

## STATE BUREAU OF INVESTIGATION

### PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

#### **ORGANIZATIONAL NAME CHANGE**

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. Pursuant to Session Law 2014-100, the Program Records Retention and Disposition Schedule reflects an organizational change from **Department of Justice, State Bureau of Investigation** to **State Bureau of Investigation** (with the exception of the Medicaid Criminal Investigations Unit within the Professional Standards Division). 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 schedules for the State Bureau of Investigation. 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

#### **State Bureau of Investigation**

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. The agency agrees to comply with 07 NCAC 04M.0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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 State Bureau of Investigation and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The State Bureau of Investigation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the State Bureau of Investigation will be responsible for cost of microfilm production.

The State Bureau of Investigation and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The State Bureau of Investigation agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 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 State Bureau of Investigation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**



S. Mark Brewington, Administrative Services  
Chief Records Officer, State Bureau of Investigation



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



Bernard W. Collier II  
Acting Director, State Bureau of Investigation



Susan W. Kluttz, Secretary  
Department of Cultural Resources

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION**

**ITEM 44158. INACTIVE PERSONNEL FILE**

Records concerning division personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center 5 years after termination of service. Records will be held in the State Records Center 25 additional years and then destroyed.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
ADMINISTRATION**

**ITEM 12123. ASSET FORFEITURE RECORDS FILE**

Records concerning asset forfeiture sharing requests. File includes correspondence, applications, sharing vouchers, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 31201. LABORATORY ANALYSIS, RESTITUTIONS, AND SPECIAL FUND FILE**

Payments from defendants through the court system and returned State Bureau of Investigation Special Fund checks.

DISPOSITION INSTRUCTIONS: Transfer payments and special fund checks to , Office of the Attorney General, Financial Services Section, Special Investigations Special Funds Account File (Item 2359) upon receipt.

**ITEM 37768. EXCISE TAX FILE**

Reference copies of report of arrest and/or seizure involving nontax paid (unstamped) controlled substances and counterfeit controlled substances forms (N.C. Department of Revenue BD-4 Form) required by G.S. 114-18.1 and 114-19 to be filed with the State Bureau of Investigation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 38556. ASSET FORFEITURE (ELECTRONIC) DATABASE FILE**

Machine readable records concerning asset forfeiture sharing requests. Electronic file includes names of counties, agents' names, types of properties seized, case file numbers, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Erase files from database immediately. Destroy in office magnetic tapes immediately.

**ITEM 38557. CAPITAL PROJECTS FILE**

Records concerning funded capital projects. File includes reference copies of correspondence, memorandums, and other documentation related to project funding. File also includes blueprints for Crime Laboratory.

DISPOSITION INSTRUCTIONS: Retain in office blueprints permanently. Destroy in office remaining records when reference value ends.

**ITEM 38579. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND ADMINISTRATIVE PROCEDURES (ELECTRONIC) DATABASE FILE**

Machine readable records concerning State Bureau of Investigation (SBI) policies and administrative procedures which include the administrative order system which is used to update SBI policies and all division procedures. Electronic file includes administrative order numbers, effective dates, subjects, original administrative orders, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer printed copy to State Bureau of Investigation (SBI) Policy and Administrative Procedures Notebooks File (Item 38580) upon receipt. Transfer backup records to an off-site location for backup storage and update periodically. Retain in office copy of magnetic disk permanently.

**ITEM 38580. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND ADMINISTRATIVE PROCEDURES NOTEBOOKS FILE**

Printouts generated from State Bureau of Investigation (SBI) Policy and Administrative Procedures (Electronic) Database File (Item 38579). Printouts include administrative order numbers, administrative orders, effective dates, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
ADMINISTRATION**

**ITEM 43121. STATE PROPERTY FIRE INSURANCE FUND (SPFIF) FILE**

Listing of State Bureau of Investigation (SBI) facilities and/or facility contents to be covered under SPFIF. File also includes Asset and Leased Asset SPFIF Listing (SPFIF 2020) with SBI additions and corrections filed with the Department of Insurance.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CASE RECORDS MANAGEMENT SECTION**

**ITEM 2425. INVESTIGATIVE CASES FILE**

Records concerning criminal investigations conducted by State Bureau of Investigation special agents. File includes case initial/identifications reports, investigative reports, polygraph reports, intrabureau correspondence, laboratory reports, final reports, and other related records. Case numbers, location of offense, dates of offense, type of crime, documentation on investigative activities, and other related data are entered into Investigative Cases Database (Electronic) File (Item 38124). (State Bureau of Investigation personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center. File is restricted by G.S. 132-1.4.) (This is an essential agency record.) Amended 04-28-2014.

DISPOSITION INSTRUCTIONS: Transfer closed cases to the State Records Center after 2 years. Records will be held for agency in the State Records Center 10 additional years and then microfilmed. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives for security storage with restricted access. Paper records will be destroyed in the State Records Center after imaging. If agency does not elect to purchase duplicate copy of the microfilm at the time of production, future reference or acquisition of microfilm will incur microfilm duplication cost.

