

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION

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

**DIVISION OF CRIMINAL INFORMATION**

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

**DIVISION OF CRIMINAL INFORMATION**

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 This schedule is to remain in effect until superseded.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**



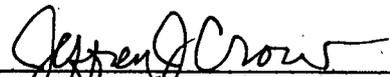
Linda Pulliam, Records Officer  
State Bureau of Investigation



Ronald P. Hawley, Assistant Director  
Division of Criminal Information



James J. Coman, Director  
State Bureau of Investigation

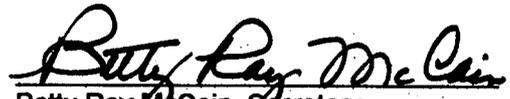


Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



Michael F. Easley, Attorney General  
Department of Justice



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 28, 1997

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**ELECTRONIC MAIL AS A PUBLIC RECORD IN NORTH CAROLINA**  
*Guidelines for Its Retention, Disposition, and Destruction*

Department of Cultural Resources  
Division of Archives and History

The Division of Archives and History assumes that every state agency or other political unit in the state of North Carolina sends and receives electronic mail ("e-mail") or will shortly have the capability of doing so. E-mail (unless it is personal in nature) contains information of value concerning, or evidence of, the administration, management, operations, activities, and business of an office. Like paper records---such as the memoranda, correspondence, reports, and the hundreds of other types of records received traditionally, for example, through interoffice or U.S. mail or other avenues---e-mail has administrative, legal, reference, and/or archival values. *The content of electronic mail is a public record (according to G.S. 121.8 and 132.1) and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources.* This regulation, along with a current records retention and disposition schedule, is intended to provide for that guidance.

Accordingly, agencies and their offices which use e-mail should normally retain or destroy e-mail by following the provisions of a current, valid records retention and disposition schedule listing the records maintained by a particular office, filing e-mail (whether in paper or electronic format) within existing records series on their schedules and handling it according to the disposition instructions assigned to each such records series. Because of the characteristics of the medium, however, electronic mail also possesses a dual identity. E-mail is also used to transmit and receive messages which may have reference or administrative value but which are simultaneously of an ephemeral, temporary, or transient nature. As such, e-mail of this kind functions in some ways like telephone calls or telephone messages. Such messages remain public records but may be treated as having a reference or administrative value which ends when the user no longer needs the information such a record contains. E-mail of ephemeral or rapidly diminishing value may be erased or destroyed when the user has determined that its reference value has ended.

Agencies and offices need, however, to pay particular attention to the sometimes complex requirements for the retention of e-mail for longer periods of time, *i.e.* e-mail of more than transient value. E-mail in this category may be retained in electronic or paper form (the latter may in some cases be the only means of providing for archival retention, for example through microfilming of paper copies), but must be retained for as long as the period specified in a valid records schedule. If retained in paper form, the copies must retain transmission and receipt data. If electronic mail is retained in electronic form, office administrators need to insure that their electronic environment (client server, mainframe computer in or outside their agency, or office personal computer) assures the retention of e-mail for the required period of time. Office administrators may need to contact relevant personnel at SIPS (State Information Processing Services), at their own agency computer systems unit, or any other personnel who operate computer units or systems immediately or remotely, to insure that such systems process e-mail in accordance with records retention schedules and provide for backups, disaster recovery, physical and electronic security, and the general integrity of the system, its components, and the records it generates and maintains. Office administrators may also need to assure that office filing systems adequately provide for the proper classification of electronic files (including e-mail) in the same manner as currently provided for paper-based files.

Office administrators, department or unit heads, and all other state employees who use e-mail should regularly and consistently retain or delete e-mail in accord with the records series and disposition instructions, and other instructions, provided above. Retention of e-mail or any other records, whether in electronic or paper format, for longer than provided in a valid records retention and disposition schedule leads to inefficiency and waste and may subject the affected unit to legal vulnerabilities.



