

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION

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

PRIVATE PROTECTIVE SERVICES 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.

The Department of Justice and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Justice agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

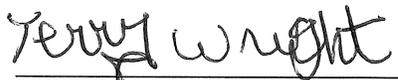
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **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**

PRIVATE PROTECTIVE SERVICES 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


Scarlette Hargis
Chief Records Officer


Terry Wright, Section Chief
Private Protective Services Section


David Brook, Director
Division of Historical Resources

APPROVED


Kristi Hyman, Chief of Staff
Department of Justice


Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 16628. ACTIVE LICENSEES FILE

Records concerning each licensee licensed by the Private Protective Services Board and Alarm Systems Licensing Board, including those licensees currently under suspension. File includes correspondence, applications for license, background investigation reports, letters of recommendation, and other related records. Data is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Licensees File (Item 16629) upon expiration or revocation of license.

ITEM 39696. ACTIVE REGISTER EMPLOYEES DATABASE (ELECTRONIC) FILE

Electronic records concerning certified armed, unarmed security officers, and/or alarm systems installers. Electronic file includes applicants' names, social security numbers, applicants' date of birth, types of permits issued, expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.) (Electronic database systems are maintained by Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Records transferred to the PPS2000 Database (Electronic) File (Item 48524).

ITEM 39697. ACTIVE REGISTER EMPLOYEES FILE

Records concerning individuals certified to be armed, unarmed security officers, and/or alarm systems installers, sales people, maintenance technicians, and monitoring station personnel. File includes correspondence, registration stubs, applications for registration or recertification, and other related records. Data is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Register Employees File (Item 3925) upon expiration or revocation of certification.

ITEM 28767. ALARM REGISTERED EMPLOYEES FILE

Applications received for registration of alarm systems installers, sales people, maintenance technicians, and monitoring station personnel. File includes correspondence, including e-mail, with applicant and section, requests for additional information, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Records transferred to Active Register Employees File (Item 39697).

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 39699. ALARM SYSTEMS LICENSING BOARD MINUTES FILE

Minutes in paper and electronic formats of the Alarm Systems Licensing Board. (Records dated August 1973-December 1994 previously microfilmed under Section Minutes File (Item 16626). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic records when reference value ends. Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the Archives microfilm vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed.

ITEM 48649. ALARM SYSTEMS LICENSING BOARD TRAINING FILE

Records concerning continuing education training courses conducted by approved instructors for licensees and registrants. File includes applications for training course approval, course outlines and lesson material, class rosters, correspondence, including e-mail, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office after 5 years of inactivity 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 33014. CLOSED UNLICENSED INDIVIDUALS FILE

Records concerning individuals who have made application for a Private Protective Services license but who have not been approved for a license due to a denial, withdrawal of an application, or other reasons. File includes correspondence, applications for licensure, background investigation reports, letters of recommendation, and other related records. Data is entered into the PPS2000 Database (Electronic) File (Item 48524).

DISPOSITION INSTRUCTIONS: Records transferred to Inactive Licensees File (Item 16629).

ITEM 35353. COMPANY FILE

Records concerning each licensed company. File includes compliance audit reports, quarterly temporary employee reports, correspondence, including e-mail, termination notices, probationary employee rosters, employee rehire rosters, employment security commission reports, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office after 3 years of inactivity 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 issued involved.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 39702. CONCEALED WEAPONS CARRY ENDORSEMENT DATABASE (ELECTRONIC) FILE

Electronic records concerning individuals authorized to carry concealed weapons in performance of Private Protective Services activities. Electronic file includes applicants' names, social security numbers, Private Protective Services endorsement numbers, registration expiration dates, conceal expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Records transferred to the PPS2000 Database (Electronic) File (Item 48524).

ITEM 39701. CONCEALED WEAPONS CARRY ENDORSEMENT FILE

Records in paper and electronic formats concerning individuals authorized to carry concealed weapons in performance of Private Protective Services activities. File includes applicants' names, social security numbers, Private Protective Services endorsement numbers, registration expiration dates, conceal expiration dates, and other related records. Data is entered into Concealed Weapons Carry Endorsement Database (Electronic) File (Item 39702). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Records transferred to the Active Registered Employees File (Item 39697).

