

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIVISION OF CRIMINAL INFORMATION
IDENTIFICATION 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

IDENTIFICATION SECTION

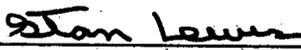
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

IDENTIFICATION SECTION

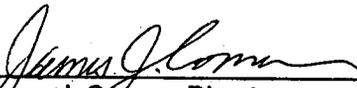
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

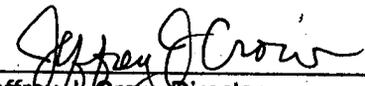
APPROVAL RECOMMENDED


Linda Pulliam, Chief Records Officer
State Bureau of Investigation

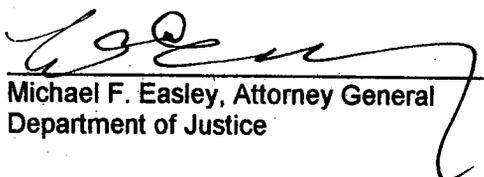

Stan Lewis, Supervisor
Identification Section

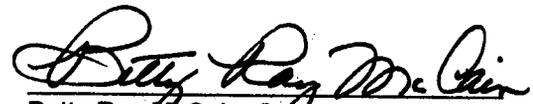

Ronald P. Hawley, Assistant Director
Division of Criminal Information


James J. Coman, Director
State Bureau of Investigation


Jeffrey D. Crow, Director
Division of Archives and History

APPROVED

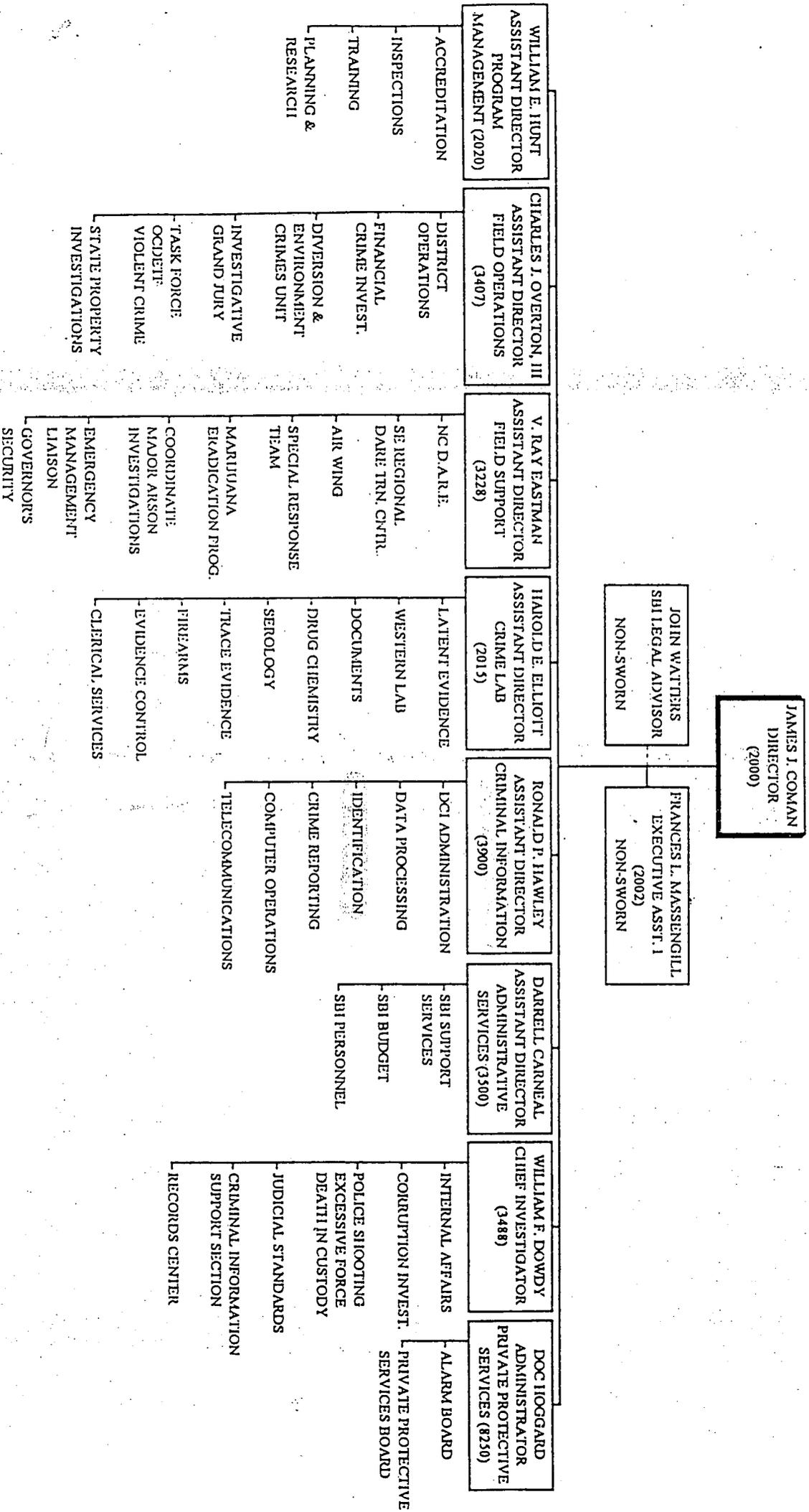

Michael F. Easley, Attorney General
Department of Justice


Betty Ray McCain, Secretary
Department of Cultural Resources

February 17, 1997

MS

NORTH CAROLINA DEPARTMENT OF JUSTICE STATE BUREAU OF INVESTIGATION



DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIVISION OF CRIMINAL INFORMATION
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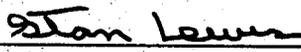
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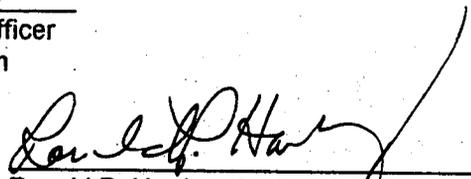
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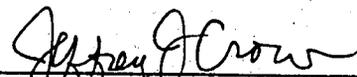
APPROVAL RECOMMENDED


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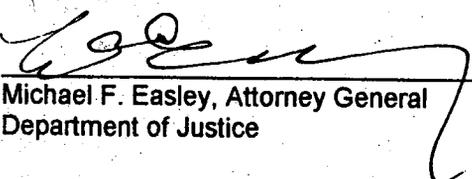

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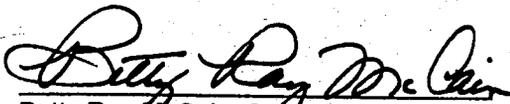

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Michael F. Easley, Attorney General
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

February 17, 1997

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**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIVISION OF CRIMINAL INFORMATION
IDENTIFICATION SECTION
ADMINISTRATIVE UNIT**

ITEM 16593. MONTHLY ACTIVITY (CRIMINAL HISTORY LOGS) PRINTOUTS FILE.

Computer generated printouts received from each unit within the section. Printouts list number of transactions processed on each computer terminal, terminal identification (TID) numbers, message and/or purpose codes, State and/or Federal Bureau of Investigation identification numbers, inquiry dates, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 16608. CRIMINAL JUSTICE AGENCIES REQUESTS FILE.

Requests received from law enforcement agencies and non-criminal justice agencies throughout the state for various law enforcement forms (i.e. fingerprint cards, death notice forms, mug shot forms, etc.).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 39160. LOCAL ORDINANCE ACCESS AGREEMENTS FILE.

