

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
STATE HIGHWAY PATROL  
FORMS RETENTION SCHEDULE

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.

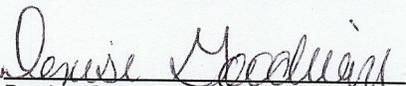
The Department of Crime Control and Public Safety and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records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

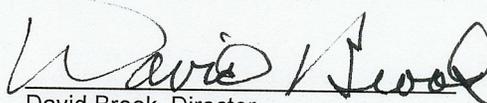
APPROVAL RECOMMENDED



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

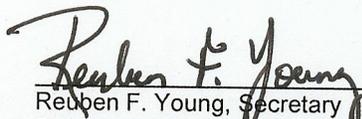


Colonel M.W. Gilchrist, Commander,  
State Highway Patrol

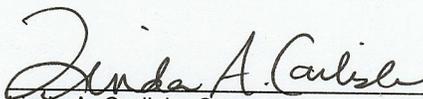


David Brook, Director  
Division of Historical Resources

APPROVED



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



Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**Scheduled items are in order by the form number located in the descriptions.**

**Item 48702. Bi-Annual Personnel Inspection Report File.** Completed form used to record and ensure operational readiness through a bi-annual personnel inspection of a Highway Patrol sworn member's issued equipment. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 48703. Criminal Interdiction Team (CIT) Daily Observation Report File.** Completed form CIT-52 used to evaluate performance daily on new unit Highway Patrol sworn member. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48704. Daily Fuel Inventory Worksheet File.** Completed form CL-5 used to compile data to comply with requirement of the Department of Environment and Natural Resources, Ground Water Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48705. Monthly Fuel Inventory Record File.** Completed form CL-6 used to compile data to comply with requirement of the Department of Environment and Natural Resources, Ground Water Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48706. Surplus Patrol Vehicle and Equipment File.** Completed form CL-9 used by Support Services and all garages for reassignment of vehicles and/or to process vehicles for sale.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 22465. Equipment Repair and Parts Order (Electronic) File.** Completed form CL-17 in electronic format, which serves as a work assignment sheet, provides a record of work performed, and parts and materials used to service vehicles, and serves as the source document for data entry into the Equipment Repair and Part Order database.

DISPOSITION INSTRUCTIONS: Destroy in office after final disposition of vehicle.

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**Item 48707. 6,000 Miles Maintenance Schedule (Electronic) File.** Completed form CL-17A in electronic format used to provide a record of the 6,000 mile service.

DISPOSITION INSTRUCTIONS: Destroy electronic records in office 1 year after final disposition of vehicle.

**Item 22467. Electronics Maintenance Summary (Electronic) File.** Completed form CL-19 in electronic format used to record electronics maintenance work performed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 22470. Signal 22 (Electronic) File.** Completed form CL-22 in electronic format used to record the number of fatal and personal injury accidents and number of persons killed or injured for each twenty-four hour period within each troop area. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 22471. Remote Site Emergency Generator Quarterly Inspection File.**

Completed form CL-23 used to record checks, service, and repairs to emergency generators.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48709. Communications Center Emergency Generator Monthly Inspection File.** Completed form CL-23A used to record checks, service, and repairs to emergency generators.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48710. Service Log File.** Completed form CL-27 in paper and electronic formats used to report location and working status of Highway Patrol sworn members in case the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule) is down.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after data are entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule). Destroy electronic records in office after 5 years.

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**Item 22474. Slip Log File.** Computer data CL-28 in paper and electronic formats used to maintain a record of all radio messages. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy paper records in office after data is entered into Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule). Destroy electronic records in office after 4 years.

**Item 22638. Electronics Maintenance File.** Completed form CL-29 used to provide a maintenance record of electronics equipment serviced by the Communications and Logistics Division. The file also substitutes as a work ticket for billing purposes for other agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48711. Direct Repair Shipping Log File.** Completed Form CL-29A in electronic format used to track electronics equipment that is shipped directly from each radio shop to the equipment manufacturer. This form also serves as a worksheet for the tabulation of repair expenses for a specific type of electronics equipment.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years from the return of the electronic equipment.

**Item 22639. Notice of Transfer of Materials and Supplies File.** Completed 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 Headquarters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48712. Record of Items Received File.** Completed form CL-34 used to acknowledge receipt of materials or supplies via purchase orders.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48713. Physical Inventory Report File.** Completed form CL-35 used to verify the accuracy of records of parts/equipment received and issued by patrol installations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 22480. Estimate of Vehicle Cost File.** Completed form CL-36 used to determine the cost of repairs of wrecked or damaged Highway Patrol vehicles and to provide estimates of damage to insurance carriers and other responsible parties.

DISPOSITION INSTRUCTIONS: Destroy in office when reimbursement is obtained or when case is closed, whichever occurs later.

**Item 22481. New Patrol Vehicle and Equipment File.** Completed form CL-37 in paper and electronic formats used to provide patrol vehicle information to serve as a record of special equipment installed and to serve as a receipt of issuance of a new patrol vehicle.

DISPOSITION INSTRUCTIONS: Destroy in office when ownership of vehicle is terminated.

**Item 48714. Patrol Vehicle Collision Reimbursement File.** Completed form CL-38 used to aid in the securing and collection of reimbursement for damages to Highway Patrol vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month from date of collision 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.

**Item 48715. Reimbursement of Damage to State Property File.** Completed form CL-38A used to advise the District Attorney and the Clerk's Office of Superior Court of damage to state property and instructions on how to remit payments.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after full payment is received or after 3 years and 1 month from date of offense 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.

**Item 48716. Reimbursement of Damage to State Property Memo (Patrol Equipment Due to Pursuit Intervention Technique (P.I.T.) Maneuver) File.** Completed form CL-38B used to advise the District Attorney and the Clerk's Office of Superior Court of damage to state property and instructions on how to remit payments.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after full payment is received or after 3 years and 1 month from date of offense 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.

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**Item 48717. Speedometer Calibration Certificate File.** Completed form CL-42 used to verify calibration of patrol vehicle's speedometer using radar.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after vehicle is returned to State Highway Patrol garage.

**Item 48718. Gasoline Log File.** Completed form CL-56 used to log gasoline obtained at Highway Patrol sites requiring manual entries. (Date is entered into Systems Application and Products Database (Electronic) File, (Item 49240, of the Support Services Schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48719. Receipt of Surplus Property File.** Completed form CL-60 used by the Highway Patrol's garages to record items purchased by the public or other governmental agencies pursuant to bids or contract sales.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48720. Mobile Radio Equipment Status Charge Report (Electronic) File.** Completed form CL-62 in electronic format used to track radio inventory.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48721. Request for Computerized Criminal and/or Driver History File.** Completed form CL-64 used to request driver's records from Division of Criminal Investigation (DCI) and Division of Motor Vehicles (DMV), and used to record the Highway Patrol's (or DCI or DMV) compliance with (or enforcement of) the requirements of the Driver's Privacy Protection Act (18 U.S.C. 2721-2725).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48722. Progress Report for Telecommunicator Trainee File.** Completed form CL-65 used to document the requirements of the probationary period for Telecommunicators. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48723. Citation and Notice of Assessment File.** Completed form ENF-001 used as official notice for violations of G.S. 20 commercial motor vehicle statutes. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 46775. Vehicle Sighting for Fuel Tax Tracking File.** Completed form ENF-002 used to obtain data for fuel tracking under the International Fuel Tax Agreement (IFTA). (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office upon data entry.

