, amount received in current month, total current month dispersal, balance on service report, and amount over or under monthly balance.

DISPOSITION INSTRUCTIONS: Destroy in office yearly summaries after 2 years. Destroy in office monthly and semi-annual summaries when superseded.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
DISTRICT HEADQUARTERS**

ITEM 22545. CORRESPONDENCE FILE. Correspondence received or initiated at District Headquarters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22547. MEMORANDUMS FILE. Memorandums generated within the State Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22548. TRAFFIC SAFETY INFORMATION FILE. Records concerning presentations and speeches made to the general public regarding traffic safety.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22549. STATISTICAL DATA FILE. Statistical information received at District Headquarters concerning patrol-related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 22554. REPORT OF CONTRABAND/SEIZED PROPERTY FILE. Form HP-52 supplied to Patrol and Troop Headquarters indicating seizure of contraband and property.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is adjudicated.

ITEM 22557. REQUEST FOR EXAMINATION OF PHYSICAL EVIDENCE FILE. Form SBI-5 used to identify blood samples.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is adjudicated.

ITEM 22558. NORTH CAROLINA UNIFORM CITATIONS FILE. Highway Patrol's record of citations issued to offenders of motor vehicle laws and used to provide courts with warrant data, provide the Driver's License Section with court conviction data, and provide statistical information for the Division of Motor Vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case is adjudicated.

ITEM 22561. NOTICE OF TRANSFER OF MATERIALS AND SUPPLIES FILE. Form CL-33 used to record transfer of materials and supplies from District Headquarters to Troop Headquarters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22564. CHEMICAL TEST ANALYST'S LOG FILE. Form DHS-2069 used to provide needed data for analysis of the North Carolina Chemical Test Program.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after all listed cases are adjudicated.

ITEM 22566. TRAFFIC ACCIDENT REPORTS FILE. Forms DMV-349 and HP-348A used to record pre-crash and post-crash information disclosed in the investigation of traffic accidents.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
DISTRICT HEADQUARTERS**

ITEM 22576. 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: Destroy in office after 3 years.

ITEM 22580. ACCIDENTS INVESTIGATED SUMMARY DATABASE (ELECTRONIC) FILE. Machine readable records (Form HPC-203) used to provide Troop Headquarters with comparison data regarding traffic accidents investigated in each county for each month and the total to date for the year.

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

ITEM 22581. SELECTIVE ENFORCEMENT ANALYSIS DATABASE (ELECTRONIC) FILE. Machine readable records (Form HPC-204) used to record traffic collisions and enforcement experience. (File is used in the selective assignment of enforcement personnel.)

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

ITEM 22582. TRANSPORTATION OF OFFICIAL(S) IN PATROL CARS FILE. Form HP-301 used to record authorized transportation of officials and man-hours expended in assignment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22583. WRECKER AUTHORIZATIONS FILE. Form used to provide district record of wrecker use authorization in areas where competition exists and need prevails to avoid valid charges of preferential treatment or collusion with specific companies or individuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22584. VEHICLES STORED OR RECOVERED FILE. Computer printout used to provide a record of vehicles stored, notification to owner of stored vehicle, and to request the Enforcement and Theft Bureau to trace ownership.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22591. 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: Destroy in office after 1 year.

ITEM 22594. DRIVING WHILE IMPAIRED REPORT FORM FILE. Form HP-327 which aids members in securing and recording information concerning the impairment of physical and mental abilities of persons arrested for driving under the influence of alcohol.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is adjudicated.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
DISTRICT HEADQUARTERS**

ITEM 22595. AFFIDAVITS FILE. Form HP-332 used to provide the Driver's License Section authorities with sworn affidavits of a person's refusal to submit to a chemical test of their breath for the purpose of determining the alcohol content of their blood.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is adjudicated.

ITEM 22596. RIGHTS OF PERSON REQUESTED TO SUBMIT TO A CHEMICAL ANALYSIS FILE. Form DEHNR-3908 used to provide people arrested for driving under the influence with a documented listing of their rights prior to their submitting to or refusal to take a chemical test to determine the alcohol content of their blood. Amended 11-2-94

DISPOSITION INSTRUCTIONS: Destroy by officer after case is adjudicated.

ITEM 22597. SUPERVISOR CONTACT FILE. Form HP-341 used to record conferences with patrol members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after employee terminates service.

ITEM 22601. INDIVIDUAL CLOTHING AND EQUIPMENT (ANNUAL) FILE. Form HP-715A used to record all clothing and equipment issued to members of the patrol.

