

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CORRECTIONS SECTION

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

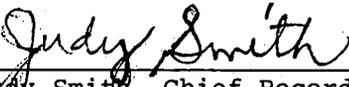
CORRECTIONS SECTION

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

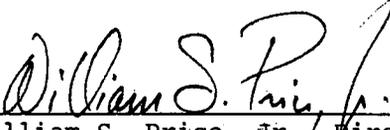
CORRECTIONS SECTION

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 This schedule is to remain in effect until superseded.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

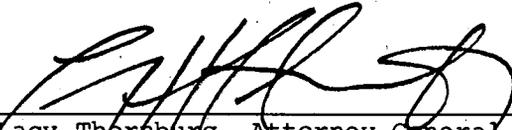


Judy Smith, Chief Records Officer
Department of Justice

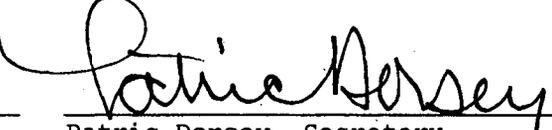


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Lacy Thornburg, Attorney General
Department of Justice



Patric Dorsey, Secretary
Department of Cultural Resources

March 15, 1991

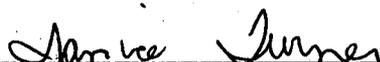
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CORRECTION SECTION

Amend the records retention and disposition schedule approved March 15, 1991, by adding new Items 37205 and 37207 as shown on substitute page dated January 3, 1996.

APPROVAL RECOMMENDED



Janice Turner, Chief Records Officer
Department of Justice



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Michael Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

January 3, 1996

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CORRECTION SECTION

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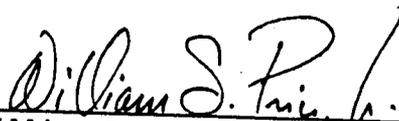
CORRECTION SECTION

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APPROVAL RECOMMENDED

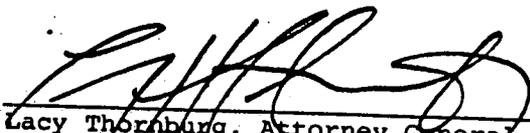


Judy Smith, Chief Records Officer
Department of Justice

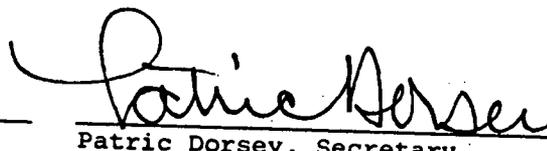


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Lacy 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.

March 15, 1991

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**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CORRECTION SECTION**

ITEM 3452. CIVIL RIGHTS CASES FILE.

Records concerning civil rights cases opened under Section 1983 of the Civil Rights Act. Each case file includes petitions, writs, judgments, transcripts, and other documents regarding the case.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after case is closed and when administrative value ends. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 3645. MULTIPLE CIVIL RIGHTS LITIGATIONS CASES FILE.

Records concerning multiple civil rights litigators (individuals filing three or more complaints within a 3 year period) cases opened under Section 1983 of the Civil Rights Act. Each case file includes petitions, writs, judgments, transcripts, and other documents regarding the case.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after case is closed and when administrative value ends. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 3646. STATE PERSONNEL CASES FILE.

Records concerning equal employment cases referred to the section by the Department of Correction. Each case file may include correspondence, complaints, briefs, information copies of personnel records of plaintiff, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after case is closed and when administrative value ends. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 14333. CIVIL RIGHTS CASES LISTING FILE.

Notebooks listing all civil rights cases opened by section attorneys since July 1, 1968. Information includes the name of each case, date case was opened, dates that specific actions were taken, and date case was closed.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 14334. CIVIL RIGHTS CASES INDEX CARD FILE.

Card file providing data concerning all civil rights cases processed by the Corrections Section. (File is arranged alphabetically by name of prisoner. Information for closed cases includes date each case was closed and date of transfer of case to the State Records Center.)

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 14337. STATE PERSONNEL CASES INDEX CARD FILE.

Card file providing data concerning all state personnel cases processed by Corrections Section. (Information for closed cases includes date each case was closed and date of transfer of case to the State Records Center.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 14339. CAPITAL CASE BOOKS FILE.

Notebooks concerning judgments and stays of executions for inmates on death row.

DISPOSITION INSTRUCTIONS: Item discontinued in accordance with G.S. 15-A.

ITEM 29717. ATTORNEY GENERAL'S CORRESPONDENCE FILE.

Inquiries addressed to the Attorney General and assigned to this section for response.

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response to the Central Files Section of the Office of the Attorney General when response has been completed.

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ITEM 29718. CRIMINAL BRIEFS FILE.

Briefs and other related records presented to the Supreme Court and Court of Appeals by counsel for the State in criminal action cases.

DISPOSITION INSTRUCTIONS: Destroy in office when legal and reference values end.

ITEM 29719. INFORMAL/ADVISORY LETTER OPINIONS FILE.

Informal/advisory letter opinions written by the section attorneys. File includes copies of the requests.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 37205. ACTIVE FORFEITURE FILE.

Records concerning all forfeiture cases. File includes correspondence and all legal working papers used in preparing and handling each case. Amended 1-3-96

DISPOSITION INSTRUCTIONS: Transfer to Closed Forfeiture File (Item 37207) when case is closed.

ITEM 37207. CLOSED FORFEITURE FILE.

Records concerning all closed forfeiture cases. File includes correspondence and all legal working papers used in preparing and handling each case. Amended 1-3-96

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.