

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
ADMINISTRATIVE SERVICES DIVISION
CASE RECORDS MANAGEMENT SECTION

RECORDS RETENTION AND DISPOSITION SCHEDULE

**ORGANIZATIONAL NAME CHANGE and RECORDS RETENTION and DISPOSITION
SCHEDULE AMENDMENT**

An organizational name change and amendment(s) to this Records Retention and Disposition Schedule are hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from the Records Center Section to Case Records Management Section and amendment to Item 3597, as shown on substitute page dated November 4, 2003. 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

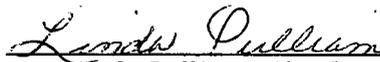
CASE RECORDS MANAGEMENT SECTION

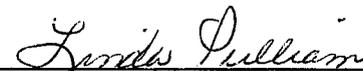
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records, including electronic records, not listed in the 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 This schedule is to remain in effect until superseded.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


Linda Pulliam, Chief Records Officer
State Bureau of Investigation


Linda Pulliam, Supervisor
Case Records Management Section


Lee Allen, Assistant Director
Administrative Services Division


Robin Pendergraft, Director
State Bureau of Investigation


Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED


Julia White, Chief of Staff
Department of Justice


Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 4, 2003

LDR

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ITEM 2425. INVESTIGATIVE CASES FILE.

Records concerning criminal investigations conducted by State Bureau of Investigation special agents. File includes case initial/identifications reports, investigative reports, polygraph reports, intrabureau correspondence, laboratory reports, final reports, and other related records. Case numbers, location of offense, dates of offense, type of crime, documentation on investigative activities, and other related data are entered into Investigative Cases Database (Electronic) File (Item 38124). (State Bureau of Investigation personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center. File is restricted by G.S. 132-1.4.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer closed cases to the State Records Center after 2 years. Records will be held for agency in the State Records Center 10 additional years and then microfilmed. Microfilmed paper records will be returned to the agency after microfilming for destruction. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault with restricted access and a duplicate copy of the microfilm will be sent to agency for permanent retention.

ITEM 2426. STATEWIDE EXAMINERS/AGENTS' POLYGRAPH REPORTS (MICROFILM) FILE.

Microfilmed reports concerning polygraph examinations conducted by agents/examiners stationed throughout the state. Reports list date of examination; name of examiner; type, location, and date of crime; and name, race, sex, date of birth, and address of victim and examinee, and other related data. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy microfilm in agency and security vault after 20 years.

ITEM 3573. CORRESPONDENCE (NOT ASSIGNED FILE NUMBER) FILE.

Correspondence received from citizens, prison inmates, agents, and district attorneys concerning matters which do not result in the assignment of file numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 3578. MOBILE LABORATORY CRIME SCENE SEARCH REPORTS AND WORKING PAPERS FILE.

Mobile Laboratory Crime Scene Search Reports. File includes name of requesting agency; location, date, and type of crime; name, race, sex, and date of birth of each victim and suspect; types of evidence seized; and name of mobile laboratory operator. File also includes memorandums or reports which provide details of each crime scene search. (File is restricted by G.S. 114-15.) (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy all records currently stored in the State Records Center 19 years from date received.

ITEM 3597. DISPOSITION OF CONTROLLED SUBSTANCES FILE.

Records concerning the disposition of controlled substances (drugs) seized by state and local law enforcement officers. File includes date controlled substances seized, from whom seized, description of substances, names of agencies disposing of substances, names of persons destroying substances, dates substances destroyed, names of witnesses of destruction, and other related records. Amended 11-4-03.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred. Microfilm records currently stored in State Record Center for security storage. Paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored for the agency in the vault after completion of microfilming and all quality control procedures. A duplicate copy of the microfilm will be purchased and retained by the agency. Retain microfilm in agency and vault permanently.

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ITEM 3608. INVESTIGATIVE CASES INDEX (MICROFILM) FILE.

Microfilmed card file concerning each investigative case opened during 1938-1978. Cards list names of victims, suspects, and/or subjects; case files or laboratory numbers; types of offenses; and locations and dates of offenses. (File provides index to Investigative Cases File (Item 2425) and Old Homicides Investigative Cases File (Item 3974). File is restricted by G.S. 132-1.4.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain copy of microfilm in agency and State Archives vault permanently.

ITEM 3613. NICKNAMES CARD INDEX (MICROFILM) FILE.