North Carolina Department of Justice  
State Bureau of Investigation

James J. Goman  
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 OCDEF 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
- Marijuana 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
- Firearms
- Evidence Control
- Clerical Services

Ron Hawley  
Assistant Director  
Criminal Information

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

Darrell Carnall  
Assistant Director  
Administrative Services

- SBI Support Services
- SBI Budget
- SBI Personnel

Bill Dowdy  
Chief Investigator

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

Doc Hoggard  
Administrator  
Private Protective Services

- Alarm Board
- Private Protective Services Board

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION

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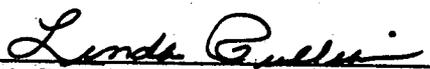
**DIVISION OF CRIMINAL INFORMATION**

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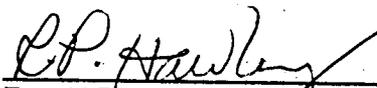
**DIVISION OF CRIMINAL INFORMATION**

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**APPROVAL RECOMMENDED**



Linda Pulliam, Records Officer  
State Bureau of Investigation



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Division of Criminal Information



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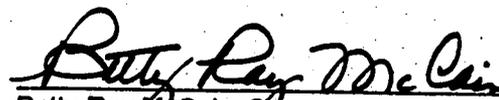


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Michael F. Easley, Attorney General  
Department of Justice



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 28, 1997

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.

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**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ADMINISTRATION SECTION**

**ITEM 22780. BUDGET, GRANT, AND RENOVATION RECORDS FILE.**

Records concerning Division of Criminal Information budget. File includes monthly budget reports, continuation and expansion budget reports, expanded budget requests, documentation on appropriation advice and projected needs for next biennium, grant proposals, renovation of building records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after current and 1 additional biennium.

**ITEM 22806. LIBRARIAN'S ADMINISTRATION FILE.**

Librarian's working files of all newsletters and correspondence concerning program responsibilities. File also includes records concerning installation of all terminals and interfaces into system.

DISPOSITION INSTRUCTIONS: Retain in office documentation on installation into system permanently. Destroy in office remaining records after 2 years.

**ITEM 22807. ON-LINE MENU (MASTER COPIES) FILE.**

Master copies of all on-line menu documentation prepared by the Division of Criminal

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22810. MANUALS AND PROGRAM INSTRUCTIONS NOTEBOOKS FILE.**

Notebooks containing instructions and current manuals for the operation of the Division of Criminal Information terminals. File also includes documentation on non-installed hardware/software products.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 39248. CONCEALED HANDGUN PERMITS FILE.**

Correspondence concerning criminal history background check on individuals applying for handgun permits.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years or when released from all audits, whichever occurs later.

**ITEM 39249. CONCEALED HANDGUN PERMITS FEES FILE.**

Records concerning fees received from applicants for handgun permits. File includes names of applicants, dates of birth, physical description of applicants, social security numbers, documentation on military status, and other related records. File also includes invoices and deposit slips.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years or when released from all audits, whichever occurs later.

**ITEM 39250. DIVISION OF CRIMINAL INFORMATION ADMINISTRATIVE POLICY AND PROCEDURE MANUAL DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning established methods for conducting Bureau affairs related to the functions and responsibilities of the Division of Criminal Information. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal

DISPOSITION INSTRUCTIONS: Transfer printed copy to Division of Criminal Information Administrative Policy and Procedure Manual (Notebook) File (Item 39251) upon receipt. Transfer printed copy to section supervisors and other designated individuals upon receipt. Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update electronic file periodically. Retain in office copy of magnetic disk permanently.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ADMINISTRATION SECTION**

**ITEM 39251. DIVISION OF CRIMINAL INFORMATION ADMINISTRATIVE POLICY AND PROCEDURE MANUAL (NOTEBOOK) FILE.**

Printouts generated from Division of Criminal Information Administrative Policy and Procedure Manual Database (Electronic) File (Item 39250). Printouts include procedural matters and effective dates for conducting Bureau affairs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 39252. DOMICILIARY CARE FILE.**

Correspondence concerning criminal records checks on employees of hospitals, nursing homes, domiciliary care facilities, day cares, mental health facilities, schools, and any other agencies providing care or service to children, the sick or disabled, and elderly. File also includes copies of invoices.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years or when released from all audits, whichever occurs later.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ASSISTANT DIRECTOR'S OFFICE**

**ITEM 16603. RESEARCH PROJECTS FILE.**

Records concerning research projects relating to criminal justice. File includes working papers, research materials, correspondence, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer final reports to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when reference value ends.

