

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
PROGRAM SERVICES DIVISION  
COMMUNITY GRANTS PROGRAM SECTION  
JUVENILE CRIME PREVENTION COUNCIL

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

JUVENILE CRIME PREVENTION COUNCIL

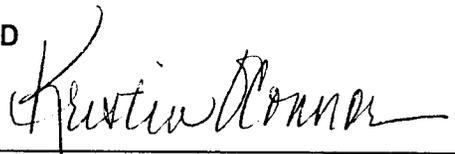
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

JUVENILE CRIME PREVENTION COUNCIL

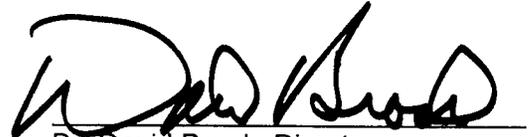
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

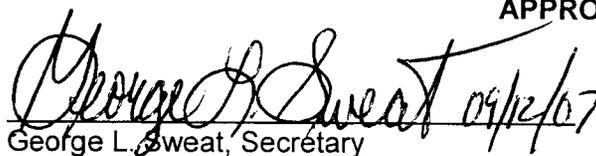
  
James Converse, Chief Records Officer  
Department of Juvenile Justice and  
Delinquency Prevention

  
Kristin O'Connor, Program Manager  
Community Grants Programs

  
Katherine R. Dudley, Assistant Secretary  
Program Services East

  
Dr. David Brook, Director  
Division of Historical Resources

APPROVED

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

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
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AREA PROGRAMS**

**ITEM 3446. Program Agreements File.** Records in paper and electronic formats concerning Juvenile Crime Prevention Council (JCPC) programs. File includes agreements, contracts, correspondence between JCPC programs, county governments and community programs, annual and quarterly reports concerning clients served by JCPC Programs that do not use the Client Tracking Application, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Destroy remaining records in office 5 years after expiration of contract 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 5 years from date of records.

**ITEM 35425. Active Client List File.** Records in paper and electronic formats listing all clients currently in the Management Information System separated by region. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office immediately.

**ITEM 35426. Annual And Quarterly Program Review File.** Annual and quarterly reports concerning clients served by Juvenile Crime Prevention Council (JCPC) Program that do not use client-tracking forms in the Client Tracking Application. File includes client admission and termination information. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 35428. Juvenile Crime Prevention Council (JCPC) Directory By Identification Number File.** Listings of Juvenile Crime Prevention Council programs statewide by identification number. Directory lists name, address, telephone number, director, program type, county, and effective date of each program.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office immediately.

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**ITEM 35432. Implementation Reports File.** Reports and forms used to enter active or inactive status of Juvenile Crime Prevention Council programs from the Management Information System.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office immediately.

**ITEM 35433. Juvenile Justice Indicator File.** Printouts listing numbers of delinquent and undisciplined complaints received, complaints diverted, juveniles alleged, delinquent or undisciplined, detention admissions, youth development center commitments, number transferred to Superior Court, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office immediately.

**ITEM 35435. Quarterly Client Tracking Forms Reports File.** Reports for each Juvenile Crime Prevention Council (JCPC) Program using client tracking forms. Reports list statistical information for clients served by a particular program within each region. Reports are compiled from Client Tracking Forms File (Item 8550).

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently stored in the State Records Center 8 years from dates of records.

**ITEM 35437. Quarterly / 12 Month Spreadsheet Program Review File.** Spreadsheets produced quarterly for 12-month periods concerning clients served by Juvenile Crime Prevention programs. Reports are compiled from Client Tracking Forms File (Item 8550).

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office immediately.

**ITEM 8542. Central Office File.** Records concerning Community-Based Alternatives history, administrative procedures, annual reports, and disposition papers. File includes information and correspondence regarding travel, fiscal records, grievance policy, and organization chart.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

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**ITEM 8544. Juvenile Crime Prevention Council (JCPC) File.** Records in paper and electronic formats concerning the administration of Juvenile Crime Prevention Council (JCPC) programs. File includes correspondence regarding JCPC Chairperson, certifications for each county, annual plans, JCPC membership, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Destroy remaining records in office 5 years after expiration of contract 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 5 years from date of records.

**ITEM 8550. Client Tracking Forms File.** Electronic records concerning clients served by Juvenile Crime Prevention Council programs. File includes client admission and termination information. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 48046. Annual Announcement File.** Correspondence disseminated to all JCPC participants outlining application procedures, requirements, instructions, directives, training opportunity announcements and other general administrative information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.