ITEM 16625. CORRESPONDENCE FILE

Correspondence, including e-mail, memorandums, printed and published materials, and other related records used in managing the division. (Comply with applicable provisions of G.S. 132-1.4 regarding the confidentiality of criminal investigative records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer inactive non-confidential records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office confidential records after 5 years.

ITEM 28768. DENIALS OF REGISTRATION FILE

Registrations that have been denied. File includes registration applications, correspondence, including e-mail, with the applicant and the section, and denial letters. Data is entered into PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Records transferred to Inactive Register Employees File (Item 3925).

ITEM 39706. FIREARMS TRAINERS CERTIFICATE HOLDERS DATABASE (ELECTRONIC) FILE

Electronic records concerning individuals certified to be firearms trainers. Electronic file includes applicants' names, social security numbers, applicants' date of birth, types of permits issued, expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.) (Electronic database systems are maintained by Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Records transferred to the PPS2000 Database (Electronic) File (Item 48524).

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 16633. FIREARMS TRAINERS CERTIFICATE HOLDERS FILE

Records concerning individuals certified to provide firearms training to armed security personnel. File includes applications for trainer certification or recertification, correspondence, and other related records. Data is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Firearms Trainers Certificate Holders File (Item 48685) upon expiration or revocation of certification.

ITEM 16627. INACTIVE LICENSE PENDING APPLICATIONS FILE

Applications for licensure awaiting action by the Private Protective Services Board and/or Alarm Systems Licensing Board. File also includes copies of high school diplomas, background investigation reports, letters of recommendations, and other related records. Data is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Active Licensees File (Item 16628) or Inactive Licensees File (Item 16629) as appropriate when division action is completed.

ITEM 16629. INACTIVE LICENSEES FILE

Records concerning each licensee whose license has expired or has been revoked. File includes correspondence, applications for license, background investigation reports, letters of recommendation, transcripts of hearings or court proceedings (if applicable), and other related records. Data is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held in the State Records Center 5 additional years and then destroyed.

ITEM 3925. INACTIVE REGISTERED EMPLOYEES FILE

Records concerning individuals whose registration has expired or been revoked. File includes applications for registration or recertification, registration stubs, and other related records. (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held in the State Records Center 5 additional years then destroyed.

ITEM 48652. INACTIVE UNARMED TRAINERS CERTIFICATE HOLDERS FILE

Records concerning individuals certified to provide unarmed training to security personnel whose certification has expired or been revoked. File includes applications for trainer certification or recertification, correspondence, and other related records. Information is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Section 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

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

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 39707. INQUIRIES/INVESTIGATIONS FILE

Records concerning alleged illegal activities and/or violations of Private Protective Service Board Act and Alarm Systems Licensing Board Act. File includes copies of complaints, correspondence, including e-mail, investigative reports, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to Active Employees Register File (Item 39697), Active Licensee File (Item 16628), Firearms Trainers Certificate Holders File (Item 16633), and/or Unarmed Trainers Certificate Holders File (Item 48686) as appropriate after completion of action and resolution of issues involved. Destroy in office after 5 years remaining records 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 16630. LICENSEES CARD FILE

Cards listing names, addresses, and telephone numbers of each agency and licensee licensed by the Private Protective Services Board and Alarm Systems Licensing Board. (Records are no longer being created.) (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 10 years from date of records.

ITEM 39709. LICENSING DATABASE (ELECTRONIC) FILE

Electronic records concerning each license issued by the Private Protective Services Board and Alarm Systems Licensing Board. Electronic file includes names and addresses of licensees, social security numbers, license numbers, expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a and 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Records transferred to PPS2000 Database (Electronic) File (Item 48524).

ITEM 39710. NON-RESIDENT TEMPORARY PERMITS FILE

Temporary permits issued to individuals who hold a valid protective services license within another state. Permits list names and addresses of individuals and/or businesses, social security numbers, dates of birth, and other related data. Data is entered into PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 39712. OLEORESIN CAPSICUM (OC) SPRAY DATABASE (ELECTRONIC) FILE

Electronic records concerning individuals authorized to carry OC spray. Electronic file includes applicants' names, OC numbers, OC endorsement numbers, registration expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a and 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Records transferred to PPS2000 Database (Electronic) File (Item 48524).

