

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
SPECIAL INVESTIGATION DIVISION
DIVERSION AND ENVIRONMENTAL CRIMES UNIT

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the record 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

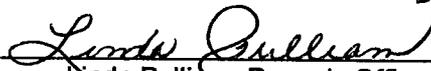
DIVERSION AND ENVIRONMENTAL CRIMES UNIT

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

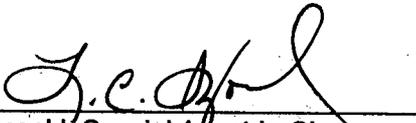
DIVERSION AND ENVIRONMENTAL CRIMES UNIT

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 This schedule is to remain in effect until superseded.

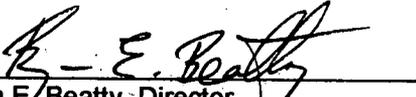
APPROVAL RECOMMENDED



Linda Pulliam, Records Officer
State Bureau of Investigation



L.C. Ingold, Special Agent In-Charge
Diversion and Environmental Crimes Unit



Bryan E. Beatty, Director
State Bureau of Investigation



Larry W. Smith, Assistant Director
Special Investigations

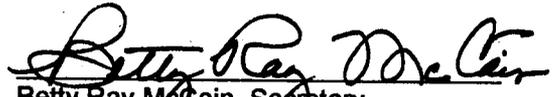


Jeffrey U. Crow, Director
Division of Archives and History

APPROVED



Michael F. Easley, Attorney General
Department of Justice



Betty Ray McCain, Secretary
Department of Cultural Resources

December 30, 1999

MS

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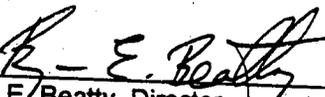
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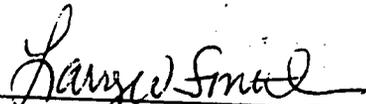
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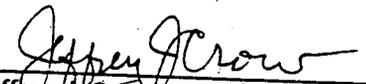
APPROVAL RECOMMENDED


Linda Pulliam, Records Officer
State Bureau of Investigation

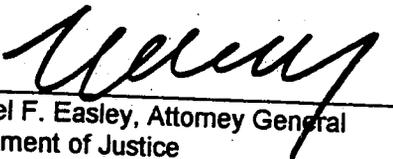

L.C. Ingold, Special Agent In-Charge
Diversion and Environmental Crimes Unit

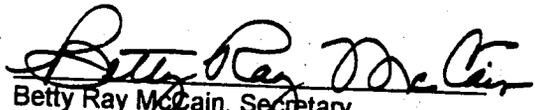

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

December 30, 1999

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ITEM 44163. 120-DAY CASE REVIEW PRINTOUTS FILE.

Computer generated printouts produced from 120-Day Case Status Review Database (Electronic) File (Item 44164). Printouts list agents' names, file numbers, last activity dates, status of investigations, and other related data. (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 44164. 120-DAY CASE STATUS REVIEW DATABASE (ELECTRONIC) FILE.

Machine readable records concerning investigations conducted by agents. Electronic file includes agents' names, file numbers, last activity dates, status of investigations, and other related data. (File maintenance and backup procedures are conducted by State Bureau of Investigation, Division of Criminal Information (DCI).) (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when superseded or obsolete.

ITEM 44166. AGENTS' EQUIPMENT FILE.

Records concerning equipment issued to each assigned agent. File includes agents' names, types of equipment issued, serial or asset numbers, documentation on description and condition of equipment, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44168. AGENTS' WORKING PAPERS FILE.

Records concerning investigations, training, and other subjects pertinent to agent activities. File includes reference copies of administrative correspondence and memorandums, agents' working papers, investigative reports, and other related records maintained by each agent. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44169. DAILY REPORT (PRINTOUTS) FILE.

Computer generated printouts of daily reports received from crimes units that summarize information concerning investigations of special interest. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44170. DIVISION OF CRIMINAL INFORMATION (DCI) (PRINTOUTS) FILE.

Computer generated printouts of reports received from DCI that summarize information of special interest to law enforcement agencies (e.g., escapee reports, reports of major thefts, reports of kidnappings, etc.). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44173. INTELLIGENCE FILE.

Memorandums and reports concerning actual or potential criminal matters. Information is submitted to and received from Intelligence and Technical Services Section. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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ITEM 44174. INVESTIGATIVE CASES FILE.

Records concerning each investigation conducted by agents. File includes reference copies of initial reports, investigative reports, polygraph examinations (Form 11A), laboratory reports, and other related records. (Files are grouped numerically by year case was opened.) (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 44182. SPECIAL FUNDS ACCOUNT FILE.

Records concerning Diversion and Environmental Crimes unit administration of special funds for purchases of narcotics, payments to informants, and other appropriate purposes. File includes reference copies of special fund monthly reports, receipts, vouchers, and other related records. (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 44183. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning agents' daily activities. Electronic file includes agents' names, numbers of hours worked, mileage driven, arrest reports, and other related data. (File maintenance and backup procedures are conducted by State Bureau of Investigation, Division of Criminal Information (DCI).) (Portions of file are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when superseded or obsolete.

ITEM 44333. DECLARED RECORDS FILE.

Records concerning the investigation of diversion of controlled substance from pharmacies, medical facilities, nurses, doctors, and medical practitioners. File includes prescriptions, reference copies of medical records, business records, and other related records pertinent to case investigation. (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 44334. LEGAL PROCESS LOGS FILE.

Activity reports detailing information on the service of criminal and civil process within the unit. Reports list case file number, case agent, date/time received, type of process, nature of documents, court docket/document identification number, address/location of attempted service, method of service, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.