

DEPARTMENT OF INSURANCE
OFFICE OF STATE FIRE MARSHAL
FIRE AND RESCUE COMMISSION

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 Insurance 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 Insurance 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**

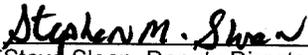
“DEPARTMENT OF INSURANCE”

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



Angie Brogden, Chief Records Officer
Department of Insurance

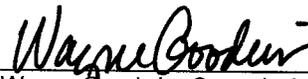


Steve Sloan, Deputy Director
Fire and Rescue Commission
Department of Insurance



David Brook, Director
Division of Historical Resources

APPROVED



Wayne Goodwin, Commissioner
and State Fire Marshal
Department of Insurance



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF INSURANCE
OFFICE OF STATE FIRE MARSHAL
FIRE AND RESCUE SERVICES DIVISION
FIRE AND RESCUE COMMISSION**

ITEM 749. FIRE AND RESCUE INCIDENT REPORTS (ELECTRONIC) FILE. Reports in electronic format submitted from fire and rescue chiefs concerning fire and rescue incidents. File includes information concerning location of incidents, fatalities, damages, owners of properties, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when administrative value ends.

ITEM 11669. CERTIFICATE RECORDS FILE. Records in paper and electronic formats listing names of individuals who have completed the required courses and are certified in fire and rescue training.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after 1 year. Destroy electronic records in office after 3 years.

ITEM 24009. ACTIVE SUBJECTS FILE. Records in paper and electronic formats concerning finance projects, policies, programs, organizations and associations, fire service training, fire prevention and other subjects pertaining to the Fire and Rescue Commission. File includes correspondence, memoranda, reports and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to Inactive Subjects File (Item 24010) when designated inactive.

ITEM 24010. INACTIVE SUBJECTS FILE. Records in paper and electronic formats concerning inactive subjects and programs of the Fire and Rescue Commission.

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

ITEM 24011. FIRE AND RESCUE COMMISSION MINUTES FILE. Approved minutes in paper and electronic formats of the Fire and Rescue Commission. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer original signed minutes including agendas and attachments to the State Records Center after 5 years. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 24620. FIRE AND RESCUE SERVICE CERTIFICATIONS FILE. Records in paper and electronic formats concerning training and certification requirements needed to provide various levels of fire and rescue service in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office paper records when administrative value ends. Erase/update in agency electronic records when superseded or obsolete.