

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the record 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

ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION

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

ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION

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 This schedule is to remain in effect until superseded.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



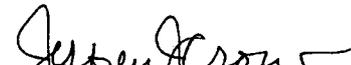
Linda Pulliam, Records Officer
State Bureau of Investigation



Darrell Carneal, Assistant Director
Administrative Services Division



Bryan E. Beatty, Director
State Bureau of Investigation



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Michael F. Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the record 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

ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION

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

ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION

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.

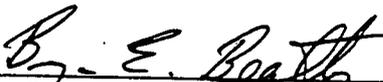
APPROVAL RECOMMENDED



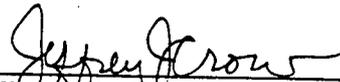
Linda Pulliam, Records Officer
State Bureau of Investigation



Darrell Cameal, Assistant Director
Administrative Services Division



Bryan E. Beatty, Director
State Bureau of Investigation

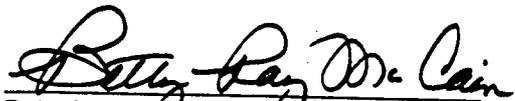


Jeffrey D. Crow, Director
Division of Archives and History

APPROVED



Michael F. Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

November 15, 1999

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.

MS

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION**

ITEM 12123. ASSET FORFEITURE RECORDS FILE.

Records concerning asset forfeiture sharing requests. File includes correspondence, applications, sharing vouchers, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 31201. LABORATORY ANALYSIS, RESTITUTIONS, AND SPECIAL FUND FILE.

Payments from defendants through the court system and returned State Bureau of Investigation Special Fund checks.

DISPOSITION INSTRUCTIONS: Transfer payments and special fund checks to Department of Justice, Office of the Attorney General, Financial Services Section, Special Investigations Special Funds Account File (Item 2359) upon receipt.

ITEM 37768. EXCISE TAX FILE.

Reference copies of report of arrest and/or seizure involving nontax paid (unstamped) controlled substances and counterfeit controlled substances forms (N.C. Department of Revenue BD-4 Form) required by G.S. 114-18.1 and 114-19 to be filed with the State Bureau of Investigation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 38556. ASSET FORFEITURE (ELECTRONIC) DATABASE FILE.

Machine readable records concerning asset forfeiture sharing requests. Electronic file includes names of counties, agents' names, types of properties seized, case file numbers, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Erase files from database immediately. Destroy in office magnetic tapes immediately.

ITEM 38557. CAPITAL PROJECTS FILE.

Records concerning funded capital projects. File includes reference copies of correspondence, memorandums, and other documentation related to project funding. File also includes blueprints for Crime Laboratory.

DISPOSITION INSTRUCTIONS: Retain in office blueprints permanently. Destroy in office remaining records when reference value ends.

ITEM 38579. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND ADMINISTRATIVE PROCEDURES (ELECTRONIC) DATABASE FILE.

Machine readable records concerning State Bureau of Investigation (SBI) policies and administrative procedures which include the administrative order system which is used to update SBI policies and all division procedures. Electronic file includes administrative order numbers, effective dates, subjects, original administrative orders, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer printed copy to State Bureau of Investigation (SBI) Policy and Administrative Procedures Notebooks File (Item 38580) upon receipt. Transfer backup records to an off-site location for backup storage and update periodically. Retain in office copy of magnetic disk permanently.

ITEM 38580. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND ADMINISTRATIVE PROCEDURES NOTEBOOKS FILE.

Printouts generated from State Bureau of Investigation (SBI) Policy and Administrative Procedures (Electronic) Database File (Item 38579). Printouts include administrative order numbers, administrative orders, effective dates, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
ADMINISTRATIVE SERVICES DIVISION
ADMINISTRATION**

ITEM 43121. STATE PROPERTY FIRE INSURANCE FUND (SPFIF) FILE.

Listing of State Bureau of Investigation (SBI) facilities and/or facility contents to be covered under SPFIF. File also includes Asset and Leased Asset SPFIF Listing (SPFIF 2020) with SBI additions and corrections filed with the Department of Insurance.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.