

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
HUMAN RESOURCES

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

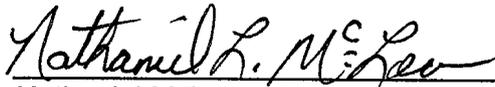
**HUMAN RESOURCES**

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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

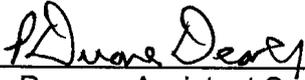
**HUMAN RESOURCES**

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 This schedule is to remain in effect until superseded.

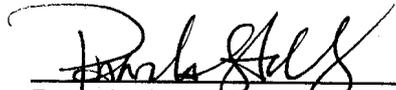
**APPROVAL RECOMMENDED**



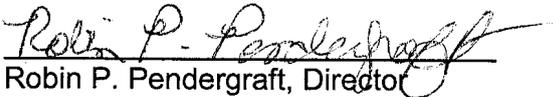
Nathaniel McLean, Chief Records Officer  
State Bureau of Investigation



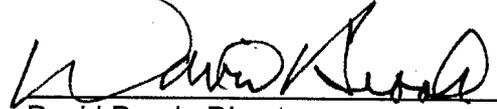
P. Duane Deaver, Assistant Special Agent in Charge  
~~Training Section~~ *Human Resource Section*



Pamela J. Tully, Assistant Director  
Administrative Services Division



Robin P. Pendergraft, Director  
State Bureau of Investigation



David Brook, Director  
Division of Historical Resources

**APPROVED**



Kristi Hyman, Chief of Staff  
Department of Justice



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
HUMAN RESOURCES SECTION**

**ITEM 40207. APPLICANTS' BACKGROUND INVESTIGATIONS REPORTS FILE.**

Records concerning background investigations conducted on applicants for pre-employment purposes. File includes investigative reports containing criminal history, credit history, work history, military history, driving and vehicles registration data, educational and training credentials, previous employer performance data, 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 paper records to the State Records Center 5 years after termination of service to be scanned and returned to the agency. The digital images will be converted to 16 mm microfilm for storage in the Archives security vault and destroyed after 75 years. A copy of the digital images will be purchased by the agency. Destroy digital images in agency after 75 years. Destroy in office returned paper records immediately.

**ITEM 44159. EMPLOYEES MEDICAL FILE.** Records concerning medical status of State Bureau of Investigation (SBI) sworn agents. File includes incoming and outgoing correspondence, memorandums, medical reports, 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 paper records to the State Records Center 5 years after termination of service to be scanned and returned to the agency. The digital images will be converted to 16 mm microfilm for storage in the Archives security vault and destroyed after 75 years. A copy of the digital images will be purchased by the agency. Destroy digital images in agency after 75 years. Destroy in office returned paper records immediately.

**ITEM 7019. PRE-EMPLOYMENT FILE.** Records concerning applicants/employees pre-employment. File includes sensitive information on polygraph tests, psychological evaluations, and physical/medical examinations pertaining to pre-employment. File also includes correspondence, physician reports, medical history statements (F-1), personal history supplemental reports, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of records.)

**DISPOSITION INSTRUCTIONS:** Transfer paper records to the State Records Center 5 years after termination of service to be scanned and returned to the agency. The digital images will be converted to 16 mm microfilm for storage in the Archives security vault and destroyed after 75 years. A copy of the digital images will be purchased by the agency. Destroy digital images in agency after 75 years. Destroy in office returned paper records immediately.