

DEPARTMENT OF JUSTICE
NORTH CAROLINA JUSTICE ACADEMY
OFFICE OF THE ASSISTANT DIRECTOR
SPECIALIZED SHERIFF'S CENTER

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

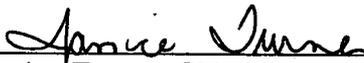
SPECIALIZED SHERIFF'S CENTER

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

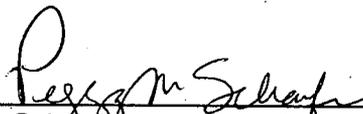
SPECIALIZED SHERIFF'S CENTER

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 This schedule is to remain in effect until superseded.

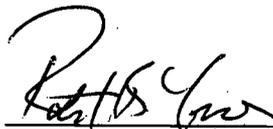
APPROVAL RECOMMENDED



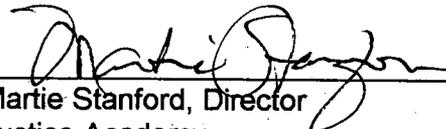
Janice Turner, Chief Records Officer
Department of Justice



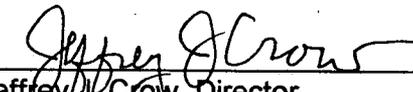
Peggy Schaefer, Training Manager
Specialized Sheriff's Center



Bob Yow, Assistant Director
Justice Academy

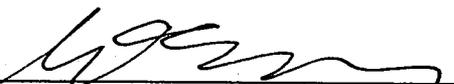


Martie Stanford, Director
Justice Academy

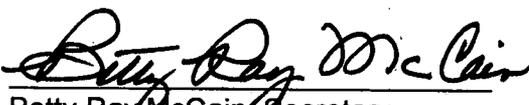


Jeffrey L. Crow, Director
Division of Archives and History

APPROVED



Michael F. Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

October 5, 1998

MS

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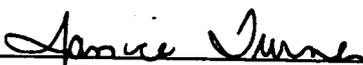
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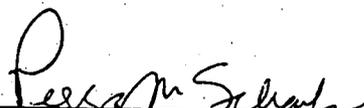
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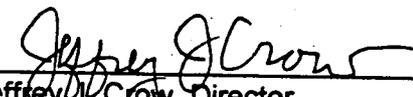
APPROVAL RECOMMENDED


Janice Turner, Chief Records Officer
Department of Justice


Peggy Schaefer, Training Manager
Specialized Sheriff's Center

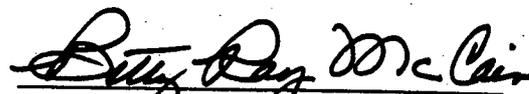

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

October 5, 1998

MS

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ITEM 14112. ADMINISTRATIVE FILE.

Records concerning the management and operation of the center. File includes reference copies of directives, departmental procedures, requests received from other state agencies and the general public concerning the Justice Academy, and other related records. File also includes correspondence concerning the Justice Academy.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14113. COURSE FILE.

Records concerning students' rosters, students pre-registered, students who attended classes, and course summary projections. File includes dates of classes, Commission Mandated Course Reports, student grades, class schedules, and other related records. (Comply with applicable provisions of G.S. 115C-402 regarding confidentiality of individual student records.)

DISPOSITION INSTRUCTIONS: Transfer copy of Commission Mandated Course Report to Criminal Justice Standards Division and Sheriff's Standards Division upon receipt. Destroy in office remaining records in accordance with rules of the Criminal Justice Standards Division and the Sheriff's Standards Division.

ITEM 14117. COURSE NOTEBOOK FILE.

Records concerning courses taught by Justice Academy instructor coordinators. File includes course outlines, training materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.