DISPOSITION INSTRUCTIONS: Destroy in office when employee terminates service.

ITEM 22602. ANNUAL CLOTHING ALLOWANCE FILE. Form HP-716 used to record clothing items received annually by each member and the cost of these items.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22605. 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: Transfer records for applicants who are hired to agency personnel office to be incorporated into official personnel file 1 year after employee terminates service. Destroy in office rejected applicants' records 5 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

ITEM 22609. APPOINTMENT FOR PHYSICAL EXAMINATION FILE. Form HP-744 used to record physical examinations administered.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 22620. ONE-WAY TRIP PERMIT FILE. Form HP-999 used to authorize one-way trip permits to official inspection stations for individuals operating vehicles without current inspection certificates.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
DISTRICT HEADQUARTERS**

ITEM 22622. ATTENDING PHYSICIAN'S REPORT FILE. Form 25M completed by doctors treating injured members as required by the Industrial Commission.

DISPOSITION INSTRUCTIONS: Transfer official copy to Industrial Commission in accordance with G.S. 97-24 when claim is filed. Destroy in office remaining records 5 years after claim is closed.

ITEM 22624. SELF-INSPECTIONS FILE. Form CCPS-64 used to record Occupational Safety and Health Administration violations and corrective actions taken or pending. Amended 11-2-94

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after corrective actions have been taken.

ITEM 22626. LOGS OF OCCUPATIONAL INJURIES AND ILLNESSES FILE. Form OSHA-200 used to report occupational injuries and illnesses. Amended 11-2-94

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
INSPECTION AND INTERNAL AFFAIRS SECTION**

ITEM 727. INVESTIGATION OF COMPLAINTS FILE. Form HP-720A containing information disclosed in administrative investigations of patrol members. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 4-28-03.

DISPOSITION INSTRUCTIONS: Records transferred to Report of Investigation File (Item 35451). Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 22329. CORRESPONDENCE FILE. Correspondence generated and received concerning the administration and functioning of Inspection and Internal Affairs Section.

DISPOSITION INSTRUCTIONS: Destroy in office legal correspondence when legal value ends 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. Destroy in office remaining records after 2 years.

ITEM 22330. MEMORANDUMS FILE. Highway Patrol and other state agency memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office legal memorandums when legal value ends 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. Destroy in office remaining records after 2 years.

ITEM 22335. STAFF INSPECTION REPORT FILE. Form HP-340 indicating items to be inspected, findings of the inspector, and proficiency levels disclosed during staff inspections.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 22336. PERSONNEL INSPECTION REPORT FILE. Form HP-342 used to record conditions discovered during line inspections of personnel on a Troop or District level.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22340. TRANSMITTAL SLIP FILE. Form CCPS-4 listing name of sender, receiver, date, and purpose for which correspondence is transmitted.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
RESEARCH AND PLANNING UNIT**

ITEM 729. HIGHWAY ACCIDENT PERSPECTIVE FILE. Form TR-11A used to record data concerning urban and rural accidents by county and whether accident was fatal, resulting in injury or property damage.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22353. TRAFFIC DEATH AND INJURY REPORT FILE. Form TR-9 used to record daily fatalities and injuries statewide.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22389. CORRESPONDENCE FILE. Correspondence with citizens, other state agencies, and interagency. File also includes surveys, questionnaires, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22390. MEMORANDUMS FILE. State Highway Patrol division memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22392. FEDERAL PROJECTS FILE. Profiles of projects and applications for equipment and training financed by federal funds.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 22398. SELECTIVE ENFORCEMENT ANALYSIS DATABASE (ELECTRONIC) FILE. Machine readable records (Form HPC-204) indicating all rural traffic collisions investigated, hazardous moving violations found in collision investigations, number of hazardous moving violation arrests made as a result of collisions investigated, and number of hazardous moving violation charges made other than those resulting from collision investigation.

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

ITEM 22400. ALCOHOL INFLUENCE REPORT FILE. Computer-generated reports (HP-327) which provide a monthly summary reflecting official action taken against intoxicated drivers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 22402. MONTHLY REPORT ON FATAL ACCIDENTS FILE. Form TR-14 listing number of fatal accidents and persons killed by month for each Patrol Troop.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22403. WARNING TICKET SUMMARY FILE. Form TR-15 indicating number of warning tickets issued by the State Highway Patrol and the infractions for which they were issued.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
RESEARCH AND PLANNING UNIT**

ITEM 22404. MONTHLY WARNING TICKET SUMMARY FILE. Records which provide a monthly record of the number and type of written warnings issued to motorists and pedestrians.