**Item 46776. Notice of Interstate/Intrastate for-Hire Violations File.** Completed form ENF-003 used as official notice for violations of G.S. 20 commercial motor vehicle statutes. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section' schedule).) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after citation is issued.

**Item 46015. Permit Violations Civil Fine Assessment File.** Completed form ENF-004 used as official notice for violations of G.S. 20 commercial motor vehicle statutes. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after citation is issued.

**Item 46791. Receipt for Collections File.** Completed form ENF-024 used to track collections of Citations on the FuelTaCS System. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of issue.

**Item 46792. Temporary Trip Permit File.** Completed form ENF-025 used as a Temporary IRP Trip Permit or Fuel Permit. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of issue.

**Item 48730. Special Operations Report File.** Completed form ENF-139 used to record statistical data from selective enforcement operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 48732. Motor Carrier Enforcement Civil Process Quarterly Audit Report File.**

Completed form ENF-340 used to conduct quarterly audits by every State Highway Patrol uniformed and civilian employee utilizing any preprinted Size/Weight violation forms, For-Hire violation forms, Trip Permits, Receipts, Motor Carrier inspection forms including Out-of-Service Citations, Commercial Vehicle Safety Alliance (CVSA) Decals, Seals, and Out-of-Service Stickers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 46013. Driver / Equipment Inspection Report File.** Completed form ENF-500 used as an inspection report for Commercial Motor Vehicle (CMV) to indicate violations of Federal motor carrier safety regulations. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48734. Driver / Equipment Inspection Report Continuation Page File.**

Completed form ENF-501 used as a continuation page for inspection reports. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 46014. Commercial Motor Vehicle Crash Notification Form File.** Completed form ENF-504 used by the Highway Patrol to notify Motor Carrier Enforcement (MCE) Headquarters personnel of certain Commercial Motor Vehicle (CMV) crashes occurring within the state of North Carolina. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48736. Out-of-Service Fines Citation File.** Completed form ENF-507 used as a citation issued for out-of-service fines. (Data is entered into the Federal Fuel Tax Compliance System (TaCS) Database, (Item 49130 of Motor Carrier Enforcement Section's schedule).) (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 48751. Principal's Advance/Transportation and Intelligence Report File.**

Completed form EP-1 by Lead Advance Security or Highway Patrol District sworn member making advance on-site security and transportation arrangements that enable assigned security personnel to plan and provide adequate executive security.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 49108. Political Event Mileage Form File.** Completed form EP-20 concerning the accurate account of total miles driven while providing transportation and security for the Governor, First Family or Lieutenant Governor during an event deemed campaign-related.

DISPOSITION INSTRUCTIONS: Destroy when administrative value ends.

**Item 49109. Political Mileage Monthly Report File.** Completed form EP-21 concerning the monthly total of miles driven while providing transportation and security for the Governor, First Family or Lieutenant Governor on events deemed to be campaign related.

DISPOSITION INSTRUCTIONS: Destroy when administrative value ends.

**Item 48538. Governor's Event Form File.** Completed forms EP-25 in paper and electronic formats concerning the Highway Patrol's security for the Governor, as he/she travels. File contains data that include date of assignment, contact's phone numbers, officer's name and description of assignment.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after assignment is completed. Transfer electronic records at the end of the Governor's administration for immediate transfer to the custody of the Archives to be retained permanently. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**Item 48593. Lieutenant Governor's Event Form File.** Completed form EP-25A in paper and electronic formats concerning the State Highway Patrol's security for the Lieutenant Governor, as he/she travels. File contains data that include date of assignment, contact's phone numbers, officer's name and description of assignment.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after assignment is completed. Transfer electronic records at the end of the Governor's administration for immediate transfer to the custody of the Archives to be retained permanently. Contact the Electronic Records Unit prior to the transfer of any electronic records.

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**ITEM 48594. First Lady / Gentleman's Event Form File.** Completed forms EP-25B in paper and electronic formats concerning the Highway Patrol's security for the First Spouse, as he/she travels. File contains data that include date of assignment, contact's phone numbers, officer's name and description of assignment.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after assignment is completed. Transfer electronic records at the end of the Governor's administration for immediate transfer to the custody of the Archives to be retained permanently. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**Item 49110. Threat Assessment Intelligence Report File.** Completed form EP-50 concerning correspondence about the detailed record of inappropriate contact made to or threats made at the Governor, Governor's Office, Other Official or Target, or other office. (Comply with applicable provision of G.S. 132-1.7 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after the end of the Governor's administration.

**Item 48738. Field Training Officer (FTO) Application File.** Completed form FTO-1 used to provide background information about the Field Training Officer (FTO) applicant to be used in FTO selection process. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48739. Field Training Officer (FTO) Application Continuation File.** Completed form FTO-1A used to document reasons for denying Field Training Officer (FTO) applications. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years with FTO-1.

**Item 48740. Field Training Officer (FTO) Application Interview Rating Form File.** Completed form FTO-2 used to rate applicants interviewed by the Field Training Officer (FTO) Interview Board. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48741. Field Training Officer (FTO) Application Interview Dimensions File.** Completed form FTO-2A used to list dimensions of behaviors. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 48742. Interview Board Summary Sheet File.** Completed form FTO-3 used to compile information from the Applicant Interview Rating Form for conversion to a final score. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48743. Daily Observation Report (DOR) File.** Completed form FTO-4 used to record the observed behavior of a probationary trooper during the course of his or her training program. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.) (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy reference copies 30 days after the 11 month review by the Highway Patrol Review Board. Destroy in office remaining records after 3 years.

**Item 48744. Continuation Form File.** Completed form FTO-4A used as a continuation form as needed for FTO-4 Form (Daily Operations Report), FTO-5 (Summary Observation Report) and FTO-6 Form (Monthly Evaluation Summary) (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.) (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy reference copies 30 days after the 11 month review by the Highway Patrol Review Board. Destroy in office remaining records after 3 years.

**Item 48745. Supervisor's Observation Report File.** Completed form FTO-5 used to evaluate the job performance of the probationary trooper and to ensure the Field Training Officer (FTO) and his probationary trooper are progressing within guidelines of the FTO program. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy reference copies 30 days after the 11 month review by the Highway Patrol Review Board. Destroy in office remaining records after 3 years.

**Item 48746. Record of Evaluation Summary (MES) File.** Completed form FTO-6 used to evaluate probationary troopers' performance after the completion of the Field Training Officer (FTO) program. This form is used by the field training supervisor to evaluate the probationary trooper while working solo. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy reference copies 30 days after the 11 month review by the Highway Patrol Review Board. Destroy in office remaining records after 3 years.

