

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION

Program Records Retention and Disposition Schedule

The Program 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

SHERIFFS' 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 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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Justice and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Department of Justice hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the office is not authorized by the Department of Cultural Resources to destroy these records. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

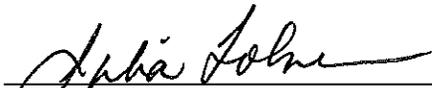
The Department of Justice and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Justice agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

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 This schedule is to remain in effect until superseded.

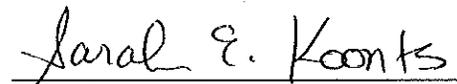
APPROVAL RECOMMENDED



Scarlett Hargis, Chief Records Officer
Department of Justice



Julia Lohman, Director
Sheriffs' Standards Division

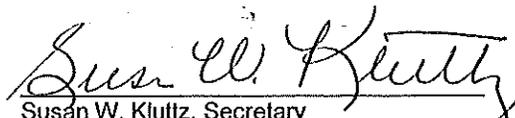


Sarah E. Koonts, Director
Division of Archives and Records



Roy Cooper, Attorney General
Department of Justice

APPROVED



Susan W. Kluttz, Secretary
Department of Cultural Resources

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
CERTIFICATION PROGRAM**

ITEM 31580. DENIALS OF JUSTICE OFFICER CERTIFICATION FILE

Records in paper and electronic formats concerning denied applications for justice officer certification as a deputy sheriff or jailer. These files are considered closed when minimum standard deficiency is resolved or period of denial has lapsed. File includes applications for certification, copies of high school diplomas or equivalent, personal history information, correspondence regarding training, court documents, fingerprint record cards, and other related materials. (Comply with applicable provisions of G.S. 126-22, 126-23, 126-24, and 153A-98 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently applications which have been denied. Transfer remaining paper records to the State Records Center when minimum standard deficiency is resolved or period of denial has lapsed. Records will be held for agency in the State Records Center for 5 additional years and then destroyed. Destroy in office electronic records when reference value ends.

ITEM 31581. REVOCATIONS OF JUSTICE OFFICER CERTIFICATION FILE

Records in paper and electronic formats concerning justice officers whose certification has been revoked as a deputy sheriff or detention officer. File includes applications for certification, copies of high school diplomas or equivalent, personal history information, correspondence regarding training, court documents, fingerprint record cards, and other related materials. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently certifications which have been indefinitely or permanently revoked. Transfer remaining paper records to the State Records Center 3 years after revocation ends. Records will be held for agency in the State Records Center for 5 additional years and then destroyed. Destroy in office electronic records when reference value ends.

ITEM 31582. SEPARATED/QUESTIONABLE RECORD JUSTICE OFFICERS FILE

Records in paper and electronic formats concerning separated justice officers for whom there is an indication of possible criminal misconduct or violation of commission mandate and for which some adverse action may be required.

DISPOSITION INSTRUCTIONS: Transfer paper records to appropriate certification file when issue is resolved. Transfer remaining records to the State Records Center after 3 years. Records will be held for agency in the State Records Center for an additional 5 years and then destroyed. Destroy in office electronic records when reference value ends.

ITEM 31583. SUSPENSIONS OF JUSTICE OFFICER CERTIFICATION FILE

Records in paper and electronic formats concerning former justice officers whose certification as a deputy sheriff or detention officer has been suspended. File includes applications for certification, copies of high school diplomas or equivalent, personal history information, correspondence regarding training, court documents, fingerprint record cards, and other related materials. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to appropriate certification file when deficiency is resolved or appointing agency requests reinstatement. Transfer paper records after 3 years to the State Records Center when the appointing agency terminates individual, or period of suspension has lapsed, Records will be held for agency in the State Records Center for 5 additional years and then destroyed. Retain in office permanently suspensions that are permanent. Destroy in office electronic records when reference value ends.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
CERTIFICATION PROGRAM**

ITEM 34284. CEASE AND DESIST ORDERS FOR JUSTICE OFFICER CERTIFICATION FILE

Records concerning justice officers who have not properly reported to the N.C. Sheriffs' Education and Training Standards Division. File includes cease and desist orders and reports of separation

DISPOSITION INSTRUCTIONS: Transfer to appropriate certification file in accordance with hiring agency's decision.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
DEPUTY SHERIFF CERTIFICATION PROGRAM**

ITEM 17094. ACTIVE DEPUTY SHERIFFS' CERTIFICATION FILE

Records concerning each deputy sheriff in each sheriff's department. File includes applications, prior and present certifications, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Deputy Separations File (Item 17095) when individual transfers, resigns, or terminates service.