DISPOSITION INSTRUCTIONS: Destroy in office when annual report is printed.

ITEM 35452. ARREST BY DAY OF WEEK/TIME OF DAY FILE. Form HPC-200.14 used to record monthly and yearly citation totals which summarize citation categories by day of week and time of day.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35453. CHARGE SUMMARY BY DRUG CATEGORIES FILE. Form HPC-200.12 used to record monthly and year-to-date totals of felony and misdemeanor drug charges by troop/district and county.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35454. CHARGE SUMMARY FOR 55 M.P.H. SPEED ZONES FILE. Form HPC-200.10 used to record monthly and year-to-date totals of speeding charges by road type for 55 M.P.H. zones.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35455. CHARGE SUMMARY FOR 65 M.P.H. SPEED ZONES FILE. Form HPC-200.11 used to record monthly and year-to-date totals of various speeding charges in 65 M.P.H. zones by road type.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35456. CHARGE SUMMARY BY VEHICLE TYPE FILE. Form HPC-200.8 used to record monthly and year-to-date totals of accident and non-accident charges by vehicle type. (Non-accident charges are subdivided into hazardous or non-hazardous.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35457. CITATION SUMMARY TOTALS REPORT FILE. Form HPC-200.13 used to record monthly and yearly citations with totals summarizing categories by road type such as hazardous and non-hazardous citations by accident type, vehicle type, gender type, and age range.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35459. MOTORCYCLE SUMMARY FILE. Form TR-16 used to provide a statewide summary of motorcycle accidents including severity, type of accident, age of driver, violations, and vehicle maneuvers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35460. OUT-OF-STATE DRIVERS CHARGES BY OFFENSE FILE. Form HPC-200.6 used to record monthly and year-to-date totals of out-of-state drivers charged by offenses. File also includes offense codes.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
RESEARCH AND PLANNING UNIT**

ITEM 35461. OUT-OF-STATE DRIVERS CHARGES BY STATE FILE. Form HPC-200.7 used to record monthly and year-to-date totals of drivers charged by individual state.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35462. PERSONNEL ALLOCATION FILE. Records concerning the allocation of troopers for designated counties. Allocation is based on an annual mathematical formula based on Traffic Law Enforcement variables which determine the allocation of a total given number of personnel by county to maximize agency efficiency and effectiveness.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35463. SPEEDING CHARGE SUMMARY BY VEHICLE TYPE FILE. Form HPC-200.9 used to record monthly and year-to-date totals of various speeding charges by vehicle type.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
TRAINING SECTION**

ITEM 725. CURRICULUM FOR BASIC SCHOOL FILE. Form HP-804 used for listing the curriculum of past Basic Schools. (File is used as a record of training, listing subjects and hours for present and former members.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 22414. CORRESPONDENCE FILE. Correspondence and memorandums concerning operational matters of the Training Section. File also includes inquiries received from law enforcement agencies regarding training programs and facilities.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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.

ITEM 22415. CHEMICAL TESTS FOR ALCOHOL OPERATORS TRAINING FILE. Rosters, curriculums, and correspondence concerning training chemical tests operators. (File is used as a reference in verifying attendance, satisfactory completion of courses, and certification number of chemical tests operators.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22416. EMERGENCY MEDICAL TRAINING AND EQUIPMENT ISSUED FILE. Records concerning personnel certified as Emergency Medical Technicians. File includes list of medical equipment issued to the technicians.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22419. ENROLLMENT (VETERANS ADMINISTRATION (VA) EDUCATION BENEFITS) FILE. Records indicating enrollment and certification of attendance in Basic Schools under the VA Educational Benefits Program. File also includes listing of cadets.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22424. BASIC TELECOMMUNICATOR SCHOOLS FILE. Curriculums, schedules, rosters, and correspondence for Basic Telecommunicator schools conducted by the Training Section.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 22426. NOTICE OF TRANSFER OF MATERIALS AND SUPPLIES FILE. Form CL-33 used to record transfer of materials and supplies from one location to another.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22434. 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: Destroy in office after 1 year.