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**Item 48747. Field Training Officer (FTO) Critique by Probationary Trooper File.**

Completed form FTO-7 used to provide constructive criticism of each Field Training Officer (FTO) to the Director of Field Training in an effort to ensure the FTO maintains a high level of skill, performance, and interest. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48748. Field Training Officer (FTO) Critique by Field Training Supervisor File.**

Completed form FTO-8 used to provide constructive criticism and positive feedback to each FTO and to evaluate the performance of the Field Training Officer (FTO). (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48749. Eleventh Month Review Board Evaluation Guidelines File.** Completed form FTO-9 used by each board Highway Patrol sworn member to record the ratings when evaluating the Probationary Trooper during the Eleventh Month Review Board. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48750. Eleventh Month Review Board Summary Sheet File.** Completed form FTO-9A used by the Chairman of the Review Board to record the ratings of the Eleventh Month Review Board Interview. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 22551. Ride Agreement File.** Completed form HP-3 concerning authorization and waiver of liability of persons who ride with Highway Patrol sworn members of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48753. Request for State Travel File.** Completed form HP-6 used to obtain authority for in and out-of-state travel on official Highway Patrol business.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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**Item 48754. Cancellation of Prior Court Date File.** Completed form HP-7 by District First Sergeant used to advise the District Attorney's Office why a Highway Patrol sworn member is unable to attend court on a scheduled court date.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48755. Employee Suggestion Form File.** Completed form HP-9 used to solicit and consider ideas/suggestions from employees to improve Highway Patrol Operations.

DISPOSITION INSTRUCTIONS: Destroy in office records after 4 years.

**Item 48756. Response to Suggestion File.** Completed form HP-9A used to track suggestions and solicit input from command staff.

DISPOSITION INSTRUCTIONS: Destroy in office records after 4 years.

**Item 48757. Awards Nomination Form File.** Completed form HP-11 by immediate supervisor furnishing a detailed account of activities to the awards committee for evaluation and consideration for awards/recognition.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48758. Awards Nominees List File.** Completed form HP-11A by Research and Planning Unit listing employees who have been nominated for awards for consideration by the reviewing committee.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48759. Traffic Stop Form File.** Completed form HP-13 used to provide demographic information on each person stopped by a Highway Patrol sworn member. (Data is entered into computer system maintained by NC State University for legislative study since January 1, 2000.)

DISPOSITION INSTRUCTIONS: Destroy paper records upon data entry.

**Item 48760. Multi-Stop Form File.** Completed form HP-13A by Highway Patrol sworn member making a vehicle stop used to provide demographic information on several persons stopped by a Highway Patrol sworn member. (Data is entered into computer system maintained by NC State University for legislative study since January 1, 2000.)

DISPOSITION INSTRUCTIONS: Destroy paper records upon data entry.

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**Item 48761. Checking Station Authorization File.** Completed form HP-14 used to provide authorization for all Checking Stations. Records are maintained at appropriate Highway Patrol Office.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years.

**Item 48762. New / Revised Policy Approval File.** Completed form HP-15 used to track approval of new or revised policy by command staff Highway Patrol sworn members.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 48763. New / Revised Form Approval File.** Completed form HP-15A used to track approval of new or revised forms by command staff Highway Patrol sworn members.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 48764. Policy Dissemination Record File.** Completed form HP-19 use to verify that each Highway Patrol sworn member receives all new and/or revised written policies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 48765. Victim Notification Form File.** Completed form HP-20 by investigating Highway Patrol sworn member used to notify a victim of available assistance within 72 hours of providing victim assistance after the crime.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after adjudication.

**Item 48766. Notice to Arresting Agency File.** Completed form HP-20A by investigating Highway Patrol sworn member used to notify the investigating law enforcement agency of an arrest of a person believed to have committed the crime.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after final adjudication.

**Item 48767. Post Trial Release Notification File.** Completed form HP-20B by investigating Highway Patrol sworn member used to notify the victim upon a defendant's release on bail pending trial.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after final adjudication.

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**Item 48768. Gas Mask Inspection Log File.** Completed form HP-29 by the Highway Patrol sworn member to whom the respirator is personally assigned. Form used to document the OSHA-mandated monthly respirator inspection. Fit-testing and training sessions occur each year.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and when next fit-testing and training session whichever occurs later.

**Item 48769. Qualitative Fit Test Record File.** Completed form HP-29A by Fit Test Administrator used to document and record the OSHA-mandated annual fit test and protocol used. The annual fit test must be recorded no later than 365 days from the previous test date.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year or when next fit-testing and training session, whichever occurs later.

**Item 48770. State Owned Wireless Telephone Procedures File.** Record (HP-30) advising a civilian employee issued a state-owned wireless telephone concerning the use and care of the issued telephone.

DISPOSITION INSTRUCTIONS: Destroy in office when employee surrenders the state-owned wireless telephone or upon termination of employment, whichever occurs first.

**Item 48771. Early Intervention Report File.** Completed form HP-35 by first level supervisor used to provide immediate and second level supervisor's early intervention criteria established by the Patrol Commander and document the plan of action to improve problematic behavior. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution.

**Item 22572. Request for Service of Process File.** Completed form HP-47 used to expedite the service of Highway Patrol warrants and other legal process.

DISPOSITION INSTRUCTIONS: Destroy in office 45 days from the 30th of each month the warrant or other legal process is served.

**Item 48772. Warrant / Process Order Log File.** Completed form HP-47A used to track the warrants and/or process orders monthly within a district.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 48773. Mexican Fatal Information by Troop / County File.** Completed form HP-48 used to track Mexican fatalities. This form will also be provided to Mexican Consulate which may aid Highway Patrol sworn members in the notification of the next of kin.

DISPOSITION INSTRUCTIONS: Transfer 1 copy to the Mexican Consulate.  
Destroy in office after 1 year.

**Item 48774. Collision Investigation Checklist File.** Completed form HP-49 concerning a serious or fatal collision.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 48775. Collision Scene Measurements and Field Sketch File.** Completed from HP-49A concerning on-the-scene measurements, including a field sketch, for all serious or fatal collisions. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office records for fatal collisions 5 years after final adjudication or 5 years from date of collision if no charges are filed. Destroy in office records for non-fatal and non-injury collisions 1 year after date of final adjudication or 1 year after date of receipt.

**Item 48776. Monthly Recruiting Report File.** Completed form HP-50 in paper and electronic formats by Highway patrol sworn member assigned to recruiting duties used to provide monthly recruiting information to Highway Patrol Headquarters.

DISPOSITION INSTRUCTIONS: Destroy in office original records after 2 years.  
Destroy in office reference copies after 1 year.

**Item 48777. Traffic Safety Information (TSI) Coordinator / District Back-up Representative Report File.** Completed form HP-51 by Traffic Safety Information (TSI) Coordinator or District Representatives used to provide documented information of traffic safety performed by Highway Patrol sworn members.

DISPOSITION INSTRUCTIONS: Destroy in office original records after 2 years.  
Destroy in office reference copies after 1 year.

**Item 22408. Traffic Safety Information Activities (Electronic) File.** Completed form HP-51A in electronic format by Traffic Safety Information (TSI) used to provide a summary of TSI activities.

DISPOSITION INSTRUCTIONS: Destroy in office original records after 2 years.

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**Item 48778. Traffic Safety Information (TSI) Activities Statewide Summary (Electronic) File.** Completed form HP-51B in electronic format by Traffic Safety Information (TSI) Coordinator used to provide summary of statewide TSI activity.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 22630. Seized Property Report File.** Completed form HP-52 used to record seized property and its disposition and serves as a receipt for and inventory of the seized property. Property seized may include liquor, controlled substance, and drug paraphernalia.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48779. Consent to Search Form File.** Completed form HP-52A in paper and electronic formats concerning the verification that an individual has consented to a search of property in his or her possession or under his or her control.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after 3 years. Destroy electronic records in office after final adjudication.