ITEM 17095. DEPUTY SEPARATIONS FILE

Records in paper and electronic formats concerning the certification of deputy sheriffs who have separated from service while holding general certification or grandfather certification status and have been out of service for less than one year. File includes applications, prior and present certifications, training information and documentation, applications for awards, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy electronic records in office when reference value ends.

ITEM 17096. INACTIVE DEPUTY SEPARATIONS FILE

Records concerning the past certification of deputies who have resigned, retired, or been dismissed.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and Records transferred to Deputy Separations File (Item 17095).

ITEM 17097. DECEASED DEPUTY SHERIFFS' FILE

Records in paper and electronic formats concerning the past certification of deputy sheriffs who have died.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 3 years. Destroy electronic records in office when reference value ends.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
DETENTION OFFICER CERTIFICATION PROGRAM**

ITEM 17098. ACTIVE DETENTION OFFICER CERTIFICATION FILE

Records concerning detention officers in each sheriff's department. File includes applications, prior and present certifications, training information, fingerprint cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Detention Officer Separations File (Item 17099) when individual transfers or terminates service.

ITEM 17099. ACTIVE DETENTION OFFICER SEPARATIONS FILE

Records in paper and electronic formats concerning the certification of detention officers who have separated from service. File includes applications, prior and present certifications, training information and documentation, fingerprint cards, correspondence, separation reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center for 5 additional years and then destroyed. Destroy electronic records in office when reference value ends.

ITEM 17100. INACTIVE DETENTION OFFICER SEPARATIONS FILE

Records of past certification of detention officers who have resigned, retired, or been dismissed.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Detention Officer Separations File (Item 17099).

ITEM 17101. DECEASED DETENTION OFFICERS FILE

Records in paper and electronic formats of past certification of detention officers who have died.

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years. Destroy electronic records in office when reference value ends.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
EXECUTIVE BRANCH**

ITEM 17076. ADMINISTRATIVE CODE FILE

Records concerning portions of the North Carolina Administrative Code that concern the Sheriffs' Standards Division. File includes annotated superseded regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17077. NORTH CAROLINA SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION (NCSETSC) MINUTES FILE

Records concerning the minutes of meetings of the North Carolina Sheriff's Education and Training Standards Commission (NCSETSC), which has the responsibility of developing and improving the capabilities of personnel within the state's criminal justice system. File includes agendas and copies of handouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center a signed duplicate set of minutes including agendas and attachments after each meeting. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain permanently in office the original set of minutes, including agendas and attachments.

ITEM 17078. NORTH CAROLINA SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION (NCSETSC) TAPES FILE

Audiotapes of North Carolina Sheriffs' Education and Training Standards Commission (NCSETSC) meetings.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17079. NORTH CAROLINA SHERIFFS' EDUCATION AND TRAINING STANDARDS COMMISSION (NCSETSC) FILE

Records concerning commission activities. File includes listings of members, letters of appointments, copies of oaths of office, regulations and guidelines, and official business of the commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 17086. DIVISION OF CRIMINAL INFORMATION FILE

Records concerning user access to restricted criminal history information. File includes the Division of Criminal Information (DCI) Computerized Criminal History (CCH) Log.

DISPOSITION INSTRUCTIONS: Destroy in office after annual audit by DCI.