ITEM 22435. SUPERVISOR CONTACT FILE. Form HP-341 used to record conferences with patrol members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after employee terminates service.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
TRAINING SECTION**

ITEM 22438. PERSONAL HISTORY FORM FILE. Form HP-723 used to provide concise information concerning the personal history of members assigned to the Training Section.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 22445. WEEKLY DISTRICT DUTY ASSIGNMENT FILE. Computer printout of form HP-801 used to record weekly duty assignments for patrol members.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22449. SELF-INSPECTION FILE. Form CCPS-64 used to record Occupational Safety and Health Administration violations and corrective actions taken or pending. Amended 11-2-94

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
STATE HIGHWAY PATROL
TROOP HEADQUARTERS**

ITEM 22627. CORRESPONDENCE FILE. Troop Headquarters correspondence. Amended 11-2-94

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22634. GAS AND OIL DISPERSAL INVENTORIES FILE. Computer printouts indicating monthly gas and oil consumption. Printouts list beginning amount on hand, amount received in current month, total current month dispersal, balance on service report, and amount over or under monthly balance.

DISPOSITION INSTRUCTIONS: Destroy in office yearly summaries after 2 years. Destroy in office monthly and semi-annual summaries when superseded.

ITEM 22644. BREATHALYZER PREVENTIVE MAINTENANCE FILE. Form DHS-2372 used to record maintenance performed on breathalyzer instruments operated and maintained by the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22651. RECEIPT FOR NORTH CAROLINA UNIFORM CITATION BOOKS FILE. Form HP-200B used to record citation books received by District Headquarters and individual troopers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22655. ACCIDENTS INVESTIGATED SUMMARY DATABASE (ELECTRONIC) FILE. Machine readable 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: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically. Erase in office magnetic tapes after 3 years.

ITEM 22656. SELECTIVE ENFORCEMENT ANALYSIS DATABASE (ELECTRONIC) FILE. Machine readable records (Form HPC-204) used to record traffic collisions and enforcement experience. (File is used in the selective assignment of enforcement personnel.)

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

ITEM 22657. PATROL COLLISION FINANCIAL REPORT FILE. Form CL-32 used to report the financial status of patrol collisions reported, damage sustained by the patrol, reimbursement received from other parties and from the sale of wrecked vehicles, net loss or gain, number of claims initiated by the patrol, number of settlements obtained, and number of claims pending.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22664. DRIVING WHILE IMPAIRED REPORT FORM FILE. Form HP-327 which aids members in securing and recording pertinent information regarding the impairment of physical and mental abilities of persons arrested for driving under the influence of alcohol.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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ITEM 22665. ACTION TAKEN ON IMPAIRED DRIVERS DATABASE (ELECTRONIC) FILE. Machine readable records (Form HPC-330) which provides a monthly summary reflecting official action taken against intoxicated drivers.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically. Erase in office magnetic tapes after 2 years.

ITEM 22668. SUPERVISOR CONTACT FILE. Form HP-341 used to record conferences with members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after employee terminates service.

ITEM 22669. PERSONNEL INSPECTION REPORT FILE. Form HP-342 used to record conditions discovered during quarterly line inspections of

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22670. REPORT OF ASSAULT FILE. Form HP-344 used to record the number and types of assaults made against uniformed members of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 22673. ANNUAL CLOTHING ALLOWANCE FILE. Form HP-716 used to provide a record of clothing items received annually by each member and the cost of these items.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22676. EVIDENCE ORGANIZER AND REPORT OF BACKGROUND INVESTIGATION FILE. Form HP-720 used to provide a record of information concerning applicants' qualifications and suitability for employment. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer records for applicants who are hired to agency personnel office to be incorporated into official personnel file 1 year after employee terminates service. Destroy in office rejected applicants' records 5 years after date of receipt if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

ITEM 22679. PERSONAL HISTORY FORM FILE. Form HP-723 used to provide concise information concerning the personal history of members assigned to Troop Headquarters.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 22682. APPOINTMENT FOR PHYSICAL EXAMINATION FILE. Form HP-744 used to record physical examinations administered.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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ITEM 22692. COMMENDATION FILE. Form HP-682 used to record commendable performances by employees in their official or unofficial capacities. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 22694. ATTENDING PHYSICIAN'S REPORT FILE. Form 25M completed by doctors treating injured members as required by the Industrial Commission.

DISPOSITION INSTRUCTIONS: Transfer official copy to Industrial Commission in accordance with G.S. 97-24 when claim is filed. Destroy in office remaining records 5 years after claim is closed.

