

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
CHIEF INVESTIGATOR DIVISION
INTELLIGENCE AND TECHNICAL SERVICES SECTION

Records Retention and Disposition Schedule

The 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

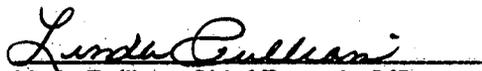
INTELLIGENCE AND TECHNICAL SERVICES SECTION

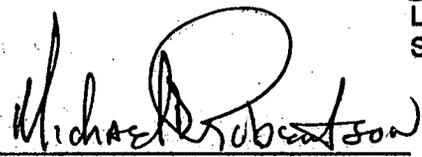
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 machine readable records not listed in this schedule are not authorized to be destroyed. The

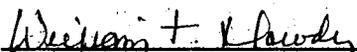
INTELLIGENCE AND TECHNICAL SERVICES SECTION

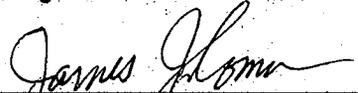
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

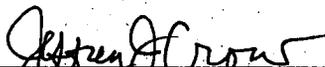
APPROVAL RECOMMENDED


Linda Pulliam, Chief Records Officer
State Bureau of Investigation

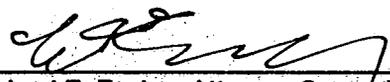

Michael D. Robertson, Special Agent In-Charge
Intelligence and Technical Services Section

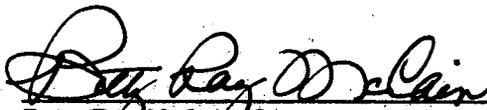

Bill Dowdy, Chief Investigator
Chief Investigator Division


James J. Coman, 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



North Carolina Department of Justice
State Bureau of Investigation

James J. Coman
Director

Edd Hunt
Assistant Director
Program Management

- Accreditation
- Inspections
- Training
- Planning Research

Charles Overton
Assistant Director
Field Operations

- District Operations
- Financial Crimes Investigations
- Diversion & Environmental Crimes Unit
- Investigative Grand Jury
- Task Force OCDETF Violent Crime
- Special Response Team
- Hostage Negotiators

Ray Eastman
Assistant Director
Field Support

- NC D.A.R.E.
- SE Regional DARE Training Center
- Air Wing
- State Property Investigations
- Marjuana Eradication Program
- Coordinate Major Arson Investigations
- Emergency Management Liaison
- Community Relations & Crime Prevention

Bill Matthews
Assistant Director
Crime Laboratory

- Latent Evidence
- Western Lab
- Documents
- Drug Chemistry
- Serology
- Trace Evidence
- Fibers
- Evidence Control
- Clerical Services

Ron Hawley
Assistant Director
Criminal Information

- OCI Administration
- Data Processing
- Identification
- Crime Reporting & Field Services
- Computer Operations
- Telecommunications

Darrell Carnal
Assistant Director
Administrative Services

- SBI Support Services
- SBI Budget
- SBI Personnel

Bill Dowdy
Chief Investigator

- Internal Affairs
- Corruption Investigations
- Police Shootings Excessive Force Custody
- Judicial Standards
- Intelligence & Technical Services Section
- Records Center

Doc Hoggard
Assistant Director
Private Protective Services

- Alum Board
- Private Protective Services Board

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
CHIEF INVESTIGATOR DIVISION
INTELLIGENCE AND TECHNICAL SERVICES SECTION

Records Retention and Disposition Schedule

The 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

INTELLIGENCE AND TECHNICAL SERVICES 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 machine readable records not listed in this schedule are not authorized to be destroyed. The

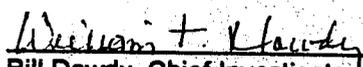
INTELLIGENCE AND TECHNICAL SERVICES SECTION

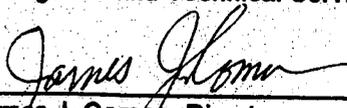
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

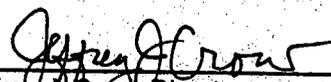
APPROVAL RECOMMENDED


Linda Pulliam, Chief Records Officer
State Bureau of Investigation

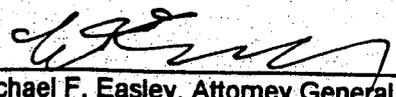

Michael D. Robertson, Special Agent In-Charge
Intelligence and Technical Services Section

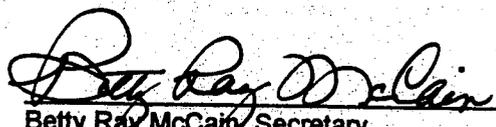

Bill Dowdy, Chief Investigator
Chief Investigator Division


James J. Coman, 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

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.

March 20, 1997

MS

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
CHIEF INVESTIGATOR DIVISION
INTELLIGENCE AND TECHNICAL SERVICES SECTION**

ITEM 3190. GOVERNOR'S SECURITY FILE.

Records concerning security provided by the State Bureau of Investigation (SBI) for the governor. File includes travel itineraries, governor's schedules, travel arrangement records, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16618. PHOTOGRAPHY WORK ORDER REQUESTS FILE.

Requests received for work to be performed by the photography laboratory. File also includes photography work order request forms, copy camera logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 16619. PHOTOGRAPHY LABORATORY NEGATIVE FILM FILE.

Negatives and contact sheets of photographs made during investigations. File also includes negatives of various State Bureau of Investigation (SBI) personnel (past and present).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 16673. HAZARDOUS DEVICES UNIT REPORTS FILE.

Reports concerning disposal of explosive devices. Reports also list data on each bomb call answered and status of action taken. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is closed, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 16710. NORTH CAROLINA CRIMINAL INFORMATION EXCHANGE (NCCIX) FILE.

NCCIX bulletins and related correspondence which provides for the exchange of criminal information from law enforcement agencies throughout North Carolina and neighboring states.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16728. SUPERVISOR'S CORRESPONDENCE FILE.

Reference copies of correspondence prepared for division supervisor's signature.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16729. INTELLIGENCE FILE.

Records concerning actual or suspected criminal activity or personalities. File includes correspondence, statistical reports, requests received for statistics, and other related records. (File is restricted by G.S. 114-15.) (Comply with Federal Regulations 28 CFR 23.2.)

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 16730. FEDERAL GRANT FUNDS FILE.

Federal grants awarded for the investigation of arson, drug intelligence, and drug traffic cases.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 16731. DATA SHEETS FOR MAJOR CRIMINALS FILE.

Fliers for wanted criminals distributed to agents and law enforcement officers for identification purposes. File also includes mailing lists and intelligence bulletins.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
CHIEF INVESTIGATOR DIVISION
INTELLIGENCE AND TECHNICAL SERVICES SECTION**

ITEM 39767. ELECTRONIC CORRESPONDENCE (E-MAIL) FILE.

Machine readable records received and transmitted electronically as "electronic mail" or "e-mail" messages and containing information of value or evidence of the section administration, management, operations, activities, and business. Electronic mail messages also includes transmission and data receipts.

DISPOSITION INSTRUCTIONS: Transfer paper copy upon receipt to appropriate records series file. Destroy in office in accordance with that records series file's disposition instructions.

ITEM 39769. INVESTIGATIVE CASES FILE.

Records concerning each investigation conducted by State Bureau of Investigation (SBI) special agents. File includes reference copies of initial reports, investigative reports, intrabureau correspondence, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after case is closed if no litigation, claim, audit, or official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 39776. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning agents' daily activities. Electronic file includes names of agents, numbers of hours worked, mileage driven, arrest reports, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).) (Portions of file are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.