

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION

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

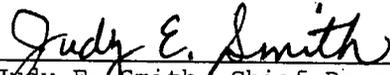
CRIMINAL JUSTICE STANDARDS DIVISION

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

CRIMINAL JUSTICE STANDARDS DIVISION

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 This schedule is to remain in effect until superseded.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

August 31, 1989

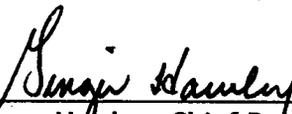
WCW

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

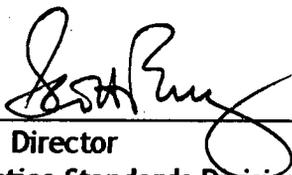
DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
DIRECTOR'S OFFICE

Amend the records retention and disposition schedule approved August 31, 1989 by amending Item 3504 as shown on substitute page dated October 30, 2003.

APPROVAL RECOMMENDED



Ginger Hawley, Chief Records Officer
Department of Justice



Scott Perry, Director
Criminal Justice Standards Division



Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED



Julia White, Chief of Staff
Department of Justice



Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 30, 2003

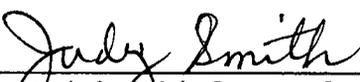
LDR

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION

Amend the records retention and disposition schedule approved August 31, 1989 by changing the disposition instructions for Items 2401, 13928, 13940, 13944, 13948, 13952, 13956, 13960, 13963, 13965 as shown on substitute page dated March 7, 1994.

APPROVAL RECOMMENDED

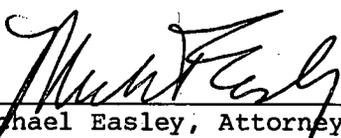


Judy Smith, Chief Records Officer
Department of Justice



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

APPROVED



Michael Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

March 7, 1994

MCC

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION

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

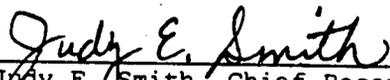
CRIMINAL JUSTICE STANDARDS DIVISION

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

CRIMINAL JUSTICE STANDARDS DIVISION

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.**

August 31, 1989

WCW

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
CORRECTIONS PROGRAM**

ITEM 2409. INACTIVE CRIMINAL JUSTICE CORRECTIONAL OFFICERS CERTIFICATION FILE.

Records concerning certification of correctional officers who have resigned, retired, or been dismissed. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, information regarding employment termination, and other related records. (Records concern those officers who separated while holding a probationary certification and those officers who separated with general or grandfather certification after having been purged from the Separated Criminal Justice Correctional Officers File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2410. DECEASED CRIMINAL JUSTICE CORRECTIONAL OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice correctional officers who have died. File includes reports of separation or death.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 2411. INACTIVE CRIMINAL JUSTICE YOUTH CORRECTIONAL OFFICERS CERTIFICATION FILE.

Records concerning certification of youth correctional officers who have resigned, retired, or been dismissed. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, information regarding employment termination, and other related records. (Records concern those officers who separated while holding a probationary certification and those officers who separated with general or grandfather certification after having been purged from the Separated Criminal Justice Youth Correctional Officers File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2412. DECEASED CRIMINAL JUSTICE YOUTH CORRECTIONAL OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice youth correctional officers who have died. File includes reports of separation or death.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 2413. INACTIVE CRIMINAL JUSTICE PROBATION/PAROLE OFFICERS CERTIFICATION FILE.

Records concerning certification of probation/parole officers who have resigned, retired, or been dismissed. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, information regarding employment termination, and other related records. (Records concern officers who separated while holding a probationary certification and officers who separated with general or grandfather certification after having been purged from the Separated Criminal Justice Probation/Parole File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2414. DECEASED CRIMINAL JUSTICE PROBATION/PAROLE OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice probation/parole officers who have died. File includes reports of separation or death.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
CORRECTIONS PROGRAM**

ITEM 2415. INACTIVE CRIMINAL JUSTICE COURT INTAKE OFFICERS CERTIFICATION FILE.

Records concerning certification of court intake officers who have resigned, retired, or been dismissed. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, information regarding employment termination, and other related records. (Records concern those officers who separated while holding a probationary certification and those officers who separated with general or grandfather certification after having been purged from the Separated Criminal Justice Court Intake Officers File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3536. INACTIVE PAROLE CASE ANALYSTS CERTIFICATION FILE.

