

DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

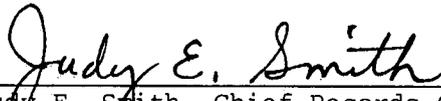
NORTH CAROLINA JUSTICE ACADEMY

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

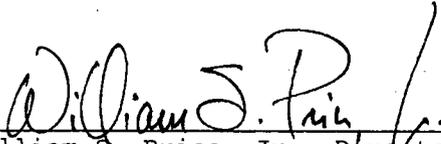
NORTH CAROLINA JUSTICE ACADEMY

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 This schedule is to remain in effect until superseded.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

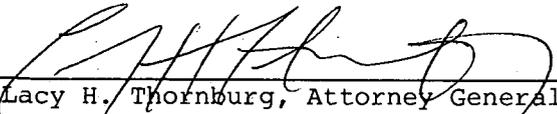


Judy E. Smith, Chief Records Officer
Department of Justice

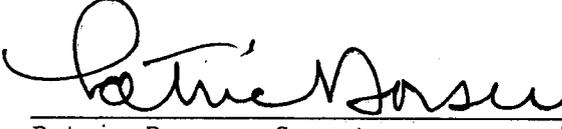


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Lacy H. Thornburg, Attorney General
Department of Justice



Patrice Dorsey, Secretary
Department of Cultural Resources

October 12, 1989

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

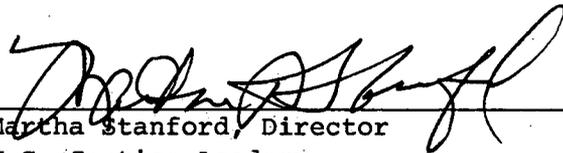
DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY

Amend the records retention and disposition schedule approved October 12, 1989 by adding Items 35350, 35351, and 35352 as shown on substitute page dated March 31, 1993.

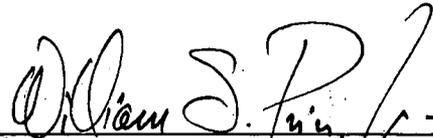
APPROVAL RECOMMENDED



Judy Smith, Chief Records Officer
Department of Justice



Martha Stanford, Director
N.C. Justice Academy



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

APPROVED



Michael F. Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

March 31, 1993

MCC

DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

NORTH CAROLINA JUSTICE ACADEMY

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

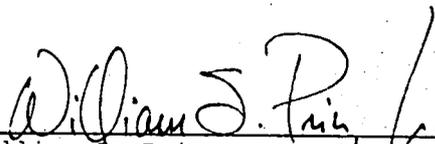
NORTH CAROLINA JUSTICE ACADEMY

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

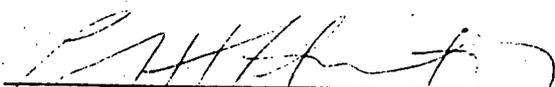


Judy E. Smith, Chief Records Officer
Department of Justice

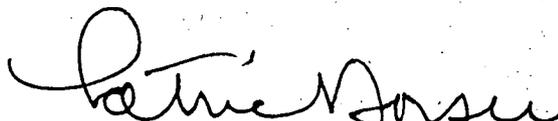


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Lacy H. Thornburg, Attorney General
Department of Justice



Patric Dorsey, Secretary
Department of Cultural Resources

**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

October 12, 1989

MCC

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
BUSINESS OFFICE**

ITEM 14071. OFFICE ADMINISTRATION FILE.

Correspondence, contractual bids, repair bills, equipment records, and telephone bills. File includes students' reports.

DISPOSITION INSTRUCTIONS: Destroy in office contractual bids after 5 years. Destroy in office equipment records when equipment is disposed of. Destroy in office repair bills and telephone bills when released from all audits. Destroy in office remaining records after 5 years.

ITEM 14081. GRANTS FILE.

Applications for grants. File includes final grant reports and sub-grant records.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
CAMPUS OPERATIONS**

ITEM 14146. COURSE DORMITORY APPLICATIONS FILE.

Records concerning authorizations for courses and requests for dormitory rooms.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 14147. STUDENT SERVICES EVALUATIONS FILE.

Records concerning surveys of student services. File includes evaluations of cafeteria and campus activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 14151. ANNEX JAIL FILE.

Records concerning Sampson County inmates who are confined at the Academy on weekends.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 14152. SECURITY REPORTS FILE.

Records concerning automobile mileage and any activity that may have occurred during the night at the Academy.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 14154. DORMITORY ASSIGNMENT SHEET FILE.

Lists of personnel who are staying in dormitories. File includes name of dormitory.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 14155. LAUNDRY CONTROL FILE.

Records concerning when laundry is sent to the Correctional Center and what is returned.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 14156. INMATE CORRESPONDENCE FILE.

Correspondence concerning inmates' campus labor.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 14157. INMATE IDENTIFICATION FILE.

Photographs and other information concerning inmates.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14158. ATHLETIC FILE.

Weekly and monthly activity records concerning campus athletic events.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
DEPUTY DIRECTOR'S OFFICE**

ITEM 14050. CAMPUS OPERATIONS FILE.

Records concerning personnel, dormitory health inspections, building and grounds, and student activities. File includes correspondence, cafeteria information, and other related records regarding campus operations. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer personnel records to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service. Destroy in office remaining records after 5 years.