ITEM 22696. SELF-INSPECTIONS FILE. Form CCPS-64 used to record Occupational Safety and Health Administration violations and corrective actions taken or pending. Amended 11-2-94

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after corrective actions have been taken.

ITEM 22698. LOGS OF OCCUPATIONAL INJURIES AND ILLNESSES FILE. Form OSHA-200 used to report occupational injuries and illnesses. Amended 11-2-94

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 35464. REPORT OF INVESTIGATION FILE. Form HPC-721 used to record complaints, patrol car collisions, patrol car incidents, and/or other incidents involving uniformed personnel and the results of the investigation. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer personnel complaints records to Inspection and Internal Affairs Section, Report of Investigation File (Item 35451) 1 year after employee terminates service to be incorporated into official file. Destroy in office patrol car collisions and patrol car incident reports 5 years after employee terminates service. Destroy in office incident reports after 3 years.

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ITEM 22507. CORRESPONDENCE FILE. Correspondence concerning special projects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22508. DEPARTMENTAL CORRESPONDENCE FILE. Zone Operations correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22509. STATISTICAL DATA FILE. Records used to evaluate operations and procedures, establish traits and habits of drivers, and assist in determining relevant facts concerning highway safety and the use of motor vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 22510. UNIFORM CRIME REPORTS FILE. Records used to provide the North Carolina Department of Justice with a record of crimes committed in the North Carolina counties in which investigations were originated by the patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22511. PROCESS SERVICE SUMMARIES FILE. Records which serve as a monthly record of the number of suspensions and revocations of drivers' licenses and registration plates delivered to and processed by enforcement members of the patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22512. SEMI-ANNUAL AND ANNUAL TRAFFIC ACCIDENT SUMMARIES FILE. Semi-annual and annual account of all traffic accidents that occurred in the state. File lists location, date, time, causes, persons injured and killed, and number of property-damaging accidents.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22515. TRAFFIC DEATH TOLL FILE. Monthly report of traffic deaths for the same period of the preceding year.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22518. TRAFFIC ACCIDENT REPORTS FILE. Forms DMV-349 and HP-348A used to report each fatal traffic investigation conducted by a member of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22520. RECEIPT FOR NORTH CAROLINA UNIFORM CITATION BOOKS FILE. Form HP-200B used to record citation books received by Troop Headquarters.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22523. TRANSPORTATION OF OFFICIAL(S) IN PATROL CARS FILE. Form HP-301 used to provide a record of authorized transportation of officials and manpower expended on assignment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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ITEM 22524. SPECIAL INCIDENT REPORT (HP-335) FILE. Form used to record Highway Patrol involvement in special incidents.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22525. SPECIAL INCIDENT REPORT (HP-335.1) FILE. Form used to provide a listing of information received, plan of operation, action taken, intelligence, personnel briefings, number and types of arrests, casualties, type, and dollar value of property damages concerning Highway Patrol involvement with special incidents.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22527. ACTION TAKEN ON IMPAIRED DRIVERS FILE. Computer-generated reports which provide a monthly summary reflecting official action taken against intoxicated drivers.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22528. SUPERVISOR CONTACT FILE. Form HP-341 used to record conferences with patrol members designed to improve the individual's performance of duties and to enable supervisory personnel to understand the individual's problems and motivations. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after employee terminates service.

ITEM 22529. REPORT OF ASSAULT FILE. Form HP-344 used to record the number and types of assaults made against uniformed members of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22530. ASSAULT ON PATROL MEMBERS FILE. Form HP-344A used to record information concerning assaults on patrol members while in the performance of their duties.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 22534. TRAFFIC DEATH AND INJURY REPORT FILE. Form TR-9 indicating number of persons killed and injured in traffic accidents for a 24-hour period. File includes a daily count of traffic accidents for the dates of the two previous years.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 22535. HIGHWAY ACCIDENT PERSPECTIVE FILE. Form TR-11A used to provide a monthly account of all traffic accidents, prevalent causes, number of deaths and injuries, and location of accidents by highway type and county.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 22536. MONTHLY REPORT OF FATAL TRAFFIC ACCIDENTS AND PEOPLE KILLED FILE. Form TR-14 used to provide a monthly record of the number of fatal accidents and number of persons killed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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ITEM 22537. PEDESTRIAN ACCIDENT REPORT FILE. Form TR-17 used to provide a monthly record of traffic accidents involving pedestrians.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 22539. TRAFFIC DATA FILE. Traffic control data created and received by the State Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.