

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
ADMINISTRATION 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

**FIELD OPERATIONS DIVISION, ADMINISTRATION 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.

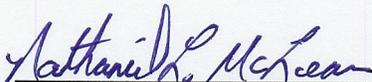
The Department of Justice and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or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

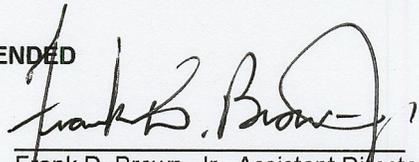
**FIELD OPERATIONS DIVISION, ADMINISTRATION SECTION**

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.

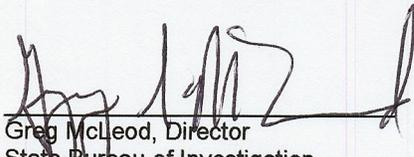
**APPROVAL RECOMMENDED**



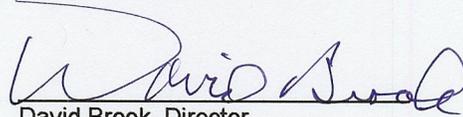
Nathaniel McLean, Chief Records Officer  
State Bureau of Investigation



Frank D. Brown, Jr., Assistant Director  
Field Operations Division  
State Bureau of Investigation

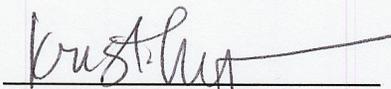


Greg McLeod, Director  
State Bureau of Investigation  
Department of Justice

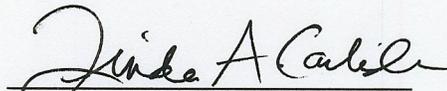


David Brook, Director  
Division of Historical Resources

**APPROVED**



Kristi Hyman, Chief of Staff  
Department of Justice



Linda A. Carlisle, Secretary  
Department of Cultural Resources

April 15, 2011

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**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
ADMINISTRATION SECTION**

**ITEM 16651. CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, used in managing State Bureau of Investigation (SBI) district offices and in coordinating the investigative case work of the SBI. File includes correspondence, memoranda, and other related records. File also includes summaries of important case investigations, district office correspondence, personnel management correspondence and reports, and other related records. (Portions of file are restricted by G.S. 132-1.4.)

**DISPOSITION INSTRUCTIONS:** Retention 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. Print electronic records, including e-mail, and interfile with related paper records. Destroy in office remaining paper and electronic confidential records after 3 years 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. Transfer paper and electronic, non-confidential records, including e-mail, to the State Records Center after 3 years. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records. Non-confidential paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Non-confidential electronic records, including e-mail, records will be immediately transferred to the custody of the Archives.

**ITEM 31200. ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE (OCDETF) AGREEMENTS AND WORKING PAPERS FILE.** Reference copies of agreements between State Bureau of Investigation and federal agencies concerning working conditions and expenditures. File also includes working papers used in filing for reimbursement from federal agencies. Information entered into Organized Crime Drug Enforcement Task Force (OCDETF) Agreements and Working Papers Database (Electronic) File (Item 40300). (Comply with Federal Regulations 6-E Order.) (File is restricted by G.S. 132-1.4.)

**DISPOSITION INSTRUCTIONS:** Destroy in office after 6 year(s) 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 40305. SPECIAL FUNDS ALLOCATION AND SOURCE OF INFORMATION DATABASE (ELECTRONIC) FILE.** Electronic records concerning expenditures for purchases of drugs, stolen property, expenses incurred during an investigation and payments to confidential informants. Electronic file includes source of funds or recipients, amount paid, amount received, voucher/receipt numbers, codes, balance forwarded, and other related data. (File is restricted by G.S. 132-1.4.)

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

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
ADMINISTRATION SECTION**

**ITEM 40306. SPECIAL FUNDS MONTHLY REPORTS FILE.** Reference copies of reports detailing expenditures for purchases of drugs, stolen property, expenses incurred during an investigation and payments to confidential informants. Information entered into Special Funds Database (Electronic) File (Item 40305). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 40308. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE.** Electronic records concerning division daily activities. Electronic file includes names of agents, number of hours worked, mileage driven, and other related data. (Portions of file are restricted by G.S. 132-1.4.)

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

**ITEM 49080. SOURCE OF INFORMATION FILE.** Records concerning informants. File includes names, dates, criminal history and agreements. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 40300. ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE (OCDETF) AGREEMENTS AND WORKING PAPERS (ELECTRONIC) FILE.** Electronic records concerning State Bureau of Investigation and federal agencies working conditions and expenditures. File includes agents' names, working time periods, number of hours worked, cost per hour, total reimbursements, and other related data. (Comply with Federal Regulations 6-E Order.) (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Organized Crime Drug Enforcement Task Force (OCDETF) Agreements and Working Papers File, (Item 31200).