

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
FIELD SUPPORT DIVISION
DRUG ABUSE RESISTANCE EDUCATION (DARE) 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

DRUG ABUSE RESISTANCE EDUCATION (DARE) 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

DRUG ABUSE RESISTANCE EDUCATION (DARE) 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 This schedule is to remain in effect until superseded.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, Records Officer
State Bureau of Investigation

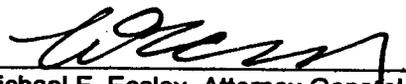

Handy Gunter, Special Agent In-Charge
DARE Section

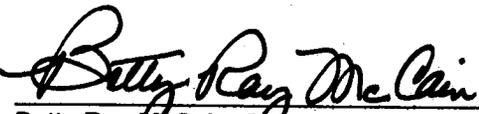

V. Ray Eastman, Assistant Director
Field Support Division


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

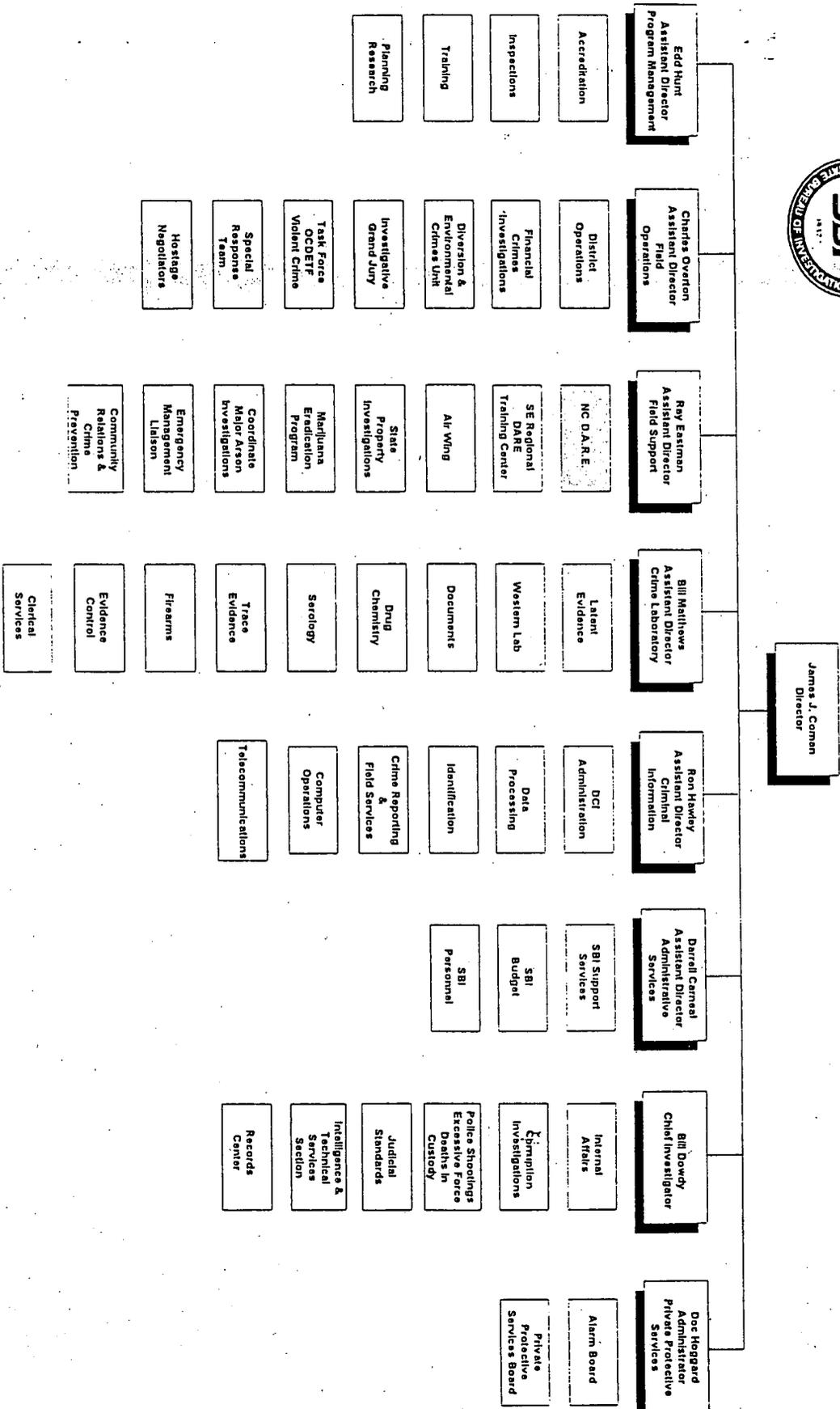

Betty Ray McCain, Secretary
Department of Cultural Resources

November 10, 1997

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North Carolina Department of Justice
State Bureau of Investigation