**Item 48780. Consent to Search Form Spanish Available File.** Completed form HP-52A.1 in paper and electronic formats concerning the verification that an individual has consented to a search of properties in his or her possession or under his or her control. This form is only available for Highway Patrol sworn members through intensive Spanish courses.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48781. Report of Felony Seizure Contraband / Property / Vehicle File.** Completed form HP-52C concerning information related to felony arrests for controlled substances and in all other cases where property is seized and adopted.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48782. Seized Currency Denomination Sheet File.** Completed form HP-52E by Highway Patrol sworn member seizing currency that lists the kinds, numbers, and values of denominations of currency seized.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after final adjudication.

**Item 48783. North Carolina State Highway Patrol Order for Disposition File.** Completed form HP-52F by Highway Patrol sworn member and judge concerning a court order for disposition of deadly weapons, alcoholic beverages, controlled substances, drug paraphernalia, or other evidence seized.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 48784. Report of Seizure Contraband / Property Checklist File.** Completed form HP-52G by Highway Patrol sworn member making seizure used to provide a list of attachments to be submitted with the HP-52C Report of Seizure Contraband / Property to the Assistant Director of Special Operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48785. Evidence Control Log Permanent Storage File.** Completed form HP-52H by Evidence Custodian concerning entries and actions taken in the permanent evidence storage facility.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48786. Evidence Tracking Log File.** Completed form HP-52I by property supervisor concerning physical evidence / property stored in permanent storage.

DISPOSITION INSTRUCTIONS: Destroy in office when all entries have reached adjudication.

**Item 48787. Backup Evidence Log (Electronic) File.** Completed form HP-52J in electronic format concerning the backup of all stored physical evidence / property in the event the Continuity of Operations Planning is put into action.

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**Item 48788. Notice of Investigatory Placement File.** Completed form HP-53 by Highway Patrol Commander concerning official notification to a Highway Patrol sworn member who is suspended pending investigation or whose period of suspension has been extended. Record is retained by Internal Affairs. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.) (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Transfer to personnel file 5 years after termination of employment.

**Item 48789. Medical Release for Impaired Drivers File.** Completed form HP-55 concerning medical and/or medication information on subjects suspected of driving impaired while under the influence of prescription medicine.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after final adjudication.

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**Item 48790. Documentation of Issuance, Storage, and Final Disposition of All Recorded Videotapes File.** Completed form HP-60 by District Supervisor in charge of videos used to provide documentation of issuance, storage and final disposition of video tapes.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and one month.

**Item 48791. 35MM Film / Digital Media Log File.** Completed log HP-60A by District Supervisor in charge of film used to provide documentation of issuance, storage and final disposition of 35 mm film and digital media.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years and 1 month or upon completion of all criminal or civil litigation, whichever is longer.

**Item 48792. Size and Weight Protest Worksheet File.** Completed form HP-70 by Motor Carrier Enforcement Administration (MCEA) concerning tracking and processing a size and weight protest investigation within the agency.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48793. Medical Services Invoice File.** Completed form HP-80A by medical office used for preparing billing statements for services rendered by the medical office Staff.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48794. Volunteer Opportunity / Position Description File.** Completed form HP-90 by office / unit manager used to provide a brief, non-complex position description for each volunteer position.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48795. Volunteer Service Application File.** Completed form HP-90A by volunteer used to enlist the voluntary services of legal U.S. residents to improve the efficiency and productivity of the agency through the performance of non-enforcement duties. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after volunteer service ends.

**Item 48796. Volunteer Monthly Activity / Attendance Record File.** Completed form HP-90B used to track monthly totals of agency volunteers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 48797. Internship Requirements File.** Completed form HP-91 by Highway Patrol sworn member requesting internship consideration for projects within the Highway Patrol sworn member's troop/section/district used to submit project descriptions to the Highway Patrol Internship Program.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48798. Internship Application File.** Completed form HP-91A used to apply for an internship with the Highway Patrol. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48799. Internship Confidentiality Agreement and Acknowledgment of Guidelines File.** Completed form HP-91B by the Highway Patrol intern and supervisor at the beginning of each intern's internship used to document a confidentiality agreement between the Highway Patrol and the selected intern.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48800. Internship Work Activity Report File.** Completed form HP-91C by the Highway Patrol intern at the completion of each week of the internship used to record a description of the project(s) conducted by the Highway Patrol intern.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48801. Intern Interim Feedback Survey File.** Completed form HP-91D by the Highway Patrol intern supervisor at the midpoint of each intern's internship used to provide interim performance feedback for the Highway Patrol intern. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48802. Intern Final Evaluation File.** Completed form HP-91E by the Highway Patrol intern supervisor at the completion of each intern's internship used to provide final performance feedback to the Highway Patrol intern. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**Item 48803. Medical Release to Return to Duty File.** Completed form HP-195 by medical physician / appropriate licensed provider concerning limited duty or return to full duty for injured Highway Patrol sworn member/employee. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

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

**Item 48804. Receipt for NC Uniform Citation Book File.** Completed form HP-200B used to provide a record of N.C.U.C. books received by troop headquarters, district headquarters and individual Highway Patrol troopers. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48805. Official Notice of Arrest or Citation Against Minor File.** Completed form HP-200E concerning information provided to a parent or guardian by a Highway Patrol sworn member regarding the arrest or citation of an un-emancipated minor by the Highway Patrol member. (Comply with applicable provision of G.S. 7B-3100 regarding disclosure of information of a juvenile.)

DISPOSITION INSTRUCTIONS: Destroy in office after case is finally adjudicated.

**Item 48806. Written Notification of Felony Arrest or Custody of Student File.** Completed form HP-200E concerning information provided to a parent or guardian by a Highway Patrol sworn member regarding the felony arrest or custody of an un-emancipated minor by the Highway Patrol sworn member.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after final adjudication.

**Item 48807. Weekly Report of Daily Activity File.** Completed form HP-201 by applicable employees used to provide a detailed account of daily activity and performance. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 48808. Special Project SP Report of Daily Activity File.** Completed form HP-202 prepared by a sworn Highway Patrol member assigned a Special Overtime Project (SOP) at the conclusion of a single assigned special operations procedure shift used to provide a detailed account of activity and performance on a daily basis. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office after data is entered into the Computer Aided Dispatch (Electronic) Databases (CAD) File (Item 49124 of the Troop Operations' schedule).

**Item 48809. Transfer Request File.** Completed form HP-205 by Highway Patrol sworn member used to make a formal request for transfer of duty station. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48810. Civilian Transfer Request File.** Completed form HP-205B by Highway Patrol sworn member used to make a formal request for transfer of duty station. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 22658. Transportation of Officials in Patrol Car File.** Completed form HP-301 concerning transportation of officials and man-hours expended on assignment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48811. Rotation Wrecker Incident Report Form File.** Completed form HP-304 concerning complaints received on rotation wrecker services, which may result in removal from the current Highway Patrol Rotation List. The form is completed by the District First Sergeant or designee and by Commercial Vehicle Safety Alliance Certified Alliance (CVSA) uniformed members during assigned SHP rotation wrecker inspections.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48812. Application for Wrecker Rotation Inclusion File.** Completed form HP-304A by District First Sergeant concerning wrecker services' application for inclusion into the Highway Patrol Rotation Wrecker List.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