**ITEM 16604. DESIGN PROJECTS FILE.**

Records concerning design projects computer designs. File includes working papers, correspondence, design charts and drawings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 16605. IDENTIFICATION SUBMISSION STATISTICS (GROSS TOTALS) FILE.**

Computer generated printouts received from Identification Section indicating total number of identification documents submitted to the division for processing.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16606. POLICE AND SHERIFF DEPARTMENTS' STATISTICS FILE.**

Completed reports received from police and sheriff departments' concerning criminal activities submitted to the State Bureau of Investigation (SBI) on a daily, monthly, and yearly basis. Reports include number of crimes, dates and times of crimes, types of weapons, physical description of persons, and other related records. File also includes magnetic tapes of departments' law enforcement activities reports submitted on a daily, monthly and yearly basis. (Information entered into Police and Sheriff Departments' Statistics Database (Electronic) File

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 22753. ATTORNEY GENERAL'S CORRESPONDENCE FILE.**

Reference copies of correspondence written to and/or received from Office of the Attorney General concerning the administration of the Division of Criminal Information. File also includes reference copies of Attorney General's opinions, memorandums, and press releases.

DISPOSITION INSTRUCTIONS: Retain in office Attorney General opinions permanently. Destroy in office remaining records when administrative value ends.

**ITEM 22754. CORRESPONDENCE FILE.**

Correspondence of the Division of Criminal Information, filed in notebooks and arranged chronologically by date.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22755. ADVISORY POLICY BOARD FILE.**

Minutes of the Advisory Policy Board. File also includes agendas, working papers used in planning the meetings, studies and recommendations regarding the organization and operation of the board. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. A copy of the microfilm will be sent to Archives for reference use. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ASSISTANT DIRECTOR'S OFFICE**

**ITEM 22758. FEDERAL BUREAU OF INVESTIGATIONS (FBI) FILE.**

Reference copies of correspondence concerning all phases of the FBI work with the Division of Criminal Information and national crime reporting agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22759. CRIMINAL JUSTICE GRANTS FILE.**

Records concerning all federal grant materials. File includes applications, correspondence, Division of Governor's Crime Commission instructional materials for grant administration, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22760. LEGISLATIVE FILE.**

Correspondence, memorandums, and legislation drafted and ratified for the Division of Criminal Information. File also includes copies of all legislation enacting the Division of Criminal Information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22767. NATIONAL CRIME INFORMATION CENTER (NCI) FILE.**

Records concerning the National Crime Information Center. File includes reference copies of minutes of meetings, correspondence, memorandums, reports, newsletters, plans, proposals, rules and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22768. NATIONAL LAW ENFORCEMENT TELECOMMUNICATION SYSTEM FILE.**

Records concerning the National Law Enforcement Telecommunication System. File includes reference copies of minutes of meetings, newsletters, budget records, copies of operational manuals, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22770. CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) FILE.**

Records concerning the Criminal Justice Information System. File includes reference copies of plans, proposals, correspondence, working papers, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22771. THE NATIONAL CONSORTIUM FOR JUSTICE INFORMATION AND STATISTICS (SEARCH) GROUP FILE.**

Records concerning the SEARCH group. File includes reference copies of minutes of meetings, correspondence, annual reports, names of members, documentation on projects and plans for SEARCH group, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39253. POLICE AND SHERIFF DEPARTMENTS' STATISTICS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning criminal activity received from police and sheriff departments. Electronic file includes number of crimes reported, dates and time of crimes, types of weapons, physical description of persons, 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: Update in office electronic file periodically.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
COMPUTER OPERATIONS SECTION**

**ITEM 2420. OPERATING DIRECTIVES FOR DIVISION OF CRIMINAL INFORMATION DISASTER RECOVERY PLAN DATA TAPE FILE.**

Operating policies, procedures, and directives used in the daily operation of the Division of Criminal Information.

DISPOSITION INSTRUCTIONS: Agency representative will update tapes currently stored in the State Records Center periodically.

**ITEM 2421. MAGNETIC DATA TAPE FILES FOR DISASTER RECOVERY PLAN FILE.**

Tapes containing backup programs and data required in the daily operation of the Division of Criminal Information (DCI). File also includes 12 optical disks containing fingerprints images received from Division of Criminal Information, Identification Section. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center for security storage. Agency representative will update weekly. The 12 optical disks will be returned to Division of Criminal Information (DCI) 1 year from date received for destruction.

