

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
ADMINISTRATIVE SERVICES
INFORMATION SYSTEMS
NC JUVENILE ONLINE INFORMATION NETWORK (NC JOIN)

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

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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 Juvenile Justice and Delinquency Prevention 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 Juvenile Justice and Delinquency Prevention 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**

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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


Gary Kearney, Interim
Information Systems Director

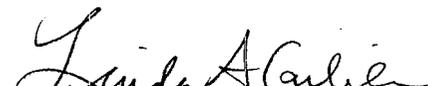

David E. Jones, Assistant Secretary
Administrative Services


James Converse
Chief Records Officer, Department of
Juvenile Justice and Delinquency Prevention


David Brook, Director
Division of Historical Resources


Linda Wheeler Hayes, Secretary
Department of Juvenile Justice and
Delinquency Prevention

APPROVED


Linda A. Carlisle, Secretary
Department of Cultural Resources

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
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Item 47993. North Carolina Juvenile Online Information Network (NC-JOIN)

Database (Electronic) File. Electronic database used to track the progress and placement of court-involved juveniles as they proceed through the juvenile justice system. Electronic files includes data from petitions and juvenile court orders, secure custody orders, admission sheets, inventory sheets, wide-range achievement tests, daily behavior reports, copies of behavior reports for court, accident/injury reports, special management reports, runaway reports, incident reports, release orders, and release forms. Data includes juvenile's name, juvenile's race, juvenile's gender, name(s) of adult contact(s), offense date, court date(s), adjudication date, disposition date, date of program referral(s), name of program(s), date of termination from program(s), date of admission to detention center, date of release from detention center and commitment date. (Comply with applicable provisions of G.S. 7B-1703, 7B-1706, and 7B-3100 regarding the definition, confidentiality, and destruction of juvenile records.)

DISPOSITION INSTRUCTIONS: Update routinely and retain in office.
Erase/destroy electronic records in office after 50 years.