Records concerning certification of parole case analysts who have resigned, retired, or been dismissed. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, information regarding employment termination, and other related records. (Records concern those officers who separated while holding a probationary certification and those officers who separated with general or grandfather certification after having been purged from the Separated Parole Case Analysts File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3735. INACTIVE PROBATION/PAROLE-SURVEILLANCE OFFICERS CERTIFICATION FILE.

Records concerning certification of surveillance officers who have resigned, retired, or been dismissed. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, information regarding employment termination, and other related records. (Records concern those officers who separated while holding a probationary certification and those officers who separated with general or grandfather certification after having been purged from the Separated Probation/Parole-Surveillance Officers File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3736. DECEASED PROBATION/PAROLE-SURVEILLANCE OFFICERS CERTIFICATION FILE.

Records concerning certification of probation/parole-surveillance officers who have died. File includes reports of separation or death.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13938. ACTIVE CRIMINAL JUSTICE CORRECTIONAL OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice correctional officers. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Criminal Justice Correctional Officers Certification File or Separated Criminal Justice Correctional Officers File, whichever is appropriate, when individual dies, transfers, or terminates service.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
CORRECTIONS PROGRAM**

ITEM 13942. ACTIVE CRIMINAL JUSTICE YOUTH CORRECTIONAL OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice youth correctional officers. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Criminal Justice Youth Correctional Officers Certification File or Separated Criminal Justice Youth Correctional Officers File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13946. ACTIVE CRIMINAL JUSTICE PROBATION/PAROLE OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice probation/parole officers. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Criminal Justice Probation/Parole Officers Certification File or Separated Criminal Justice Officers Probation/Parole Officers File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13950. ACTIVE CRIMINAL JUSTICE COURT INTAKE OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice court intake officers. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Criminal Justice Court Intake Officers Certification File or Separated Criminal Justice Court Intake Officers File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13953. DECEASED CRIMINAL JUSTICE COURT INTAKE OFFICERS CERTIFICATION FILE.

Records concerning certification of criminal justice court intake officers who have died. File includes reports of separation or death.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13954. ACTIVE PAROLE CASE ANALYSTS CERTIFICATION FILE.

Records concerning certification of parole case analysts. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Parole Case Analysts Certification File or Separated Parole Case Analysts File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13957. DECEASED PAROLE CASE ANALYSTS CERTIFICATION FILE.

Records concerning certification of parole case analysts who have died. File includes reports of separation or death.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
CORRECTIONS PROGRAM**

ITEM 13958. ACTIVE PROBATION/PAROLE-SURVEILLANCE OFFICERS CERTIFICATION FILE.

Records concerning certification of probation/parole-surveillance officers. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Probation/Parole-Surveillance Officers Certification File or Separated Probation/Parole-Surveillance Officers File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13961. ACTIVE PROBATION/PAROLE INTENSIVE OFFICERS CERTIFICATION FILE.

Records concerning certification of probation/parole intensive officers. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Probation/Parole Intensive Officers Certification File or Separated Probation/Parole Intensive Officers File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13964. INACTIVE PROBATION/PAROLE INTENSIVE OFFICERS CERTIFICATION FILE.

Records concerning certification of intensive officers who have resigned, retired, or been dismissed. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, information regarding termination of employment, and other related records. (Records concern those officers who separated while holding probationary certification, and those officers who separated with general or grandfather certification and have been purged from the Separated Probation/Parole Intensive Officers File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 13968. DECEASED PROBATION/PAROLE INTENSIVE OFFICERS CERTIFICATION FILE.

Records concerning certification of probation/parole intensive officers who have died. File includes reports of separation or death.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF JUSTICE
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CRIMINAL JUSTICE STANDARDS DIVISION
DIRECTOR'S OFFICE**

ITEM 2401. NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION (NCCJETSC) TAPES FILE.

Cassette tape recordings of NCCJETSC meetings. Amended 3-7-94

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 2402. NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION FILE.

Records concerning the NCCJETSC. File includes information regarding the Standards Committee, administrative procedures changes, expenses, commission and committee meetings, and other subjects. File also includes regulations and guidelines, expense reports, listings of members, letters of appointment, commission and committee agendas, and other

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3405. CORRESPONDENCE FILE.

Correspondence and memorandums written and received by the office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3504. NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION (NCCJETSC) MINUTES FILE.