ITEM 49930. INACTIVE TELECOMMUNICATOR SEPARATION FILE

Records in paper and electronic formats concerning telecommunicators in agencies including, but not limited to, County Sheriffs, 911 Centers, Police Departments, and Coast Guard. File includes applications for certification, training documentation, fingerprint cards, copies of certificates, correspondence, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 concerning the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office electronic records when reference value ends.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
EXECUTIVE BRANCH**

ITEM 49931. DECEASED TELECOMMUNICATOR FILE

Records in paper and electronic formats concerning telecommunicators in agencies including, but not limited to, County Sheriffs, 911 Centers, Police Departments, and Coast Guard. File includes applications for certification, training documentation, fingerprint cards, copies of certificates, correspondence, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 concerning the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

ITEM 49932. ACTIVE TELECOMMUNICATOR FILE

Records in paper and electronic formats concerning telecommunicators in each agency. File includes applications for certification, training documentation, fingerprint cards, copies of certificates, correspondence, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Telecommunicator Separation File (Item 49930) or Deceased Telecommunicator File (Item 49931) as appropriate when individual transfers or terminates service.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
SHERIFFS' SUPPLEMENTAL PENSION FUND**

ITEM 17102. SHERIFFS' SUPPLEMENTAL PENSION FUND FILE

Records of individual recipients of the Sheriffs' Supplemental Pension Fund. Includes printouts listing individuals receiving the Sheriffs' Supplemental Pension and records of payments.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and when released from all audits.

ITEM 17103. SHERIFFS' SUPPLEMENTAL PENSION PRINTOUTS FILE

Printouts listing individuals receiving the Sheriffs' Supplemental Pension.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Sheriffs' Supplemental Pension File, Item 17102.

ITEM 17104. INACTIVE SHERIFFS' SUPPLEMENTAL PENSION FILE

Records of payments made to retired sheriffs.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Sheriffs' Supplemental Pension File, Item 17102.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' STANDARDS DIVISION
STATISTICAL DATA**

ITEM 17105. DIVISION OF CRIMINAL INFORMATION (DCI) STATISTICAL PRINTOUTS FILE

Records listing current numbers of certified deputies, detention officers, lateral transfers, separations, training completions, and professional and service awards.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 17106. MONTHLY STATISTICAL DATA FILE

Records of appointments; denials; suspensions; general certification; probationary certification; professional and service awards; detention officer tests; students in training; field audits; and grandfather, deputy, and detention officer certifications.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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

ITEM 17087. CERTIFICATION OF SCHOOLS FILE

Records concerning the accreditation of schools throughout the state that provide detention and telecommunicator certification training. File includes original application for accreditation, notice of accreditation approval, general correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive School Certification File (Item 31584) when accreditation is no longer approved/certified.

ITEM 17088. ACTIVE SCHOOL DIRECTORS/INSTRUCTORS FILE

Records concerning each director/instructor of a detention and telecommunicator certification course. File includes original applications, training documentation, letters granting certifications, copies of certificates, and other related records. (Files are separated as to limited lecturers, general detention officer instructors, and professional lecturers.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive School Directors/Instructors File (Item 17089) when certification expires and is not renewed.

ITEM 17089. INACTIVE SCHOOL DIRECTORS/INSTRUCTORS FILE

Records in paper and electronic formats of each former school director/instructor in the Training Program.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 6 years. Destroy in office electronic records when reference value ends.

ITEM 17090. PRE- AND POST-DELIVERY REPORTS AND EXAMINATIONS FILE

Records in paper and electronic formats concerning pre- and post-delivery reports submitted by institutions providing detention and telecommunicator certification courses. File includes final examination answer sheets, student course completions, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office electronic records when reference value ends.

ITEM 17091. EXAMINATIONS AND RELEASE AUTHORIZATIONS FOR SUPPLEMENTAL COURSES FILE

Records concerning release authorizations for each trainee. File includes examination answer sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 17092. PENDING FINGERPRINT CARDS FILE

Fingerprint cards for applicants who may be certified.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 17093. TRAINING COMPLETION FILE

Records concerning the training of sworn officers. File includes training course completion reports for deputy sheriffs' and jailers' applicants who were not certified.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Pre and Post-Delivery Reports and Examinations File (Item 17090).

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

ITEM 31584. INACTIVE SCHOOL ACCREDITATION FILE

Records in paper and electronic format concerning schools that are no longer accredited for certification training. File includes accreditation applications, inspection reports, correspondence related to the accreditation process.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 8 years. Destroy in office electronic records when reference value ends.

ITEM 31868. EXAMINATIONS FOR DETENTION AND TELECOMMUNICATOR CERTIFICATION COURSES FILE

Records concerning state administered certification courses. File includes examinations and key to answer sheets for the detention and telecommunicator certification course.

DISPOSITION INSTRUCTIONS: Retain in office permanently.