Letters received from non-criminal justice agencies (i.e. taxicabs companies, vendors, massage parlors, peddlers, etc) requesting criminal information on prospective employees. File also includes the official signed and notarized agreements with agencies. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 39166. USER'S AGREEMENTS FILE.

Letters received from criminal justice and non-criminal justice agencies (i.e. law enforcement agencies, health care facilities, foster care facilities, daycare facilities, schools, etc.) requesting criminal information on prospective employees. File also includes the official signed and notarized agreements with agencies. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIVISION OF CRIMINAL INFORMATION
IDENTIFICATION SECTION
AFIS AND TECHNICAL SEARCH UNIT**

ITEM 2422. CRIMINAL HISTORY RECORDS (DECEASED) FILE.

Criminal history records for individuals who are deceased. File includes correspondence and fingerprint cards.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2423. CRIMINAL HISTORY RECORDS (99+) FILE.

Criminal history records for individuals who are indicated as being 99 years of age or older. File includes correspondence and fingerprint cards.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 16645. LATENT EVIDENCE SECTION, DOCUMENTS SECTION, AND OTHER LAW ENFORCEMENT AGENCIES REQUESTS FILE.

Reference copies of requests received from Latent Evidence Section, Documents Section, and other law enforcement agencies for criminal history checks. File also includes computerized criminal history printouts.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 39176. IDENTIFICATION ORDER (IO'S) FINGERPRINT CARDS FILE.

Fingerprint cards received from the Federal Bureau of Investigation (FBI) and other law enforcement agencies for wanted persons. Cards list names and/or alias, dates of birth, physical description of wanted persons, types of charges, and other related data. Information entered in Identification Order (IO's) Fingerprints Database (Electronic) File (Item 39177).

DISPOSITION INSTRUCTIONS: Destroy in office when notified by the FBI or law enforcement agency to remove.

ITEM 39177. IDENTIFICATION ORDER (IO'S) FINGERPRINTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning persons wanted by the Federal Bureau of Investigation (FBI) and other law enforcement agencies. Electronic file includes names and/or alias of wanted persons, dates of birth, physical description of wanted persons, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file when administrative value ends. Agency representative will update routinely.