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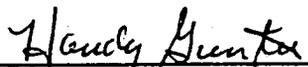
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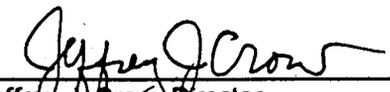
APPROVAL RECOMMENDED


Linda Pulliam, Records Officer
State Bureau of Investigation

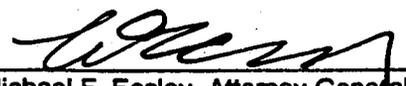

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000.
Remaining items retain the
original date shown below.

November 10, 1997

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**DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
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DRUG ABUSE RESISTANCE EDUCATION (DARE) SECTION**

ITEM 31199. DRUG ABUSE RESISTANCE EDUCATION (DARE) CORRESPONDENCE FILE.

Records concerning the operational functions of the DARE program. File includes memorandums, newsletters, requests for programs to be implemented, names of in-service officers, officers' schedules, copies of evaluations received from agents and Department of Public Instruction (DPI) consultants, and other related records.

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

ITEM 38464. ACCREDITATION DATABASE (ELECTRONIC) FILE.

Machine readable records concerning regional states accreditation. Electronic file includes names of states, dates accreditation awarded, drafts of correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office hard drives and magnetic disks when administrative value ends.

ITEM 38465. ACCREDITATION FILE.

Records concerning the assessment of regional states for accreditation. File includes names of states, dates of accreditation, correspondence, policy and procedures manuals, and other related records. Information entered into Accreditation Database (Electronic) File (Item 38464).

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

ITEM 38471. FEDERAL GRANT FILE.

Records concerning grants awarded by Bureau of Justice-Assistance Drug Abuse Resistance Education (DARE) America. File includes grant applications, correspondence, progress reports, grant guidelines, financial status reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38475. N.C. DRUG ABUSE RESISTANCE EDUCATION (DARE) FOUNDATION BOARD MINUTES FILE.

Minutes of the DARE Foundation Board. File also includes articles of incorporation and bylaws. (DARE personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.

ITEM 38476. N.C. DRUG ABUSE RESISTANCE EDUCATION (DARE) OFFICERS TRAINING FILE.

Records concerning DARE officers who have been certified and trained to teach the Core Curriculum and/or conduct the DARE Middle/Junior High Schools, DARE Senior High Schools, and DARE Parents programs. File includes correspondence, certification forms, reimbursement forms, schedules of events, copies of officers' interviews, and other related records.

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

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ITEM 38477. OUT-OF-STATE DRUG ABUSE RESISTANCE EDUCATION (DARE) OFFICERS TRAINING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning officers who have been certified and trained to teach the Core Curriculum and/or conduct the DARE Middle/Junior High Schools, DARE Senior High Schools, and DARE Parents programs in their respective states. Electronic file includes names of schools, names of instructors, names of students, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office hard drives and magnetic disks when administrative value ends.

ITEM 38478. OUT-OF-STATE DRUG ABUSE RESISTANCE EDUCATION (DARE) OFFICERS TRAINING FILE.

Records concerning DARE officers who have been certified and trained to teach the Core Curriculum and/or conduct the DARE Middle/Junior High Schools, DARE Senior High Schools, and DARE Parents programs in their respective states. File includes correspondence, certification forms, reimbursement forms, schedules of events, copies of officers' interviews, and other related records. Information entered into Out-Of-State Drug Abuse Resistance Education (DARE) Officers Training Database (Electronic) File (Item 38477).

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

ITEM 38481. REGIONAL TRAINING CENTER MINUTES FILE.

Minutes of the Regional Training Center. (Drug Abuse Resistance Education (DARE) Section personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.

ITEM 40714. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning division 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.