

**Department of Juvenile Justice and Delinquency Prevention
Interstate Compact on Juveniles**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **Department of Juvenile Justice and Delinquency Prevention, Intervention Prevention Division, Interstate Compact to Department of Juvenile Justice and Delinquency Prevention, Interstate Compact**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated **April 30, 2003**. 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

INTERSTATE COMPACT ON JUVENILES

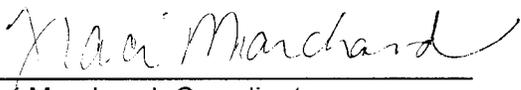
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **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 This schedule is to remain in effect until superseded.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

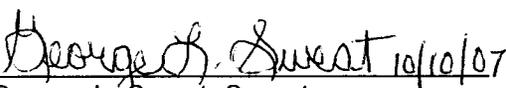

James Converse, Chief Records Officer
Department of Juvenile Justice
and Delinquency Prevention

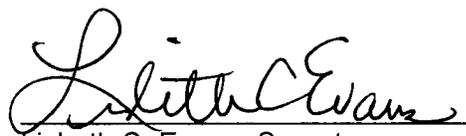

Traci Marchand, Coordinator
Interstate Compact on Juveniles


Larry Dix, Assistant Secretary
Program Services West


David Brook, Director
Division of Historical Resources

APPROVED


George L. Sweat, Secretary
Department of Juvenile Justice
Delinquency Prevention


Lisbeth C. Evans, Secretary
Department of Cultural Resources

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
INTERVENTION/PREVENTION DIVISION
INTERSTATE COMPACT

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

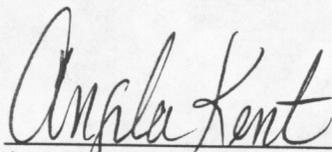
INTERSTATE COMPACT

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 electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

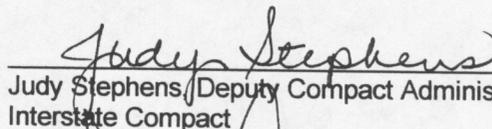
INTERSTATE COMPACT

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.

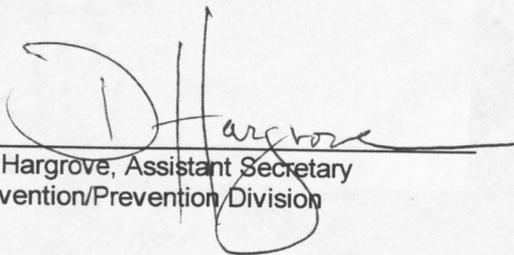
APPROVAL RECOMMENDED



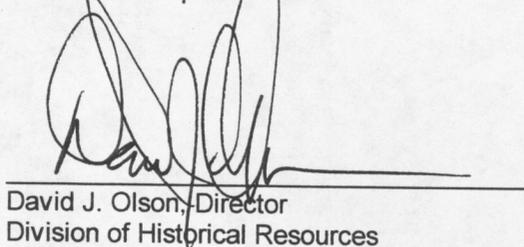
Angela Kent, Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



Judy Stephens, Deputy Compact Administrator
Interstate Compact

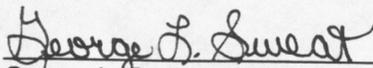


Don Hargrove, Assistant Secretary
Intervention/Prevention Division

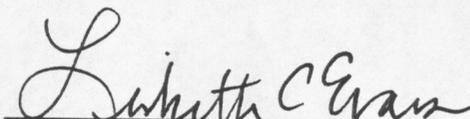


David J. Olson, Director
Division of Historical Resources

APPROVED



George L. Sweat, Secretary
Department of Juvenile Justice and
Delinquency Prevention



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
INTERSTATE COMPACT ON JUVENILES**

ITEM 46800. PROBATION SUPERVISION FILE. Records concerning juveniles who have been returned to North Carolina from another state or transferred to another state from North Carolina. File includes investigation requests, juvenile petitions, application for interstate services and waiver, copies of adjudications, and other related records. Juvenile's name, date of birth, race, sending state, receiving state and other related data are entered into the Probation Supervision Database (Electronic) File (Item 46802). (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of Juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case is closed.

ITEM 46801. RUNAWAY FILE. Records concerning runaways, absconders, and escapees returned to North Carolina from another state, or located in North Carolina and returned to the home (demanding) state. File includes Secure Custody Order, Voluntary Return Agreement or Requisition, travel plans, and other related information. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of Juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 18 months after juvenile turns 18 years old.

ITEM 46802. PROBATION SUPERVISION DATABASE (ELECTRONIC) FILE. Electronic records concerning juveniles who have been returned to North Carolina or transferred to another state from North Carolina. Electronic file includes juvenile's name, date of birth, race, sending state, receiving state, termination date, and other related data. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of Juvenile records.) (File maintenance and backup procedures conducted by Department of Juvenile Justice and Delinquency Prevention, Local Area Network (LAN) Administrator.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after case is closed or when reference value ends, whichever occurs first.