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIVISION OF CRIMINAL INFORMATION
IDENTIFICATION SECTION
DATA PROCESSING FUNCTION**

ITEM 16595. DEPARTMENT OF CORRECTION INMATES STATUS CHANGES FILE.

Reports received from the Department of Correction that summarize status of inmates (i.e. paroles, escapes, parole revoked, pardons). Information entered into Criminal History Database Electronic File (Item 39167).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 39167. CRIMINAL HISTORY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning inmates' status. Electronic file includes names of inmates, names of correctional institutions, dates parole revoked, dates of parole, escapes and pardons data, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIVISION OF CRIMINAL INFORMATION
IDENTIFICATION SECTION
SPECIAL PROCESSING FUNCTION**

ITEM 16598. INCOMING AND OUTGOING MEMORANDUMS REQUESTS FILE.

Reference copies of memorandums and letters received from citizens requesting expungement of criminal convictions, immigration checks, and criminal history checks on other citizens.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 16600. SECURITY/PRIVACY CORRESPONDENCE FILE.

Reference copies of correspondence concerning security and privacy matters. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16601. STATE AGENCIES AGREEMENTS AND REQUESTS FILE.

Reference copies of ordinances and requests that have been approved by the Attorney General for local agencies to utilize Division of Criminal Information (DCI) network terminals and fingerprint records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16611. RIGHT TO REVIEW FILE.

Correspondence concerning criminals and non-criminals right to review individual records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 16649. EXPUNGEMENT FILE.

Requests received from law enforcement agencies, clerks of court, private attorneys, and individuals to expunge or purge criminal history record. File also includes reference copies of correspondence, court orders, and related correspondence concerning action taken by Identification Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 39168. CONCEALED HANDGUNS PERMITS CARDS FILE.

Applicants fingerprint cards received from sheriffs' departments requesting criminal information on individuals applying for a concealed handgun permit. Cards list names of applicants, dates of birth, physical description of applicants, social security numbers, military status, and other related data. (File is restricted by G.S. 132-1.4.) Information entered into Concealed Handguns Permits Fees Database (Electronic) File (Item 39169).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 39169. CONCEALED HANDGUNS PERMITS FEES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning requests received from sheriffs' departments on individuals applying for a concealed handgun permit. Electronic file includes applicants' names, addresses, social security numbers, names of counties, amounts of fees charged, and other related data. (File is restricted by G.S. 132-1.4.) (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file routinely when administrative value ends. Agency representative will update routinely.

ITEM 39170. CONCEALED HANDGUNS PERMITS FEES PRINTOUTS FILE.

Computer generated printouts produced from Concealed Handguns Permits Fee Database (Electronic) File (Item 39169). Printouts list applicants' names and addresses, social security numbers, names of counties, amounts of fees charged, total amount collected, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
DIVISION OF CRIMINAL INFORMATION
IDENTIFICATION SECTION
SPECIAL PROCESSING FUNCTION**

ITEM 39171. FEES FOR SERVICES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning fees charged for services rendered by Special Processing Function and approved by Department of Justice. Electronic file includes applicants' names, amounts of fees charged and received, subject names, dates received, criminal justice identifying number as assigned by Federal Bureau of Investigation (FBI), and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain cumulative data in Division of Criminal Information (DCI) permanently. Agency representative will update electronic file routinely.

ITEM 39172. FEES FOR SERVICES PRINTOUTS FILE.

Computer generated printouts produced from Fees for Services Database (Electronic) File (Item 39171). Printouts list applicants names, dates requests received, agency codes, subject fee amounts, amounts received, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 39173. MONTHLY ACTIVITY (CRIMINAL HISTORY LOGS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning employees' monthly activities. Electronic file includes number of transactions processed, terminal identification numbers (TID), operators initials, processing dates, State and Federal Bureau of Investigation identification numbers, message and/or purpose codes, and other related data. (Electronic database systems are maintained by Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

ITEM 39174. MONTHLY ACTIVITY (CRIMINAL HISTORY LOGS) PRINTOUTS FILE.

Computer generated printouts produced from Monthly Activity (Criminal History Logs) Database (Electronic) File (Item 39173). Printouts list number of transactions processed on each computer terminal, terminal identification numbers (TID), State and/or Federal Bureau of Investigation identification numbers, message and/or purpose codes, subject names, and other

DISPOSITION INSTRUCTIONS: Transfer copy to Administrative Unit, Monthly Activity (Criminal History Logs) Printouts File (Item 16593) upon receipt.

ITEM 39175. USER FEES FILE.

Records concerning criminal and non-criminal justice agencies requesting criminal information on prospective employees. File includes applicants cards and/or authorizations for name checks. Information entered into Fees for Services Database (Electronic) File (Item 39171).

DISPOSITION INSTRUCTIONS: Return paper records to requesting agencies after data entry.