

DEPARTMENT OF INSURANCE
OFFICE OF STATE FIRE MARSHAL
FIRE AND RESCUE SERVICES DIVISION
TRAINING AND INSPECTIONS, RESEARCH AND PROGRAM DEVELOPMENT

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.

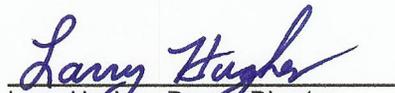
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than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

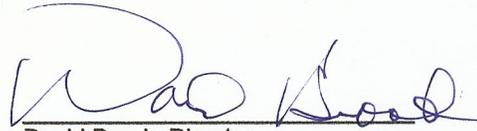
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

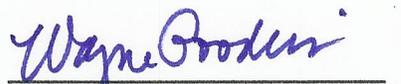
APPROVAL RECOMMENDED


Angie Brogden, Chief Records Officer
Department of Insurance


Larry Hughes, Deputy Director
Fire and Rescue Services Division
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

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ITEM 11660. SPECIAL SCHOOL FILE. Official copies in paper and electronic formats, including e-mail, of correspondence concerning special schools. File includes budget information, brochures, and class outlines.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records when administrative value ends, but no later than 5 year(s).

ITEM 11662. FIRE DISTRICT FILE. Reference copies in paper and electronic formats, including e-mail, concerning fire districts in particular counties. File includes correspondence and maps.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after fire department dissolves but no later than 10 years from date of record.

ITEM 11670. RESCUE REQUEST FORMS FILE. Records in paper and electronic formats concerning individuals who have requested to attend a fire and rescue class.

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

ITEM 24015. FIRE MARSHAL FILE. Listing in paper and electronic formats, including e-mail, of fire marshals in the state. File contains the Fire Marshal's name, address and telephone number, the fire department's address, chief and phone number, and county manager.

DISPOSITION INSTRUCTIONS: Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper records when superseded or obsolete. Update electronic records in office routinely. Retain in office electronic records permanently.

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ITEM 49549. Live Fire Registration Records Database (Electronic) File. Electronic records concerning planned training of live fire burnings. Fields include name of instructor, address of the burn, date and time of the burn, agency, National Emission Standards for Hazardous Pollutants (NESHP) number and other related fields.

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

ITEM 49550. Live Fire Qualification Packets File. Class records used to qualify fire and rescue services instructors to hold trainings by live fire.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 49551. Live Fire Audit File. Records concerning the examination and verification of an instructor's training during a live fire burning. File includes check lists by auditors and may include follow-up records regarding disciplinary action or disqualification of a trainer.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 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 49552. Fire Chief 101 Course Roster File. Records in paper and electronic formats, including e-mail, concerning the listing of attendees of the Fire Chief 101 course sent in by Office of State Fire Marshal qualified instructors.

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