

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS 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

**PROFESSIONAL STANDARDS 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 Revenue 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**

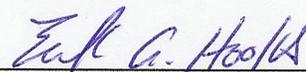
**PROFESSIONAL STANDARDS DIVISION, ADMINISTRATION SECTION**

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.

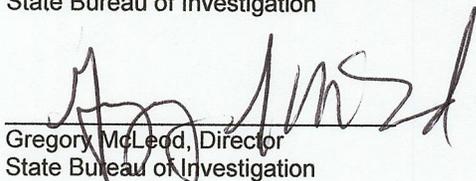
**APPROVAL RECOMMENDED**



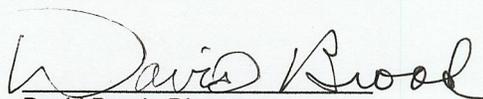
Nathaniel McLean, Chief Records Officer  
State Bureau of Investigation



Erik A. Hooks, Assistant Director  
Professional Standards Division

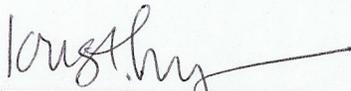


Gregory McLeod, Director  
State Bureau of Investigation

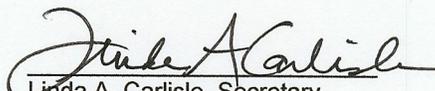


David Brook, Director  
Division of Historical Resources

**APPROVED**



Kristi Hyman, Chief of Staff  
Department of Justice



Linda A. Carlisle, Secretary  
Department of Cultural Resources

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
ADMINISTRATION SECTION

**ITEM 12121. INSPECTIONS (INACTIVE) FILE.** Records in paper and electronic formats of completed annual physical evidence and staff inspection records for each section of the State Bureau of Investigation by internal investigative teams. File includes inspection reports, inspection checklists, printouts listing inspections for each section, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 6 years. Retain in office electronic records of final reports permanently. Destroy in office remaining electronic records after 6 years.

**ITEM 16681. INVESTIGATIVE REPORTS FILE.** Record copies concerning investigations conducted by State Bureau of Investigation (SBI) agents. File includes typed reports of interviews conducted, documentation on investigative evidence obtained, and attachments of various documents seized during the course of investigation. File also includes completed copies of the following forms: Initial Report (Form SBI-10), Incident Report (Form SBI-84), Final Report (Form SBI-19), Consent to Search (Form SBI-15), Status Report (Form SBI-81), Dictation Notice (Forms SBI-571, SBI-9, and SBI-23), Evidence Examination Request (Form SBI-5), and Memorandum (Form SBI-5-11). (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 16682. OPEN INTERNAL INVESTIGATIONS FILE.** Records in paper and electronic formats concerning investigations of complaints or lawsuits against State Bureau of Investigation (SBI) personnel. File includes internal reports, disciplinary records, memorandums, correspondence, statistical data, and other related records. Information is entered into the Internal Affairs Investigative Reports Database (Electronic) File (Item 40284). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer paper records to Closed Internal Investigations File (Item 16683) when investigation is closed. Retain in office electronic records permanently.

**ITEM 16683. CLOSED INTERNAL INVESTIGATIONS FILE.** Closed internal investigations concerning investigations of complaints or lawsuits against State Bureau of Investigation (SBI) personnel. File includes internal reports, disciplinary reports, memorandums, correspondence, statistical data, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
ADMINISTRATION SECTION

**ITEM 38412. INSPECTIONS (ACTIVE) FILE.** Records in paper and electronic formats, including e-mail, concerning the annual physical evidence and staff inspections for each section of the State Bureau of Investigation by internal investigative teams. File includes inspection reports, inspection checklists, printouts listing inspections for each section, and other related records. (File is 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 and interfile with related paper records. Destroy in office remaining electronic records that were printed and filed after 1 year. Transfer paper records to Inspections (Inactive) File (Item 12121) after completion of inspection.

**ITEM 40284. INTERNAL AFFAIRS INVESTIGATIVE REPORTS DATABASE (ELECTRONIC) FILE.** Records in electronic formats concerning investigations of complaints or lawsuits against State Bureau of Investigation (SBI) personnel. Electronic file includes file numbers, names of complainant/victims, employees' names, dates of offenses, locations, type of allegations, and other related data. (File is restricted by G.S. 132-1.4.)

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

**ITEM 47459. STATE PROPERTY INCIDENTS REPORTS FILE.** Reports concerning information or evidence of attempted arson, theft, damage, embezzlement or misuse of any state-owned property, buildings, or other real property from state departments, agencies, universities and colleges. File includes State Property Incident Report, Stolen or Damaged Report, Incident/Investigation Report, and other related records. Data is entered into State Property Incident Reports Database (Electronic) File (Item 47460) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held in the State Records Center 3 additional years and then destroyed.

**ITEM 47460. STATE PROPERTY INCIDENT REPORTS DATABASE (ELECTRONIC) FILE.** Electronic records concerning state property incident reports from state departments, agencies, universities and colleges. File includes name of organization, date and time of incident, information about attempted arson, theft, damage, embezzlement, or misuse of any state-owned property, buildings, or other real property. Data is entered into this database from State Property Incident Reports File (Item 47459).

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

**DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
ADMINISTRATION SECTION**

**ITEM 38413. INSPECTIONS (ELECTRONIC) FILE.** Electronic records concerning inspections for each section of the State Bureau of Investigation by internal investigative teams. Electronic file includes drafts of correspondence; names of inspectors; locations, dates, and time of inspections; dates of notifications; and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and Records transferred to Inspections (Active) File (Item 38412).

**ITEM 38411. FEDERAL GRANT FILE.** Records concerning grants awarded to the Violent Career Criminal Task Force. File includes agents' time and attendance records, grant applications, documentation on grant adjustments, equipment requests, quarterly reports, and other related records. (Portions of file are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and Records transferred to Administrative Services Division, Research and Planning, Accreditation Section.