

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SENIOR DEPUTY/CRIMINAL 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

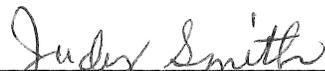
SENIOR DEPUTY/CRIMINAL DIVISION

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

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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 This schedule is to remain in effect until superseded.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



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

February 16, 1990

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ITEM 14512. ACTIVE CASES FILE

Records concerning active cases handled by the Senior Deputy. File includes criminal and civil cases assigned to the Senior Deputy.

DISPOSITION INSTRUCTIONS: Transfer to Closed Cases File when case or dispute is closed.

ITEM 14513. CLOSED CASES FILE

Records concerning closed and inactive cases handled by the Senior Deputy. File includes all criminal and civil cases assigned to Senior Deputy.

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 transferred to the custody of the Archives.

ITEM 14508. CORRESPONDENCE FILE

Correspondence written and received by the Senior Deputy concerning corrections, crime control, federal habeas, Medicaid fraud, police and law enforcement, prosecution-related matters, appellate matters, and other related matters. File includes requests for assistance, matters of concern to the public, opinions and non-opinions related to criminal law, and other related information. (Official copies of records are stored in Central Files.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14510. JUDICIAL STANDARDS COMMISSION FILE

Records concerning complaints and investigations of matters before the Judicial Standards Commission. File includes correspondence, complaints, investigative reports, hearing transcripts, decisions, appeal-related matters, and other related information. (Records are confidential and access is restricted by law.)

DISPOSITION INSTRUCTIONS: Return to Judicial Standards Commission upon completion of the inquiry.

ITEM 14509. LEGISLATIVE FILE

Information concerning criminal law matters coming before the General Assembly or proposed legislative changes that are not submitted to the General Assembly. File includes correspondence, working papers, proposed bills, drafts of legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14511. SPEECHES FILE

Speeches given by Senior Deputy. File includes notes and other related records. (Official copies are stored with Administrative Deputy/Press Secretary.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.