

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

**TRAINING 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. **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**

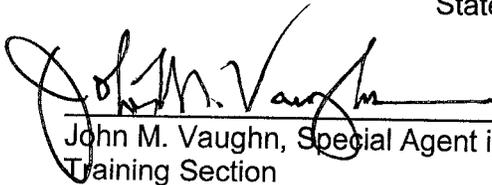
**TRAINING SECTION**

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 This schedule is to remain in effect until superseded.

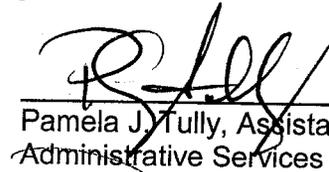
**APPROVAL RECOMMENDED**



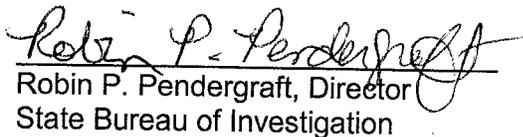
Nathaniel McLean, Chief Records Officer  
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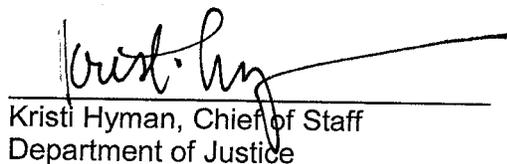


Robin P. Pendergraft, Director  
State Bureau of Investigation



David Brook, Director  
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**APPROVED**



Kristi Hyman, Chief of Staff  
Department of Justice



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

March 19, 2008

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**ITEM 16688. SCHOOLS AND SEMINARS FILE.** Records concerning in-service training conducted by the State Bureau of Investigation (SBI) training staff for SBI personnel. File includes printouts produced from Training and Career Development (Printouts) File (Item 38515), names of courses and seminars offered, and other related records. File also includes data on specialized schools and other types of schools. (Employees' names and information, names of courses taken, seminar attended, dates attended, location, and other related data entered into Training and Career Development (Database) Electronic File (Item 38514).)

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently stored in the State Records Center 10 years from date received.

**ITEM 16689. ACTIVE EMPLOYEES TRAINING RECORDS FILE.** Records in paper and electronic formats concerning training received by each sworn and non-sworn State Bureau of Investigation employee. File includes forms listing dates of training, credit hours received, and locations of training received; supporting documentation for training received; and other related records. File also includes firearms training records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

**DISPOSITION INSTRUCTIONS:** Print and interfile electronic records with related paper records. Destroy in office electronic versions of records when employee terminates service. Transfer paper records to Inactive Employees Training Records File (Item 16690) when employee terminates service.

**ITEM 16690. INACTIVE EMPLOYEES TRAINING RECORDS FILE.** Records concerning training received by each sworn and non-sworn former State Bureau of Investigation employee. File includes forms listing dates of training, credit hours received, and locations of training received; supporting documentation for training received; and other related records. File also includes firearms training records. (Comply with applicable provisions of 5 U.S.C. § 552a regarding confidentiality of records maintained on individuals.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 15 years. Destroy records currently stored in the State Records Center 10 years from date received.

**ITEM 38505. AGENT EQUIPMENT DATABASE (ELECTRONIC) FILE.** Electronic records concerning equipment issued to State Bureau of Investigation agents. File includes listing of all equipment assigned to individual agents for professional use. (File maintenance and backup procedures are conducted by the Department of Justice Information Technology Division).

**DISPOSITION INSTRUCTIONS:** Update in office routinely. Destroy in office when superseded or obsolete.

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**ITEM 38510. STATE BUREAU OF INVESTIGATION ACADEMY LESSON**

**DATABASE (ELECTRONIC) FILE.** Electronic records concerning basic training received by agency trainees. File includes drafts of lesson plans, listing of course objectives, course outlines, names of courses, names of course preparer, and other related data. File also includes backup records.

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

**ITEM 38511. STATE BUREAU OF INVESTIGATION ACADEMY LESSON MASTER**

**FILE.** Records concerning basic training received by agency trainees. File includes names of courses, names of preparers and dates courses prepared, instructional and test materials, reference data, and other related records. (Names of courses, names of preparers and dates courses prepared, and other related data entered into State Bureau of Investigation Academy Lesson Database (Electronic) File (Item 38510).)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 38512. STATE BUREAU OF INVESTIGATION ACADEMY LESSON**

**(PRINTOUTS) MANUAL FILE.** Printouts produced from State Bureau of Investigation Academy Lesson Electronic (Database) File (Item 38510). Printouts list lesson plans, course objectives, names of preparers, names of courses, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to State Bureau of Investigation Academy Lesson Master File (Item 38511) upon receipt.

**ITEM 38513. STATE BUREAU OF INVESTIGATION SPECIAL AGENT ACADEMY**

**FILE.** Records concerning basic training received by special agent trainees. File includes agents' field training records, instructional materials, copies of tests, all data pertaining to academy sessions, 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 to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

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**Item 38514. TRAINING AND CAREER DEVELOPMENT DATABASE (ELECTRONIC) FILE.** Electronic records concerning specialized training conducted by State Bureau of Investigation (SBI) and outside sources training staff for SBI personnel. File includes names of courses offered, class roster, career development training transcripts, and other related data. File also includes data entered from Schools and Seminars File (Item 16688.) (File maintenance and backup procedures are conducted by the Division of Criminal Information (DCI).) (Comply with applicable provisions of 5 U.S.C. § 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when obsolete or superseded.

**Item 38515. TRAINING AND CAREER DEVELOPMENT (PRINTOUTS) FILE.** Printouts produced from Training and Career Development Database (Electronic) File (Item 38514). Printouts list names of courses, employees' names and numbers, dates of training, credit hours received, and other related data. (Comply with applicable provisions of 5 U.S.C. § 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to Schools and Seminars File (Item 16688) immediately.

**ITEM 48177. AGENT EQUIPMENT (PRINTOUTS) FILE.** Printouts produced from Agent Equipment Database (Electronic) File (Item 38505). Records concerning equipment issued to State Bureau of Investigation agents. Printouts list all equipment assigned to individual agents for professional use.

DISPOSITION INSTRUCTIONS: Destroy in office when obsolete or superseded.