**ITEM 16596. DAILY LOGS FILE.**

Logs listing summaries of all magnetic tapes created daily. Logs list reel numbers, file numbers, date created, file names data listed on labels, and other related data. Information entered into Daily Logs Database (Electronic) File (Item 39666).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 16638. NATIONAL CRIME INFORMATION CENTER (NCIC) WANTED/STOLEN FILE.**

Records concerning data entered in NCIC Wanted/Stolen System on each wanted missing, unidentified, living, and/or deceased person; and identification of stolen or recovered articles. File also includes reference copies of correspondence, arrest warrants, criminal history records, and other related records. Information entered into National Crime Information Center (NCIC) Database (Electronic) File (Item 39675). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22798. COMPUTER SERVICES FILE.**

Records concerning computer operations. File includes reference copies of organizational rules, criminal laws, administrative procedures, guidelines for software, and other related

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22800. CORRESPONDENCE FILE.**

Correspondence written to and/or received from other sections of Division of Criminal Information, Department of Justice, and federal agencies concerning wanted, missing, unidentified, living, and/or deceased persons; and identification of stolen or recovered articles. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22805. SPECIAL FINGERPRINT PROJECT FILE.**

Requests received from the Identification Section for fingerprint cards.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22813. TERMINAL MAINTENANCE LOGS FILE.**

Logs maintained by the section on all technical and mechanical problems with the computers. Information entered into Terminal Maintenance Logs Database (Electronic) File (Item 39682).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
COMPUTER OPERATIONS SECTION**

**ITEM 39662. CONCEALED HANDGUNS PERMITS FEES DATABASE (ELECTRONIC) FILE.**

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

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39663. 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: Retain in office electronic file permanently.

**ITEM 39664. CRIMINAL HISTORY MAGNETIC TAPES FILE.**

Magnetic tapes of criminal history activities.

DISPOSITION INSTRUCTIONS: Retain magnetic tapes in office permanently.

**ITEM 39665. CRIMINAL JUSTICE AGENCIES REQUESTS FILE.**

Requests received from law enforcement agencies and non-criminal justice agencies throughout the state for expungement of data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 39666. DAILY LOGS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning magnetic tapes created. Electronic file includes reel numbers, file numbers, file names, dates created, data listed on labels, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39670. FEES FOR SERVICES DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning fees charged for services 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 in office electronic file permanently.

**ITEM 39671. 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: Retain in office electronic file permanently.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
COMPUTER OPERATIONS SECTION**

**ITEM 39672. INTERNAL AUDITS FILE.**

Audits of recordkeeping systems of the Division of Criminal Information (DCI). File also includes records concerning current status of the systems.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 39675. NATIONAL CRIME INFORMATION (NCIC) WANTED/STOLEN DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning each wanted, missing, unidentified, living, and/or deceased person; and stolen or recovered articles. Electronic file includes serial numbers, names and/or alias of wanted persons, dates of birth, physical description of wanted persons, social security numbers, 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

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39682. TERMINAL MAINTENANCE LOGS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning technical and mechanical problems with division computers. Electronic file includes work order numbers, dates of requests, times of requests, types of problems, dates problems reported, dates of completion, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
CRIME REPORTING AND FIELD SERVICES SECTION**

**ITEM 22792. ACTIVE CERTIFICATION FILE.**

Records concerning certified terminal operators. File includes original certification score sheet and, if applicable, additional renewal test score sheets, test scores for each currently certified terminal operator, and other related records. Information entered into Active Certification Database (Electronic) File (Item 27028).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22793. INACTIVE CERTIFICATION FILE.**

Answer sheets for each terminal operator who is no longer employed with a law enforcement/criminal justice agency or who is no longer in the capacity to operate the Division of Criminal Information terminal but has an active date on his/her certification. Information entered into Inactive Certification Database (Electronic) File (Item 27031).

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after certification expires.

**ITEM 22795. CERTIFICATION CLASS ROSTERS FILE.**

Completed rosters concerning students attending certification classes. Rosters list students' names, module students enrolled, students grades, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 22796. UNIFORM CRIME REPORTING SYSTEM FILE.**

Completed forms concerning crime offenses received from criminal justice agencies participating in the Uniform Crime Reporting System. Forms include agency codes, victims and offenders data, arrestees data, and other related data. Information entered into Uniform Crime Reporting System Database (Electronic) File (Item 39260).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22797. INCIDENT BASE REPORTING SYSTEM FILE.**

Forms compiled by criminal justice agencies concerning all reported crime offenses. Forms are used to prepare statistical reports.

DISPOSITION INSTRUCTIONS: Destroy in office 2 months after information is keypunched.

