

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' 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

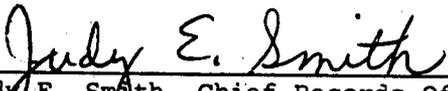
SHERIFFS' STANDARDS DIVISION

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 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

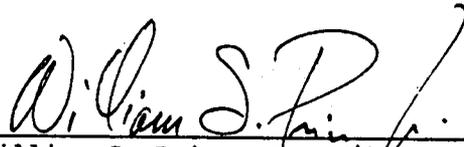
SHERIFFS' STANDARDS DIVISION

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 This schedule is to remain in effect until superseded.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

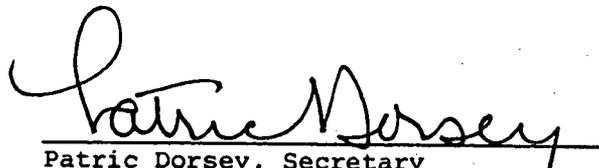


William S. Price, Jr., Director
Division of Archives and History

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.

April 26, 1991

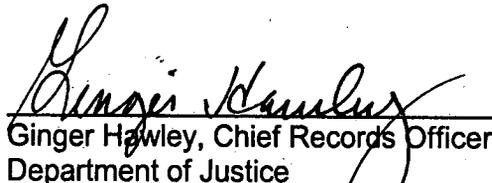
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
SHERIFFS' TRAINING AND STANDARDS DIVISION
DIRECTOR'S OFFICE

Amend the records retention and disposition schedule approved April 26, 1991 by changing the disposition instructions for Item 17077 as shown on substitute pages dated April 20, 2005.

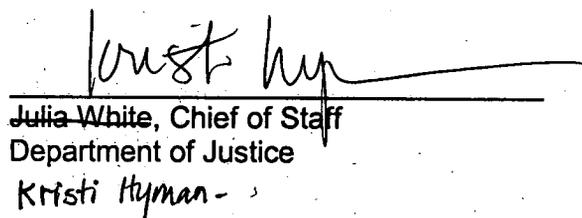
APPROVAL RECOMMENDED

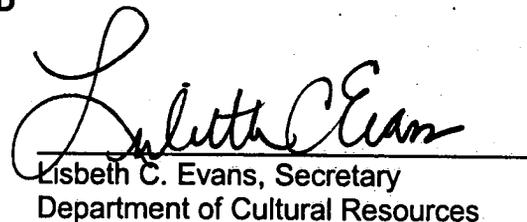

Ginger Hawley, Chief Records Officer
Department of Justice


Julia Lohman, Director
Sheriffs' Training and Standards Division


David Brook, Director
Division of Historical Resources

APPROVED


Julia White, Chief of Staff
Department of Justice
Kristi Hyman -


Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 20, 2005

RECEIVED
MAY 10 2005
SHERIFFS' TRAINING AND STANDARDS DIVISION
JCG

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

ITEM 31580. DENIALS OF JUSTICE OFFICER CERTIFICATION FILE.

Records concerning denied applications for justice officer certification as a deputy sheriff or jailer. 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 minimum standard deficiency is resolved or period of denial has lapsed. Retain in office permanently applications which have been denied permanently.

ITEM 31581. REVOCATIONS OF JUSTICE OFFICER CERTIFICATION FILE.

Records concerning justice officers whose certification has been revoked as a deputy sheriff or jailer. 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 after period of revocation has lapsed. Retain in office permanently certifications which have been revoked permanently.

ITEM 31582. SEPARATED/QUESTIONABLE RECORD JUSTICE OFFICERS FILE.

Records 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 to appropriate certification file when issue is resolved or maintain in office indefinitely.

ITEM 31583. SUSPENSIONS OF JUSTICE OFFICER CERTIFICATION FILE.

Records concerning former justice officers whose certification has been suspended as a deputy sheriff or jailer. 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 and appointing agency requests reinstatement, or appointing agency terminates individual, or period of suspension has lapsed. Retain in office permanently suspensions that are permanent.

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

Records concerning persons performing justice officer duties who have been ordered to cease and desist for not being properly reported to the N.C. Sheriffs' Education and Training Standards Division. Amended 3-14-94

DISPOSITION INSTRUCTIONS: Transfer to appropriate certification file when reporting requirement is satisfied by receipt of required paperwork or separation forms is received from hiring agency.

