

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
ADMINISTRATIVE SERVICES DIVISION
TRAINING AND INVESTIGATIVE SUPPORT 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

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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.

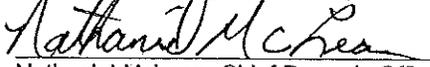
The Department of Justice and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or 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.

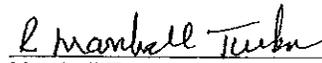
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 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

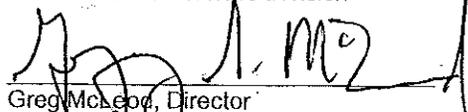
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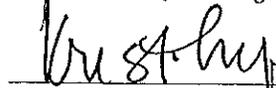
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

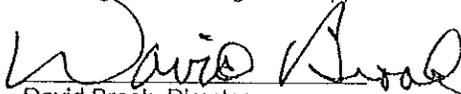

Nathaniel McLean, Chief Records Officer
State Bureau of Investigation

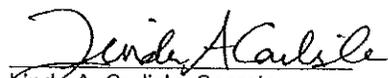

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APPROVED

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ITEM 16688. SCHOOLS AND SEMINARS FILE.

Records in paper and electronic formats, including e-mail, 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, seminars attended, dates attended, locations, and other related data entered into Training and Career Development (Database) Electronic File (Item 38514).)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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 remaining paper records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 30 additional years and then destroyed. Destroy in office remaining electronic records when reference value ends. Destroy paper records currently stored in the State Records Center 30 years from date of record.

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 USC Sec. 552a regarding 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 30 additional years and then destroyed. Destroy records currently stored in the State Records Center 35 years from date of record.

ITEM 38505. AGENT EQUIPMENT DATABASE (ELECTRONIC) FILE.

Electronic records concerning equipment issued to State Bureau of Investigation agents. Electronic file includes listing of all equipment assigned to individual agents for professional use.

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

ITEM 38510. STATE BUREAU OF INVESTIGATION ACADEMY LESSON DATABASE (ELECTRONIC) FILE.

Electronic records concerning basic training received by agency trainees. Electronic 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. Print electronic records and transfer to the State Bureau of Investigation Academy Lesson Master File (Item 38511). Destroy in office electronic records when reference value ends.

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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: Records transferred to the State Bureau of Investigation Special Agent Academy File, (Item 38513).

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: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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 remaining non-confidential paper records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 30 additional years and then transferred to the custody of the Archives. Transfer records currently in the State Records Center 30 years after date of record to the custody of the Archives.

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. Electronic 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). (Comply with applicable provisions of 5 U.S.C. 55a 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: Item discontinued. Records transferred to Schools and Seminars File (Item 16688)

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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.