**ITEM 39254. ACTIVE CERTIFICATION DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning certified terminal operators. Electronic file includes names of agencies, names of certified terminal operators, social security numbers, dates of certifications, expiration dates, certification status, and other related records. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update electronic file periodically.

**ITEM 39255. AUDIT UNIT'S AGENCY FILE.**

Records concerning audits conducted at local criminal justice agencies. File includes audit reports, statistical data, auditors notes, correspondence, and other related records. (File is restricted by G.S. 114-15)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits, whichever occurs later.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
CRIME REPORTING AND FIELD SERVICES SECTION**

**ITEM 39256. AUDIT UNIT'S QUALITY CONTROL PRINTOUTS FILE.**

Computer generated printouts received from Computer Services/Operations Section. Printouts list names of agencies, agencies case numbers, computer assigned identification numbers, National Crime Information Center (NCIC) numbers, and other related data. (Printouts used to advise agencies of daily corrections needed when an error or omission in an entry is detected.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 39257. INACTIVE CERTIFICATION DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning terminal operators who are no longer employed with a law enforcement/criminal justice agency or are no longer in the capacity to operate the Division of Criminal Information terminal but have an active date on his/her certification. Electronic file includes names of terminal operators, social security numbers, dates of certifications, expiration dates, and other related records. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update electronic file periodically.

**ITEM 39259. REPORTING WRITING/CODING CLASS ROSTERS FILE.**

Records concerning individuals trained to do Incident Base Crime Reporting. File includes names of individuals, names of agencies, class locations, number of hours per class, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 39260. UNIFORM CRIME REPORTING SYSTEM DATABASE (ELECTRONIC) FILE.**

Machine records concerning reported crime offenses received from criminal justice agencies participating in the Uniform Crime Reporting System. Electronic file includes agency codes, victims and offenders data, arrestees data, and other related records. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update electronic file periodically.

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

**ITEM 39788. COMPUTER SOFTWARE LICENSES FILE.**

Licenses for computer software assigned to the State Bureau of Investigation (SBI).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39789. CORRESPONDENCE FILE.**

Correspondence written to and/or received from other sections of Division of Criminal Information, Department of Justice, law enforcement agencies, and federal and state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39794. NATIONAL CRIMINAL AGENCY FILE.**

Correspondence concerning organizations and programs in which the Division of Criminal Information participates.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39797. SOFTWARE INVENTORY DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning software purchased for the State Bureau of Investigation (SBI). Electronic file includes employees' names, location of equipment, dates of installation, dates of purchase, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update periodically.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
TELECOMMUNICATIONS SECTION**

**ITEM 39800. AGENCY TERMINAL/LINE REQUESTS/RELOCATION OF EQUIPMENT DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning agencies requests for Division of Criminal Information (DCI) terminals and/or lines to be installed. Electronic file includes names of users, locations of equipment, types of equipment, dates of installation, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal

DISPOSITION INSTRUCTIONS: Erase in office electronic file after 2 years. Agency representative will update periodically.

**ITEM 39801. AGENCY TERMINAL/LINE REQUESTS/RELOCATION OF EQUIPMENT FILE.**

Records concerning agencies requests for Division of Criminal Information (DCI) terminals and/or lines to be installed. File includes locations of equipment, types of equipment, effective operational dates, and establish billing records. Information entered into Agency Terminal/Line Requests/Relocation of Equipment Database (Electronic) File (Item 39800).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 39804. TELECOMMUNICATIONS EQUIPMENT MAINTENANCE DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning equipment failure or malfunction. Electronic file includes names of users, serial numbers, model numbers, and other related data. (Electronic database systems are maintained by Division of Criminal Information (DCI).)

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

**ITEM 39805. TELECOMMUNICATIONS EQUIPMENT MAINTENANCE FILE.**

Records concerning how equipment is repaired after failure or malfunction. File includes model numbers, serial numbers, dates of maintenance coverage, and types of maintenance performed. File also includes types of equipment, types of maintenance coverage, details of maintenance agreements, and other related records. Information entered into Telecommunication Equipment Maintenance Database (Electronic) File (Item 39804).

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after contract is renewed.

**ITEM 39806. TELECOMMUNICATIONS EQUIPMENT MAINTENANCE PRINTOUTS FILE.**

Computer generated printouts produced from Telecommunications Equipment Maintenance Database (Electronic) File (Item 39804). Printouts list names of users, serial numbers, model numbers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.