**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 Active Separations File or Inactive Deputy Separations File as appropriate when individual transfers, resigns, or terminates service.

ITEM 17095. ACTIVE SEPARATIONS FILE.

Records 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 to Inactive Deputy Separations File after 1 year.

ITEM 17096. INACTIVE DEPUTY SEPARATIONS FILE.

Records concerning the past certification of deputies who have resigned, retired, or been dismissed. Amended 3-14-94

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 17097. DECEASED DEPUTY SHERIFFS' FILE.

Records concerning the past certification of deputy sheriffs who have died.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 2 additional years and then destroyed.

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

ITEM 17076. ADMINISTRATIVE CODE FILE.

Portions of the North Carolina Administrative Code that concern the Sheriffs' Standards Division.
DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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

Minutes in paper and electronic formats of meetings of the 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. Amended 04/20/05.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. 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.

Cassette tapes of NCSETSC meetings.

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 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.
Amended 3-14-94

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 transferred to the custody of the Archives.

ITEM 17086. DIVISION OF CRIMINAL INFORMATION FILE.

Division of Criminal Information (DCI) newsletter, usage reports, and Computerized Criminal History (CCH) Log. File includes monthly printouts concerning training, fingerprint waivers, and general certification of deputies and jailers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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

ITEM 17098. ACTIVE JAILER CERTIFICATION FILE.

Records concerning jailers 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 Active Jailer Separations File or Inactive Jailer Separations File as appropriate when individual transfers or terminates service.

ITEM 17099. ACTIVE JAILER SEPARATIONS FILE.

Records concerning the certification of jailers who have separated from service while holding general certification or grandfather certification status and have been out of service less than one year. File includes applications, prior and present certifications, training information and documentation, fingerprint cards, correspondence, separation reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Jailer Separations File after 1 year.

ITEM 17100. INACTIVE JAILER SEPARATIONS FILE.

Records of past certification of jailers who have resigned, retired, or been dismissed. Amended 3-14-94

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 17101. DECEASED JAILERS FILE.

Records of past certification of jailers who have died.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 2 additional years and then destroyed.

**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.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 17103. SHERIFFS' SUPPLEMENTAL PENSION PRINTOUTS FILE.

Printouts listing individuals receiving the Sheriffs' Supplemental Pension.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17104. INACTIVE SHERIFFS' SUPPLEMENTAL PENSION FILE.

Records of payments made to retired sheriffs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**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, jailers, lateral transfers, separations, training completions, and professional and service awards.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 17106. MONTHLY STATISTICAL DATA FILE.

Records of appointments; denials; suspensions; general certification; probationary certification; professional and service awards; jailer tests; students in training; field audits; and grandfather, deputy, and jailer 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. ACCREDITATION OF SCHOOLS FILE.

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

DISPOSITION INSTRUCTIONS: Transfer to Inactive School Accreditation File when accreditation is no longer approved/certified.

ITEM 17088. ACTIVE SCHOOL DIRECTORS/INSTRUCTORS FILE.

Records concerning each director/instructor of a jailer 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 jailer instructors, and professional lecturers.) Amended 4-18-94

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.

Record of each former school director/instructor in the Training Program. Amended 3-14-94

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 17090. PRE- AND POST-DELIVERY REPORTS AND EXAMINATIONS - JAIL COURSE FILE.

Pre- and post-delivery reports submitted by institutions providing jailer certification courses. File includes final examination answer sheets, release authorization forms for each trainee, and other related records.

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 17091. EXAMINATIONS AND RELEASE AUTHORIZATIONS FOR SUPPLEMENTAL COURSES FILE.

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

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 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.

Training course completion reports for deputy sheriffs' and jailers' applicants who were not certified.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after date of examination or re-examination if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 31584. INACTIVE SCHOOL ACCREDITATION FILE.

Records of schools that are no longer accredited for jailer certification training.

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.

**DEPARTMENT OF JUSTICE
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SHERIFFS' STANDARDS DIVISION
TRAINING PROGRAM**

ITEM 31868. EXAMINATIONS FOR JAILER CERTIFICATION COURSE AND SUPPLEMENTAL FILE.

Examinations and key to answer sheets for the jailer certification course and deputy sheriffs' supplemental requirement for Basic Law Enforcement Training.

DISPOSITION INSTRUCTIONS: Retain in office permanently.