Microfilmed card file of nicknames used by criminal suspects between 1938-1978. Cards list types of offenses and file numbers. (File provides index to Investigative Cases File (Item 2425) and Old Homicides Investigative Cases File (Item 3974). File is restricted by G.S. 132-1.4.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain copy of microfilm in agency and State Archives vault permanently.

ITEM 3841. ANNUAL CASE STATISTICAL PRINTOUTS FILE.

Computer generated printouts of crime statistics compiled from computer runs. Statistical categories include breakdowns by county, types of crimes, names of agents and requesting agencies, disposition of cases, number of drug cases, and technical cases. (Records for this item are dated prior July 1, 1995 and are no longer being created.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center to be microfilmed for permanent storage in the State Archives vault. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault and a duplicate copy of microfilm will be sent to agency for permanent retention.

ITEM 3974. OLD HOMICIDES INVESTIGATIVE CASES FILE.

Microfilm copies of criminal case investigative files for the period 1938-1953. Each case contains initial reports, investigative reports, physical evidence reports, technical reports, confidential reports, and final reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 13998. MONTHLY CASE STATISTICAL (PRINTOUTS) FILE.

Computer printouts of monthly crime statistics. (Records for this item are dated prior July 1, 1995 and are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14012. AGENTS' SPECIAL FILE.

Memorandums and various correspondence for agents with personal identification numbers concerning matters for which no investigative case file number was assigned. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy records currently stored in the State Records Center 10 years from date received.

ITEM 14014. DRUGS AND NARCOTICS REFERENCE FILE.

Public records concerning drugs and narcotics. File includes reference materials regarding drug laws and legislation, drug arrest reports, newspaper clippings, and printed and published governmental reports concerning narcotics matters. File also includes old drug statistics and working papers used in compiling the reports. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center to the custody of the Archives 20 years from date received.

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ITEM 14034. SEMIANNUAL DRUG (PRINTOUTS) FILE.

Computer generated printouts listing drug information abstracted from a secondary computer database. Printouts list types of drugs or narcotics, disposition of drugs or narcotics, names of agents, number of drug cases, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14036. CRIME-RELATED SUBJECTS PRINTOUTS FILE.

Computer generated printouts concerning special requests for the Records Section. File concerns various crime-related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14038. SPECIAL OPERATIONS DIVISION (SOD) FILE.

Investigative records received from SOD. (File is restricted by G.S. 132-1.4) (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy records currently stored in the State Records Center 5 years from date received.

ITEM 16594. INVESTIGATIVE REPORTS WITH NO ASSIGNED NUMBERS FILE.

Records concerning investigations conducted by agencies which did not result in assignment of a case number. File includes case initial/identification reports, investigative reports, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 38124. INVESTIGATIVE CASES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning criminal investigations conducted by State Bureau of Investigation Special Agents. Electronic file includes case numbers, dates of offenses, locations, names of requesting agencies, and other related data. (File is restricted by G.S. 132-1.4. This is an essential agency record.) (File maintenance and backup procedures are conducted by the State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 38125. INVESTIGATIVE CASES INDEXED (PRINTOUTS) FILE.

Computer generated printouts produced from Investigative Cases Database (Electronic) File (Item 38124). Printouts list case numbers, dates of offenses, locations, names of requesting agencies, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 38126. INVESTIGATIVE (KEYPUNCH) DATA CARD FILE.

Card file concerning investigative cases opened during 1969-1978. Cards list case numbers, names of counties, names of victims/suspects, month and year cases opened, and other related data. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 39484. STATE BUREAU OF INVESTIGATION (SBI) INVESTIGATIVE REPORT WRITING MANUAL DATABASE (ELECTRONIC) FILE.

Machine readable records concerning established guidelines for reporting investigative activities conducted by Bureau Agents. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer printed copy to State Bureau of Investigation (SBI) Investigative Report Writing Manual (Notebook) File (Item 39485), Bureau Agents, and other designated individuals upon receipt. Transfer backup records to an off-site location for backup storage and update routinely. Retain in office remaining records permanently.

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ITEM 39485. STATE BUREAU OF INVESTIGATION (SBI) INVESTIGATIVE REPORT WRITING MANUAL (NOTEBOOK) FILE.

Printouts generated from State Bureau of Investigation (SBI) Investigative Report Writing Manual Database (Electronic) File (Item 39484). Printouts include guidelines for reporting investigative activities.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.