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**Item 48813. Rotation Wrecker Inspection Form File.** Completed form HP-304B by District First Sergeant concerning conditions discovered during an inspection of a wrecker service to determine if the business complies with the requirements set forth in Highway Patrol Policy, Directive J.4, governing the Patrol Wrecker Rotation List.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48814. Small Wrecker / Rollback Rotation Price List File.** Completed form HP-304C by rotation wrecker service concerning the towing prices for rotation wrecker services.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48816. Notice of Rotation Wrecker Inspection Letter File.** Completed form HP-304E Highway Patrol sworn member notifying rotation wrecker service of an upcoming rotation wrecker/facility inspection.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48817. Re-Application for Wrecker Rotation Inclusion File.** Completed form HP-304F by rotation wrecker service owner used to make re-application for inclusion into the Highway Patrol Rotation Wrecker List.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48818. Annual Open Enrollment Small Wrecker / Rollback Troop Price Sheet File.** Completed form HP-304G concerning all collision and non-collision prices submitted by wrecker services for small wrecker/rollback tows applying or reapplying for inclusion into the Highway Patrol Wrecker Rotation List. Form is also used to identify those wrecker services whose prices exceed the median of all prices submitted within a respective Highway Patrol Troop by more than 15% pursuant to the requirements set forth in Highway Patrol Policy, Directive J.4, governing the Patrol Wrecker Rotation List.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48819. Pricing Comparison Inspection Sheet – Large Wrecker File.** Completed form HP-304HL by the District First Sergeant or designee and by Certified Vehicle Safety Alliance (CVSA) Certified uniformed members during assigned Highway Patrol rotation wrecker inspections. The file concerns non-rotation/owners-request for invoice prices for the base rates charged for collision and non-collision tows for large wreckers during rotation wrecker inspections conducted by CVSA Certified uniformed members.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

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**Item 48820. Pricing Comparison Inspection Sheet - Small Wrecker File.** Completed form HP-304HS used to record non-rotation/owners-request for invoice prices for the base rates charged for collision and non-collision tows for small wreckers during rotation wrecker inspections conducted by Certified Vehicle Safety Alliance (CVSA) Certified uniformed members.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48821. Vehicle Towing Authorization / Inventory File.** Completed form HP305 by towing Highway Patrol sworn member concerning vehicle towing authorization.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month.

**Item 48822. Towed / Stored Vehicle Affidavit File.** Completed form HP-305.1 by towing Highway Patrol sworn member concerning affirmation that a vehicle was lawfully towed /stored.

DISPOSITION INSTRUCTIONS: Destroy in office when case is closed.

**Item 48823. Vehicle Towing Notification Letter File.** Record HP-305.2 used to notify owners of vehicle location and towing facility.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 22585. Adult Miranda Warnings File.** Completed form HP-306 by Highway Patrol sworn member providing custodial questioning to ensure that Highway Patrol sworn members comply with statutory and constitutional provisions when interrogating persons.

DISPOSITION INSTRUCTIONS: Destroy in office after case is finally adjudicated.

**Item 48824. Rights of a Juvenile File.** Completed form HP-306A by Highway Patrol sworn member providing custodial questioning to ensure that Highway Patrol sworn members comply with statutory and constitutional provisions when interrogating persons. (Comply with applicable provision of G.S. 7B-3100 regarding disclosure of information of a juvenile.)

DISPOSITION INSTRUCTIONS: Destroy in office after case is finally adjudicated.

**Item 48825. Miranda Spanish Version File.** Completed form HP-306.1 by Highway Patrol sworn member providing custodial questioning to ensure that Highway Patrol sworn members comply with statutory and constitutional provisions when interrogating persons in Spanish.

DISPOSITION INSTRUCTIONS: Destroy in office after case is finally adjudicated.

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**Item 48826. Personnel Complaint File.** Records HP-307 concerning information and notification to designated authorities concerning the receipt of complaints against a Highway Patrol sworn member of the Highway Patrol. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to employee's personnel record 5 years after retirement or termination of employment.

**Item 48827. Record of Complaint and/or Service Request File.** Completed form HP-307A by employee who receives the complaint or request to provide a record of non-personnel complaints and request for service.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after settlement of complaint or service 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.

**Item 22588. Warning Ticket File.** Copy of completed form HP-308 by enforcement Highway Patrol sworn members used as a written warning to highway users for conduct constituting a potential hazard to the motoring public not amounting to a definite, clear-cut, substantial violation of the motor vehicle laws; and, when vehicles with improper equipment are detected. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy after data is entered into Computer Aided Dispatch (Electronic) Databases (CAD) File (Item 49124 of the Troop Operations' schedule).

**Item 22590. Report of Violation of School Bus Law G.S. 20-217 File.** Completed form HP-311 use to handle complaints for violations. Form is used to assign a trooper to investigate.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 22662. Request for Use of Patrol Vehicle for Off-Duty Travel File.** Completed form HP-312 used to request approval for use of a patrol vehicle for official travel.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48829. Caisson Unit Request File.** Completed form HP-313 by Team Leader of the Caisson Team used to provide the necessary information needed to deploy personnel to execute and conduct a Caisson Team event. The HP-313 form uniformly provides the critical details to successfully honor an approved decedent.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 48830. Motor Unit Escort Request and Agreement File.** Completed form HP-314 by the agency, organization, or individual requesting the escort used to request assistance from North Carolina Highway Patrol Motor Unit with motorcade and non-motorcade escorts.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 22592. Highway Condition Report (Reference) File.** Reference copy of completed form HP-320 used to provide the Department of Division of Highway Traffic Engineering Unit with reports of unsafe highway conditions and defects, which have caused, or may cause, traffic accidents or collisions. (Data is entered into Department of Transportation's web portal.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48831. Field Interview File.** Completed form HP-326 by field interviewer concerning information obtained through field contacts that may assist the Highway Patrol or other law enforcement agencies with the identification and apprehension of criminals.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year or after final adjudication whichever is longer.

**Item 48832. Voluntary Statement File.** Completed form HP-326A by witness or suspect to provide witness or suspect statement.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year or after final adjudication whichever is longer.

**Item 48833. Member's Statement File.** Completed form HP-326B concerning a written record of a Highway Patrol sworn member's statement; this form may be used in place of HP-326B1 when required.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year or after final adjudication whichever is longer.

**Item 48834. Member's Statement File.** Completed form HP-326B1 concerning a typed record of a Highway Patrol sworn member's statement; this form may be used in place of HP-326B when required.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year or after final adjudication whichever is longer.

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**Item 48835. Request for Blood Sample File.** Completed form HP-332B by charging Officer used to provide a written request to the qualified person withdrawing blood for the purpose of determining the alcohol concentration therein. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigation records.)

DISPOSITION INSTRUCTIONS: Destroy in office after final adjudication.