Official copies of minutes of meetings of the NCCJETSC, which has the responsibility of developing and improving the capabilities of personnel within the state criminal justice system. File also includes agendas and copies of handouts. [Amended 10-30-03]

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s) for immediate transfer to the Archives.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
ELECTRONIC SPEED DETECTION PROGRAM**

ITEM 13971. ACTIVE OPERATORS AND INSTRUCTORS OF SPEED MEASURING INSTRUMENTS FILE.

Records concerning law enforcement officers certified to operate speed measuring instruments.

File includes certificates and reports of course completion.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Operators and Instructors of Speed Measuring Instruments File when certification expires.

ITEM 13972. INACTIVE OPERATORS AND INSTRUCTORS OF SPEED MEASURING INSTRUMENTS FILE.

Records concerning certification of law enforcement officers who have failed to renew their certification for speed measuring instruments at the end of their expiration dates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 13973. SPEED MEASURING INSTRUMENTS COURSE PRESENTATIONS FILE.

Completed reports and skill-test forms for training courses conducted by various institutions under standards established by the Criminal Justice Standards Division.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
LAW ENFORCEMENT PROGRAM**

ITEM 2416. INACTIVE LAW ENFORCEMENT OFFICERS CERTIFICATION FILE.

Records concerning certification of law enforcement officers who have resigned, retired, or been dismissed. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, information regarding termination of employment, and other related records. (Records concern those officers who separated while holding a probationary certification, and those officers who separated with general or grandfather certification and have been purged from the Separated Law Enforcement Officers

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2417. DECEASED LAW ENFORCEMENT OFFICERS CERTIFICATION FILE.

Records concerning certification of law enforcement officers who have died. File includes applications, information regarding past and present certification, training information, fingerprint cards, correspondence, reports of separation or death, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13962. ACTIVE LAW ENFORCEMENT OFFICERS CERTIFICATION FILE.

Records concerning certification of law enforcement officers. File includes applications, information regarding prior and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Separated Law Enforcement Officers File or Inactive Law Enforcement Officers Certification File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13966. FINGERPRINT CARDS FILE.

Fingerprint cards for law enforcement officer applicants who were not certified.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 13967. TRAINING COMPLETION FILE.

Training course completion reports for law enforcement officer applicants who were not certified.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
LOCAL CONFINEMENT PROGRAM**

ITEM 13926. ACTIVE LOCAL CONFINEMENT OFFICERS CERTIFICATION FILE.

Records concerning certification of local confinement officers. File includes applications, information regarding previous and present certification, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Separated Local Confinement Officers File or Inactive Local Confinement Officers Certification File, whichever is appropriate, when individual dies, transfers, or terminates service.

ITEM 13929. INACTIVE LOCAL CONFINEMENT OFFICERS CERTIFICATION FILE.

Records concerning certification of local confinement officers who have resigned, retired, or been dismissed. File includes applications, correspondence, fingerprint cards, information regarding previous and present certification, training information, reports of separation, and other related records. (Records concern those officers who separated while holding probationary certification, and those officers who separated with general or grandfather certification and have been purged from the Separated Local Confinement Officers File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 13930. DECEASED LOCAL CONFINEMENT OFFICERS CERTIFICATION FILE.

Records concerning certification of local confinement officers who have died. File includes applications, information regarding previous and present certification, training information, correspondence, fingerprint cards, reports of separation or death, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13931. FINGERPRINT CARDS FILE.

Fingerprint cards for local confinement officer applicants who were not certified.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 13932. TRAINING COMPLETION FILE.

Training course completion reports for local confinement officer applicants who were not

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE STANDARDS DIVISION
TRAINING PROGRAM**

ITEM 2418. ACCREDITATION OF SCHOOLS FILE.

Records concerning accreditation of schools throughout the state that provide law enforcement-related instruction. File includes accreditation notices, examination requests, copies of current examinations, and other related materials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2419. INACTIVE SCHOOL INSTRUCTORS FILE.

Records concerning school instructors who have not renewed their application. (All applications received and not approved as instructors are contained in a denied file or a hold file (which is pending documentation or signatures).)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 13969. ACTIVE SCHOOL INSTRUCTORS FILE.

Records concerning instructors of basic training programs for state law enforcement officers. File includes certifications, training documentation included with the applications, and other related records. (Files are separated as to probationary instructors, general instructors, artisan/practitioner instructors, and professional instructors.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive School Instructors File when certification expires.