

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
PROGRAM SERVICES DIVISION
COMMUNITY GRANTS PROGRAM SECTION
ECKERD WILDERNESS CAMP

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

ECKERD WILDERNESS CAMP

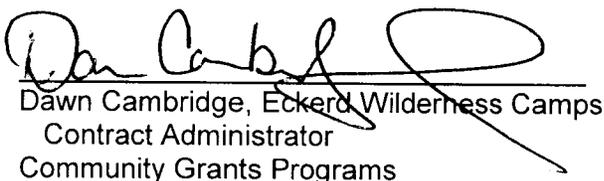
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

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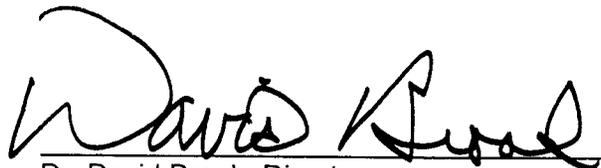
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


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


Dawn Cambridge, Eckerd Wilderness Camps
Contract Administrator
Community Grants Programs


Katherine R. Dudley, Assistant Secretary
Program Services East


Dr. David Brook, 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

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ITEM 2234. Camp File. Records in paper and electronic formats concerning each contracted camp. File includes contracts, population reports, camps and screening committee reports, general correspondence, monitoring reviews, evaluations, leases, and site approval letters. (File maintenance and backup procedures conducted by Department of Juvenile Justice and Delinquency Prevention, Information Technology Division, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and interfiled when reference value ends. Destroy in office paper records 3 years after the end of the fiscal year covered. Destroy records currently stored in the State Records Center 3 years from date of records.

ITEM 2235. Therapeutic Camping System Program File. Records concerning the Eckerd Youth Alternatives Educational System. File includes correspondence, articles of incorporation, bylaws, therapeutic camping program descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the end of the fiscal year covered. Destroy records currently stored in the State Records Center 3 years from date of records.

ITEM 35439. Therapeutic Camping Juvenile Tracking System (Electronic) File. Electronic records containing clients' test data, clients' tracking system intake forms, clients' tracking system exit forms, follow-up forms, clients' progress data and exit summaries. (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, Information Technology Division, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office when administrative value ends.

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ITEM 3687. Camper Case File. Records concerning camper case contracts and individual client cases. File includes client's name, psychological evaluations, progress reports, exit summaries, correspondence, and other related records. Client's name, test data, exit information, and other related data are entered into the department's NC-Join (Database) File (Item 47993). (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the end of the fiscal year 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. Destroy records currently stored in the State Records Center 3 years from date of records.

ITEM 46136. Incident Reports File. Record copies of Eckerd Wilderness Camp forms used to document unusual incidents by identifying individuals involved and statements of facts. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the end of the fiscal year covered 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.