**Item 22666. Special Incident Report File.** Completed form HP-335 used to provide a record of Highway Patrol involvement during unusual occurrences and special events (e.g. entertainment/sporting events, races, fairs, festivals, large spectator attended events, etc.). The HP-335 form constitutes a comprehensive analysis and accounting of all activities during the entire operation and it outlines in a sequential/chronological order, the pros and cons of Highway Patrol involvement and includes recommendations for increased proficiency.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48836. Chronological Listing of Events File.** Completed form HP-335A by troop commander or officer-in-charge concerning a chronological listing of information received, plan of action, action taken, intelligence, personnel briefings, number and types of arrest, casualties, type and dollar value of property damage, traffic flow plans, property confiscated, conferences with affected officials, and involving incidents.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48837. Daily Report of Mileage and Expenditure File.** Completed form HP-335B by Highway Patrol sworn member assigned to maintain the Command Post Log used to provide a record of miles traveled, man-hours expended and cost of meals and lodging during special incidents.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48838. Daily Miles Traveled and Cost of Meals and Lodging File.** Completed form HP-335C by Highway Patrol sworn member assigned to special incident duty used to provide a daily record of miles traveled and expenditures for meals and lodging incurred by a Highway Patrol sworn member assigned to special incident duty.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48839. Duty Roster File.** Completed form HP-335D by supervisor used to provide a record of miles traveled and time expended by each Highway Patrol sworn member assigned to special incident duty.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 48840. Unusual Occurrence Line Assignment Worksheet File.** Worksheet HP-335E used by platoon leader or officer-in-charge to provide a roster of assigned personnel during an unusual occurrence in the event a platoon squadron is needed.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48841. Multiple Arrests Electronic Form File.** Completed form HP-335F by platoon leader or officer-in-charge used to provide a record of identifying information during a mass arrests situation.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48842. Incident Command Personnel Tracking Sheet File.** Completed form HP-335H by Emergency Operations Coordinator (EOC) / Field Operations used to track personnel assigned to a large incident.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48843. Member Contact Information File.** Completed form HP-335I by immediate supervisor on location used to provide emergency contact information for each Highway Patrol sworn member assigned to an incident in case of power or computer failure.

DISPOSITION INSTRUCTIONS: Destroy in office immediately after the event.

**Item 48844. Squad Member Emergency Contact Sheet File.** Completed form HP-335J by immediate supervisor on location used to provide a listing of all Highway Patrol sworn members' emergency contact information assigned to a squad leader.

DISPOSITION INSTRUCTIONS: Destroy in office immediately after the event.

**Item 48845. Performance Review Booklet File.** Completed form HP-339 used to provide a review program for the appraisal of a Highway Patrol sworn member's performance. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48846. Performance Review Acknowledgement File.** Completed form HP-339A used to provide proof of administration of the Performance Review. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**Item 22667. Staff Inspection Report File.** Completed form HP-340 by inspecting officer used to record facts disclosed during Highway Patrol Troop staff and Line inspections through every component of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48847. Observational Inspection File.** Completed form HP-340A used to complement the HP-340 form as an observational checklist for items that can be observed while conducting Staff and Line Inspections throughout every component of the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48849. Quarterly Emergency Inspection File.** Completed form HP-340D by inspecting officer used to ensure all Highway Patrol equipment designated for an emergency/disaster is being tested, maintained, and kept in a state of operational readiness.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48850. Personnel Charge Sheet / Disposition File.** Completed form HP-343 by authorized inspecting supervisor administering disciplinary action used to provide the employee with a written statement of charges, specific acts or omissions that are the reason for corrective or disciplinary action, the corrective or disciplinary action, the corrective or disciplinary action to be imposed, the employee's right to appeal, and to provide a record of disposition of charges. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to personnel file 5 years after employee terminates service.

**Item 22600. Use of Force / Assault Report File.** Completed form HP-344 to document incidents when a Highway Patrol sworn member uses force or is assaulted. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).) (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer original to personnel file after Review Board's final examination, 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 reference copies after 3 years and 1 month.

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**Item 22399. Use of Force / Assault Report Offender Continuation Form File.**

Completed form HP-344A to document incidents when a Highway Patrol sworn member uses force or is assaulted. (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).) (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer original to personnel file after Review Board's final examination, 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 reference copies after 3 years and 1 month.

**Item 48853. Post Chase Report File.** Completed form HP-345 by Highway Patrol sworn member assigned primary position concerning a record of all chases in which the Highway Patrol is a participant or deploys a tire deflation device (TDD). (Data is entered into the Computer Aided Dispatch (Electronic) Database (CAD) File (Item 49124 of the Troop Operations' schedule).) (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer original to personnel file after Review Board's final examination, 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 copies in office after 3 years and 1 month.

**Item 48854. Stop Stick Pursuit Reporting Form File.** Completed form HP-346 concerning tracking the deployment of stop sticks used by the Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 48855. Performance Record File.** Completed form HP-360 by supervisor used to provide a record of Highway Patrol Trooper performance for evaluation and development based upon job-related behaviors. (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

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**Item 48856. Performance Areas File.** Completed form HP-360A by supervisor used to provide a summary of Trooper Performance Areas for evaluation. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48857. Cadet Performance Record File.** Completed form HP-360B by supervisor used to provide a record of cadet's performance for evaluation and development based upon job-related behaviors observed during attendance at the Highway Patrol Basic School. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48858. Supervisor Performance Record File.** Completed form HP-361 by supervisor used to provide a record of supervisor performance for evaluation and development, based upon job-related behaviors. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48859. Supervisory Performance Areas File.** Completed form HP-361A by supervisor used to provide a summary of Supervisors Performance Areas for evaluation. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

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**Item 48860. Performance Appraisal File.** Completed form HP-362 by supervisor used to provide a record of Highway Patrol sworn members' annual performance. (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48861. Interim / Transfer Overall Rating Sheet.** Completed form HP-362A by immediate supervisor used to ensure documentation of job performance throughout the appraisal cycle, to ensure fair evaluation of transferring Highway Patrol sworn members, to provide performance documentation to the employee's new supervisor for review. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48862. Manager Performance Appraisal File.** Completed form HP-363 by immediate supervisor used to provide a record of supervisor annual performance evaluation, based on documented job-related behaviors.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

**Item 48863. Supervisor's Interim/Transfer Overall Rating Sheet.** Completed form HP-363A by immediate supervisor used to ensure documentation of job performance throughout the appraisal cycle; to ensure fair evaluation of transferring Highway Patrol sworn members, to provide performance documentation to the employee's new supervisor for review. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 after completion of action and resolution of issues involved.

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**Item 48864. Canine Training Aid Controlled Substance Annual Inventory File.**

Completed form HP-400 concerning an annual inventory of controlled substance training aids.

DISPOSITION INSTRUCTIONS: Destroy in office original records after 3 years.  
Destroy in office reference copies after 2 years.

**Item 48865. Canine Training Aid Controlled Substance Preparation / Destruction Record File.** Completed form HP-400A concerning a record of controlled substance training aids prepared and/or destroyed.

DISPOSITION INSTRUCTIONS: Destroy in office original records 2 years after destruction of controlled substance. Destroy in office reference copies after 2 years.

**Item 48866. Canine Training Aid Controlled Substance Sign Out / In Record File.**

Completed form HP-400B concerning the date, time, amount, and package number of controlled substance training aids.

DISPOSITION INSTRUCTIONS: Destroy in office 4 years after last entry.

**Item 48867. Canine Incident Report File.** Completed form HP-401 by canine handler used to record all injuries inflicted on any person by a Patrol canine.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and 1 month 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 48868. Canine Training Log File.** Completed form HP-402 by canine handler used to provide a record of canine training sessions conducted.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after canine is removed from service.

**Item 48869. Canine Arrest and Utilization Report File.** Completed form HP-403 by Canine handler concerning a record of arrests and utilizations of Highway Patrol canine units.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after canine is removed from service.

**Item 48870. Canine Team Activities Report File.** Completed form HP-404 by canine handler concerning a monthly record of daily canine team activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**Item 48871. Canine Handler / Training Evaluation.** Form HP-405 completed by the Canine Training Coordinator or Certified Technical Trainer to document the proficiency of each canine team during bi-monthly and in-service training.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after canine is removed from service.

