

DEPARTMENT OF JUSTICE  
NORTH CAROLINA JUSTICE ACADEMY  
OFFICE OF THE ASSISTANT DIRECTOR  
TRAFFIC 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

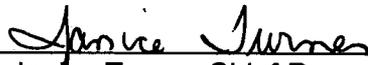
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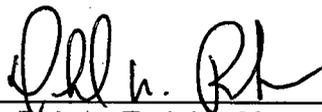
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

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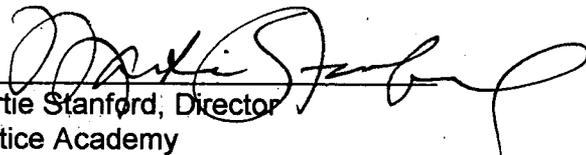
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

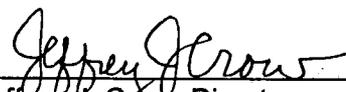
APPROVAL RECOMMENDED

  
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Janice Turner, Chief Records Officer  
Department of Justice

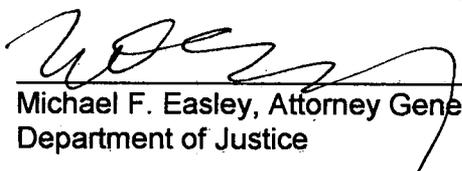
  
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Don Rabon, Training Manager  
Traffic Center

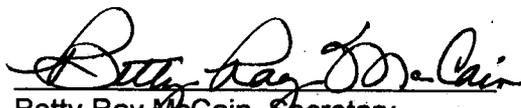
  
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Bob Yow, Assistant Director  
Justice Academy

  
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Martie Stanford, Director  
Justice Academy

  
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Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
Michael F. Easley, Attorney General  
Department of Justice

  
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Betty Ray McCain, Secretary  
Department of Cultural Resources

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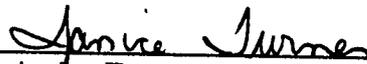
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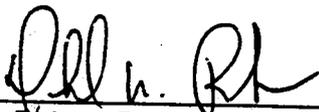
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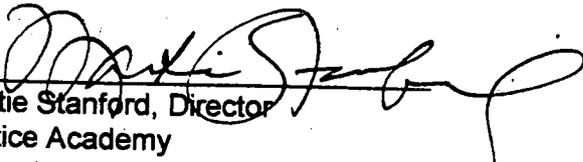
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Department of Justice



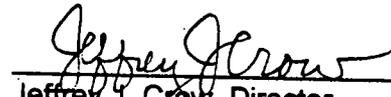
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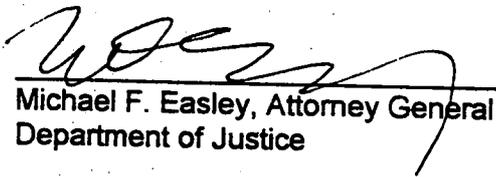


Martie Stanford, Director  
Justice Academy

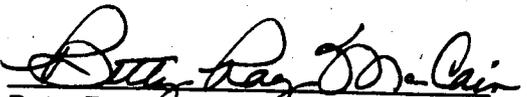


Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED



Michael F. Easley, Attorney General  
Department of Justice



Betty Ray McCain, 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.

September 30, 1998

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**ITEM 41731. 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 41733. 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 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 41734. COURSE NOTEBOOKS 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.