ITEM 14051. INFORMATION MANAGEMENT FILE.

Correspondence, grade records, evaluations, registration scheduling, and student records. File includes personnel records and descriptions of duties of personnel. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer personnel records to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service. Destroy in office remaining records after 5 years.

ITEM 14052. INSTRUCTIONAL SUPPORT SERVICES FILE.

Press releases, training materials, printing requests, correspondence, graphic and design records, and media information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14054. OUTSIDE CORRESPONDENCE FILE.

Correspondence, meeting records, memorandums, and travel reimbursement records.

DISPOSITION INSTRUCTIONS: Destroy in office memorandums and travel reimbursement records after 2 years. Destroy in office remaining records after 4 years.

ITEM 14055. MASTER SCHEDULES FILE.

Master schedules of all courses taught at the Academy.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
DIRECTOR AND ASSISTANT DIRECTOR'S OFFICE**

ITEM 14039. ADMINISTRATIVE MANAGEMENT FILE.

Correspondence, memorandums, training materials, reports, and Academy history information. File includes organization charts, affirmative action records, job descriptions, and other related records concerning the operation of the academy.

DISPOSITION INSTRUCTIONS: Destroy in office job descriptions and organization charts when superseded or when administrative value ends, whichever occurs later. Destroy in office memorandums after 2 years. Transfer to the State Records Center remaining records when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14040. COUNCIL FILE.

Council/committee planning records, budget materials, correspondence, progress reports, oaths of office, and agendas. File includes other related records used in establishing the N.C. Justice Academy.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14041. CRIMINAL JUSTICE STANDARD COMMISSION FILE.

Meeting records, minutes, by-laws, administrative codes, organization plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14042. PART-TIME INSTRUCTORS FILE.

Biographical information concerning part-time instructors' qualifications.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
INFORMATION MANAGEMENT**

ITEM 14059. CLASS ROSTERS FILE.

Rosters listing name of student, address, and name of course taken and date.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14060. STUDENT REGISTRATION CARDS FILE.

Card file listing name, address, date of birth, unit address, education information, job title, and phone number of each student. File includes course information, number of hours taken, and type of certificate received.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

ITEM 14061. STUDENT REGISTRATION FILE.

Records listing each student's name, agency, address, date, phone number, and course information.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after student has completed course.

ITEM 14062. COURSE EVALUATION FORM FILE.

Records used to evaluate courses taught at the Academy. File includes suggestions for improvement and students' evaluation of instructors.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after evaluation is completed.

ITEM 14064. DIVISION OF CRIMINAL INFORMATION PRINTOUT FILE.

Copies of activity reports used to double-check student records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14065. INFORMATION MANAGEMENT CORRESPONDENCE FILE.

Interagency correspondence concerning programs and activities at the Academy. File includes correspondence with outside agencies and law enforcement personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 14066. MASTER SCHEDULE FILE.

Records concerning schedule of activities, date, number of students for the courses, hours taken, and type of certificate received. File includes information on personnel responsible for the course, and published/unpublished information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14067. BASIC TRAINING LAW ENFORCEMENT NOTEBOOKS FILE.

Records concerning instructors and students. File includes teaching outlines used by instructors and revisions made to the notebook file.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
INSTRUCTIONAL SUPPORT SERVICES
AUDIO-VISUAL**

ITEM 14106. AUDIO-VISUAL ORDER FILE.

Listings of audio-visual items ordered or purchased.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 14108. FILM CIRCULATION CARDS FILE.

Card file listing how many times a film has been used.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 35350. 16MM FILMS FILE.

16mm films used in the presentation of various criminal justice training programs. Amended 3-31-93

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35351. 35MM SLIDE/CASSETTE PROGRAMS FILE.

Programs used in the presentation of various criminal justice training courses. Amended 3-31-93

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35352. VIDEO TAPES FILE.

Tapes used in various criminal justice training programs. Amended 3-31-93

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
INSTRUCTIONAL SUPPORT SERVICES
LIBRARY**

ITEM 14097. COURSE NOTEBOOK FILE.

Original and revised manuals concerning courses taught and offered at the Academy.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14098. JUSTICE ACTIVITIES VERTICAL FILE.

Published information collected or received concerning criminal justice activities.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14099. PUBLISHER NOTICES FILE.

Yearly catalog information, annual reports, and notices concerning publishing of new books.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14101. CARD FILE.

Card file concerning documents and books that have been ordered.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after books have been received.

ITEM 14102. BOOK ORDER RECORDS FILE.

Records concerning books that have been ordered and were not in stock.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after books have been reordered and received.

ITEM 14103. INTERLIBRARY LOAN FILE.

Records concerning books borrowed from other libraries.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after books have been returned.

ITEM 14104. GOVERNMENT PRINTING OFFICE FILE.

Records concerning publications printed by the government.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
INSTRUCTIONAL SUPPORT SERVICES
PRINT SHOP**

ITEM 14109. PRINT SHOP SUBJECT FILE.

Equipment warranties and maintenance information, inventory sheets, production reports, equipment service receipts, scheduled courses, memorandums, and requisitions for supplies. File includes various files on original copy of forms, letterheads, and other material used as master copy for printing purposes.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 14110. OUTDATED FORMS FILE.

Old original copies of outdated forms previously used as master copy for printing.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.