**Item 48873. Service Weapon Purchase Memo File.** Completed from HP-500 by Highway Patrol sworn member in Administrative Services, Commander's Office, Armory concerning information pertaining to the purchase of a Highway Patrol sworn member's service weapon upon retirement.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 48874. Firearms Remedial Training File.** Completed form HP-501 by NCSHP Specialized Firearms Instructor concerning firearms remedial training and establishment of a shooter deficiency record.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 22538. Notification of Transportation of Spent Nuclear Fuel File.** Completed form HP-600 by Patrol Headquarters member receiving notification from various sources concerning notification and statistical data regarding the transportation of spent nuclear fuel.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 46790. Collection of Dyed Fuel Samples File.** Completed form HP-601 by issuing Highway Patrol sworn member used as an official notice of information gathered from the owner of the vehicle from which the dyed fuel sample was taken.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 46783. Commercial Truck Driver Training School Instructor Qualification Worksheet File.** Completed form HP-603 by inspecting Highway Patrol sworn member used to check the qualifications of an instructor for Commercial Truck Driving School.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 46784. Maintenance Worksheet File.** Completed form HP-603A by inspecting Highway Patrol sworn member used to check the compliance records of a Commercial Truck Driving School.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**Item 46785. Alcohol and Controlled Substance Worksheet File.** Completed form HP-603B by inspecting Highway Patrol sworn member used to ensure that the motor vehicle is in compliance with Federal Motor Carrier Safety Administration (FMCSA), 49 CFR 382 and 49 CFR 40.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 46786. Vehicle Inspection Report File.** Completed form HP-603C by inspecting Highway Patrol sworn member used by Highway Patrol Motor Carrier Enforcement during Commercial Audits to ensure all student drivers have the appropriate Commercial Motor Vehicle (CMV) training documentation.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 46787. Commercial Truck Driver Training School Driver Qualification Worksheet File.** Completed form HP-603D by inspecting Highway Patrol sworn member used to check the qualifications of a driver according to the guidelines set forth in Federal Motor Carrier Safety Administration (FMCSA), 49 CFR 391.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 48882. Monetary Collection Tracking Sheet File.** Completed form HP-605 by collecting Highway Patrol sworn member used to track all monetary collections on civil penalties.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 22672. Individual Clothing and Equipment Record Yearly (Electronic) File.** Completed form HP-715A in electronic format by Logistics personnel, District First Sergeants, and Troop Commanders for Highway Patrol sworn members of their respective districts and troops used to provide a record of clothing and equipment issued.

DISPOSITION INSTRUCTIONS: Destroy in office when employee terminates service.

**Item 48883. Background Investigation File.** Completed form HP-719 by Highway Patrol sworn member assigned to background investigation used to provide a thorough background investigation on an applicant. The original copy is maintained in Administrative Services for non-hired applicants. (Comply with applicable provisions of G.S. 132-1.4 concerning confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer after 5 years upon completion of basic school to personnel file for hired applicants. Destroy in office after 5 years for non-hired applicants.

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**Item 48884. Civilian Report of Background Investigation File.** Completed form HP-719A by Highway Patrol sworn member assigned to background investigation used as a guide to conduct background investigations on all civilian applicants. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel 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.

**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 – 29 regarding confidentiality of personnel 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.

**Item 48885. Applicant Vision Test File.** Completed form HP-720A by North Carolina Division of Motor Vehicles Driver's License Examiner or licensed optometrist / ophthalmologist applicant used to provide documentation and evidence that Trooper applicants meet the minimum vision requirements for Trooper position. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel 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.

**Item 48886. Military Form File.** Completed form HP-720B by Recruiter/Applicant used to provide documentation for applicants to verify any criminal record or lack thereof. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel 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 Highway Patrol service. Destroy in office rejected applicants' records 5 years after date of receipt.

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**Item 48887. Criminal History Record Request File.** Completed form HP-720C by Recruiter / Applicant used to provide documentation for applicants to verify any criminal record or lack thereof, while serving in any branch of the armed services before applying to the Highway Patrol. (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel 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 Highway Patrol service. Destroy in office rejected applicants' records 5 years after date of receipt.

**Item 48888. Former Member Re-Employment Process and Checklist File.** Completed form HP-720D by Director of Administrative Services and the Colonel used to provide documentation on former Highway Patrol sworn members applying for re-instatement to the Highway Patrol; form includes a checklist for the process and the information needed by the former Highway Patrol sworn member to be qualified for re-instatement as a sworn law enforcement member of the Highway Patrol. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel 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.

**Item 48889. Authority to Release Information and Agreement Not to Sue File.** Completed form HP-720E by Recruiter and Applicant used to obtain the required release from applicants to enable Highway Patrol background investigator to have access to personal information and documentation needed to complete a thorough investigation. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer records for applicants who are hired once applicant completes the basic school program to personnel file. Destroy in office records of non-hired applicants 5 years after date of receipt.

**Item 48890. Authority to Release of Financial Information and Agreement Not to Sue File.** Completed form HP-720F by Recruiter and Applicant used to obtain the required release of financial information from the applicant before a credit report can be requested and included in the background investigation. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel 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.

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**Item 35451. Report of Investigation File.** Completed form HP-721 by Internal Affairs or assigned Personnel used to document facts and information concerning complaints and other incidents involving Highway Patrol personnel. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer personnel complaints to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record. Destroy in office patrol car collisions and patrol car incident reports 5 years after employee terminates service 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 other incident reports after 3 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 after completion of action and resolution of issues involved.

**Item 48891. Report of Investigation / Patrol Vehicle Collision / Patrol Vehicle Incident File.** Records HP-721A by Investigating Officer used to record facts and information concerning Highway Patrol vehicle collisions and Highway Patrol vehicle incidents. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to personnel file 5 years after employee terminates service.

**Item 22439. Transcript of Basic School Grades File.** Completed form HP-725 by Basic School Secretary used to record the grades for each student during the course of attendance at the Highway Patrol School. (Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Transfer to official personnel file 1 year after employee terminates service.

**Item 48892. Residence Form File.** Completed form HP-740 concerning permission to reside outside of county of assigned duty station. (Comply with provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**Item 48893. Secondary Employment Request File.** Completed form HP-745 by employee used to request permission to engage in secondary employment. (Comply with applicable provisions of G.S. 126-22 – 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office approved requests and related records 1 year after employee terminate secondary employment. Destroy in office disapproved requests and related records 1 year after request is disapproved.

**Item 48894. Continued Secondary Employment File.** Completed form HP-745A by Non-Enforcement Personnel used to request permission to engage in secondary employment for non-enforcement employment. (Comply with applicable provisions of G.S. 126-22 - 29 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office approved requests and related records 1 year after employee terminate secondary employment. Destroy in office disapproved requests and related records 1 year after request is denied.

**Item 48895. Promotional Process Application File.** Completed form HP-767 by eligible Highway Patrol sworn members used to request permission to participate in the Highway Patrol promotional process or to document Highway Patrol sworn member's desire not to participate in the process. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 22688. Weekly District Duty Assignment Sheet File.** Completed form HP-801 used to provide a work sheet for planning District/Unit work schedules for entry into the Computer Aided Dispatch (Electronic) Databases (CAD) File (Item 49124 of the Troop Operations' schedule).)