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 39711. OLEORESIN CAPSICUM (OC) SPRAY FILE

Records concerning individuals authorized to carry OC spray in performance of Private Protective Services related activities. File includes applicants' names, OC numbers, OC endorsement numbers, registration expiration dates, and other related records. Data is entered into Oleoresin Capsicum (OC) Spray Database (Electronic) File (Item 39712). (Comply with applicable provisions of 5 USC Sec. 552 and 132.1-10 regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Records transferred to the Active Registered Employees File (Item 39697).

ITEM 48524. PPS2000 DATABASE (ELECTRONIC) FILE

Electronic records concerning each license, registration, and certification issued by the Private Protective Services Board and Alarm Systems Licensing Board. Electronic file includes names and addresses of licensees, registrants and certified trainers, social security numbers, license numbers, certification numbers, issuance and expiration dates, employers' information, and other related data. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.) (Electronic database system is maintained by the Department of Justice, Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 39715. PRIVATE PROTECTIVE SERVICES BOARD MINUTES FILE

Minutes of the Private Protective Services Board. (Records dated August 1973-December 1994 previously microfilmed under Section Minutes File (Item 16626). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the original signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel should contact Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be stored permanently in the Archives microfilm vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed.

ITEM 39716. PRIVATE PROTECTIVE SERVICES BOARD TRAINING DATABASE (ELECTRONIC) FILE

Electronic records concerning training sessions approved by Private Protective Services Board and conducted by approved agencies. Electronic file includes names of courses offered, class rosters, dates of training, training locations, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Records transferred to PPS2000 Database (Electronic) File (Item 48524).

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 48648. PRIVATE PROTECTIVE SERVICES BOARD TRAINING FILE

Records concerning training courses conducted by certified trainers for licensees, registrants, and certificate holders. File includes applications for training course approval, applications for individuals to attend training, course outlines and lesson material, class rosters, Pre and Post-Delivery Training Reports for firearms training, correspondence, including e-mail, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office after 5 years of inactivity 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 39717. PROPRIETARY SECURITY ORGANIZATIONS DATABASE (ELECTRONIC) FILE

Electronic records concerning proprietary security organizations registered in North Carolina. Electronic file includes names and addresses of businesses and contact persons. (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding confidentiality of records maintained on individuals.) (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Records transferred to the PPS2000 Database (Electronic) File (Item 48524).

ITEM 16632. PROPRIETARY SECURITY ORGANIZATIONS FILE

Records concerning proprietary security organizations registered in North Carolina. File includes applications and correspondence. Data is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years of inactivity. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 16626. SECTION MINUTES FILE

Microfilm and paper copies of all regular and special meetings of the division.

DISPOSITION INSTRUCTIONS: Transfer paper records concerning Alarm Systems Licensing Board minutes to Alarm Systems Licensing Board Minutes File (Item 39699) immediately. Transfer paper records concerning Private Protective Services Board minutes to Private Protective Services Board Minutes File (Item 39715) immediately. Destroy in office remaining paper records when reference value ends. Destroy in office microfilm copies. Return paper records currently being stored in the State Records Center to agency immediately.

ITEM 4093. UNARMED REGISTERED EMPLOYEES FILE

Records concerning employees of security companies registered pursuant to G.S. 74C-11 and 12 North Carolina Administrative Code 7D .0700. File includes applications for registration or recertification. Data is entered into the PPS2000 Database (Electronic) File (Item 48524) (Comply with applicable provisions of 5 USC Sec. 552a and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Records transferred to Active Registered Employees File (Item 39697).

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
TRAINING AND STANDARDS DIVISION
PRIVATE PROTECTIVE SERVICES SECTION**

ITEM 48651. UNARMED TRAINERS CERTIFICATE HOLDERS FILE

Records concerning individuals certified to provide unarmed training to security personnel. File includes applications for trainer certification or recertification, correspondence, and other related records. Information is entered into the PPS2000 Database (Electronic) File (Item 48524). (Comply with applicable provisions of 5 USC Section 552a and G.S. 132.1-10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Unarmed Trainers Certificate Holders File (Item 48652) upon expiration or revocation of certification.