DISPOSITION INSTRUCTIONS: Destroy in office after end of each week.

**Item 48896. Vacation Schedule File.** Completed form HP-803 by Unit Supervisor used to provide a record of vacation for all unit employees in order to plan for complete area coverage.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 48897. Court Schedule File.** Completed form HP-803A by First Sergeant used to provide tentative Court schedule for each District/ Motor Carrier Enforcement (MCES) Highway Patrol sworn member.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**Item 48898. Requisition for Supplies / Equipment File.** Completed form HP-901 by requesting section/troop/district used to provide approval and accountability for supplies and equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48899. Training Academy Registration Form File.** Completed form HPTC-1 used to record the names of personnel attending a training session provided by Department of Crime Control and Public Safety.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48900. Size / Weight Training Weekly Evaluation Report File.** Completed form HPTC-20 used to record observed behavior of a Highway Patrol sworn member while completing The Motor Carrier Enforcement Unit's Field Evaluation Program. File documents how a Highway Patrol sworn member is progressing within the guidelines of the Motor Carrier Field Evaluation program.

DISPOSITION INSTRUCTIONS: Destroy in office after completion of program.

**Item 48901. Size / Weight Field Evaluation Tracking Sheet File.** Completed form HPTC-20A used to record observed citations that a Highway Patrol sworn member completes during the Motor Carrier Enforcement Unit's Field Evaluation Program. File documents how a Highway Patrol sworn member is progressing within task number's 8, 9, 10, and 11, of the Motor Carrier Field Evaluation program.

DISPOSITION INSTRUCTIONS: Destroy in office after completion of program.

**Item 48902. Aircraft Equipment Checklist.** Completed form HPZ-1 used to ensure that listed equipment and accessories are available or accounted for.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 48904. Aircraft Maintenance Carry-Over Discrepancies Sheet.** Completed form HPZ-3 used to document the discovery and repair of a minor maintenance inaccuracy that does not affect the airworthiness of the aircraft, regardless of any corrective action being made upon discovery. Form may include documentation of non-preventive maintenance issues such as aircraft cleaning and grease purging.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 48905. Aviation 25 / 50 Hour Inspection Checklist File.** Completed form HPZ-4 used to document required twenty-five (25) and/or fifty (50) hour inspections.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 48906. 100-Hour Recurring Special Inspection File.** Completed form HPZ-5 used to document required one hundred (100) hour inspections.

DISPOSITION INSTRUCTIONS: Transfer records with aircraft when aircraft is no longer assigned to the Unit.

**Item 49271. Weekly Operational Readiness Checklist File.** Completed form HPZ-6 used to document weekly that all ground equipment is operationally ready for use.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

**Item 48907. Maintenance Test Flight Check Sheet.** Completed form HPZ-7 used to document required maintenance test flight checks of listed mechanical parts and miscellaneous items.

DISPOSITION INSTRUCTIONS: Transfer record with aircraft when aircraft is no longer assigned to the Unit.

**Item 48908. OH-58A+ HIT TOT Log Sheet File.** Completed form HPZ-8 used to document required daily check of listed references and trends in engine performance.

DISPOSITION INSTRUCTIONS: Transfer record with engine when engine is no longer assigned to the Aviation Unit.

**Item 48909. OH-58A+ HIT TOT Worksheet File.** Completed form HPZ-9 used to document the establishment of an engine health indicator test (HIT) baseline.

DISPOSITION INSTRUCTIONS: Transfer record with engine when engine is no longer assigned to the Unit.

**Item 48910. Helicopter Weighing Records File.** Completed form HPZ-10 used to document the weight of an empty aircraft and to determine its center of gravity.

DISPOSITION INSTRUCTIONS: Transfer records with aircraft when aircraft is no longer assigned to the Aviation Unit.

**Item 48911. Bell OH-58A+Weight and Balance Workbook (Electronic) File.** Completed form HPZ-10A used to document the calculation of the weight and balance for the OH-58A+ Kiowa helicopter.

DISPOSITION INSTRUCTIONS: Destroy in office after completion of the individual mission.

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**Item 48912. Bell 206B3 Weight and Balance Workbook (Electronic) File.**

Completed form HPZ-10B used to calculate the weight and balance for the Bell 206B JetRanger helicopter.

DISPOSITION INSTRUCTIONS: Destroy in office after completion of the individual mission.

**Item 48913. Bell 407 Weight and Balance Workbook (Electronic) File.** Completed form HPZ-10D used to calculate weight and balance for the Bell.407 helicopter.

DISPOSITION INSTRUCTIONS: Destroy in office after completion of the individual mission.

**Item 48914. Pilot Inspection Report File.** Completed form HPZ-11 used to document conditions discovered during quarterly line inspections of pilots, aviation facilities, aircraft, and Unit specific equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48915. Pilot Inspection Report Continuation File.** Completed form HPZ-11A used to act as a carry over page for documenting needed corrective actions discovered during quarterly line inspections of pilots, aviation facilities, aircraft and Unit specific equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48916. Preventative Maintenance Daily (PMD) Inspection Sign-Off Sheet File.** Completed form HPZ-12 by inspecting supervisor concerning Preventative Maintenance Daily (PMD) inspections.

DISPOSITION INSTRUCTIONS: Destroy when superseded or obsolete.

**Item 48917. K-500 Fuel Truck Preventative Maintenance Log File.** Completed form HPZ-13 used to document preventative maintenance conducted on the K-500 Fuel Truck.

DISPOSITON INSTRUCTIONS: Destroy in office after 1 year.

**Item 48918. Jet-A Fuel Log File.** Completed form HPZ-13A used document the distribution of jet fuel.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48919. Survival Pack Contents Sheet File.** Completed form HPZ-14 used document the contents of a survival pack.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 49273. Record of Assessment File.** Completed form HPZ-S1 used to identify hazards / risks and existing measures (if any) to control risks.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 49274. Risk Assessment File.** Completed form HPZ-S2 used to manage risks through the Risk Assessment Matrix.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 49275. Occurrence and Hazard Identification Report File.** Completed form HPZ-S3 used to report any unsafe act or event and to ensure that all relevant comments from other supervisors and agreed actions are recorded.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 48920. Ground Training Record File.** Completed form HPZ-T1 used to document the ground training a Highway Patrol sworn member receives. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after employee terminates service.

**Item 48921. Flight Training Record File.** Completed form HPZ-T2 used to document flight training maneuvers demonstrated by the Certified Flight Instructor and/or performed by the flight student and to inform the student if the training or evaluation was deemed unsatisfactory. Form identifies in the remarks section any unsatisfactory maneuvers and feedback thereto. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after employee separation.

**Item 48922. Instrument Training Record File.** Completed form HPZ-T3 used to document flight training maneuvers demonstrated by the Certified Flight Instructor and/or performed by the flight student and to inform the student if the training or evaluation was deemed unsatisfactory. Form identifies in the remarks section any unsatisfactory maneuvers and feedback thereto. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after employee separation.

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**Item 48923. Preventative Maintenance Training Record File.** Completed form HPZ-T4 used to document a student's training in specific helicopter maintenance and inspections. (Comply with provisions of G.S. 126-22 – 29, regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after employee terminates service.

**Item 49276. Quarterly / Semi-Annual Training (Electronic) Record File.** Completed form HPZ-T5 used to document required quarterly and semi-annual training conducted by members of Aircraft Operations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.