**ITEM 2426. STATEWIDE EXAMINERS'/AGENTS' POLYGRAPH REPORTS (MICROFILM) FILE**

Microfilmed reports concerning polygraph examinations conducted by agents/examiners stationed throughout the state. Reports list date of examination; name of examiner; type, location, and date of crime; and name, race, sex, date of birth, and address of victim and examinee, and other related data. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy microfilm in agency and security vault after 20 years.

**ITEM 3573. CORRESPONDENCE (NOT ASSIGNED FILE NUMBER) FILE**

Correspondence received from citizens, prison inmates, agents, and district attorneys concerning matters which do not result in the assignment of file numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**ITEM 3578. MOBILE LABORATORY CRIME SCENE SEARCH REPORTS AND WORKING PAPERS FILE**

Mobile Laboratory Crime Scene Search Reports. File includes name of requesting agency; location, date, and type of crime; name, race, sex, and date of birth of each victim and suspect; types of evidence seized; and name of mobile laboratory operator. File also includes memorandums or reports which provide details of each crime scene search. (File is restricted by G.S. 114-15.) (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy all records currently stored in the State Records Center 19 years from date received.

**ITEM 3597. DISPOSITION OF CONTROLLED SUBSTANCES FILE**

Records concerning the disposition of controlled substances (drugs) seized by state and local law enforcement officers. File includes date controlled substances seized, from whom seized, description of substances, names of agencies disposing of substances, names of persons destroying substances, dates substances destroyed, names of witnesses of destruction, and other related records. Amended 11-4-03.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred. Microfilm records currently stored in State Record Center for security storage. Paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored for the agency in the vault after completion of microfilming and all quality control procedures. A duplicate copy of the microfilm will be purchased and retained by the agency. Retain microfilm in agency and vault permanently.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CASE RECORDS MANAGEMENT SECTION**

**ITEM 3608. INVESTIGATIVE CASES INDEX (MICROFILM) FILE**

Microfilmed card file concerning each investigative case opened during 1938-1978. Cards list names of victims, suspects, and/or subjects; case files or laboratory numbers; types of offenses; and locations and dates of offenses. (File provides index to Investigative Cases File (Item 2425) and Old Homicides Investigative Cases File (Item 3974). File is restricted by G.S. 132-1.4.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain copy of microfilm in agency and State Archives vault permanently.

**ITEM 3613. NICKNAMES CARD INDEX (MICROFILM) FILE**

Microfilmed card file of nicknames used by criminal suspects between 1938-1978. Cards list types of offenses and file numbers. (File provides index to Investigative Cases File (Item 2425) and Old Homicides Investigative Cases File (Item 3974). File is restricted by G.S. 132-1.4.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain copy of microfilm in agency and State Archives vault permanently.

**ITEM 3841. ANNUAL CASE STATISTICAL PRINTOUTS FILE**

Computer generated printouts of crime statistics compiled from computer runs. Statistical categories include breakdowns by county, types of crimes, names of agents and requesting agencies, disposition of cases, number of drug cases, and technical cases. (Records for this item are dated prior July 1, 1995 and are no longer being created.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center to be microfilmed for permanent storage in the State Archives vault. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault and a duplicate copy of microfilm will be sent to agency for permanent retention.

**ITEM 3974. OLD HOMICIDES INVESTIGATIVE CASES FILE**

Microfilm copies of criminal case investigative files for the period 1938-1953. Each case contains initial reports, investigative reports, physical evidence reports, technical reports, confidential reports, and final reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 13998. MONTHLY CASE STATISTICAL (PRINTOUTS) FILE**

Computer printouts of monthly crime statistics. (Records for this item are dated prior July 1, 1995 and are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 14012. AGENTS' SPECIAL FILE**

Memorandums and various correspondence for agents with personal identification numbers concerning matters for which no investigative case file number was assigned. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy records currently stored in the State Records Center 10 years from date received.

**ITEM 14014. DRUGS AND NARCOTICS REFERENCE FILE**

Public records concerning drugs and narcotics. File includes reference materials regarding drug laws and legislation, drug arrest reports, newspaper clippings, and printed and published governmental reports concerning narcotics matters. File also includes old drug statistics and working papers used in compiling the reports. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center to the custody of the Archives 20 years from date received.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CASE RECORDS MANAGEMENT SECTION**

**ITEM 14034. SEMIANNUAL DRUG (PRINTOUTS) FILE**

Computer generated printouts listing drug information abstracted from a secondary computer database. Printouts list types of drugs or narcotics, disposition of drugs or narcotics, names of agents, number of drug cases, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 14036. CRIME-RELATED SUBJECTS PRINTOUTS FILE**

Computer generated printouts concerning special requests for the Records Section. File concerns various crime-related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 14038. SPECIAL OPERATIONS DIVISION (SOD) FILE**

Investigative records received from SOD. (File is restricted by G.S. 132-1.4) (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy records currently stored in the State Records Center 5 years from date received.

**ITEM 16594. INVESTIGATIVE REPORTS WITH NO ASSIGNED NUMBERS FILE**

Records concerning investigations conducted by agencies which did not result in assignment of a case number. File includes case initial/identification reports, investigative reports, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 38124. INVESTIGATIVE CASES DATABASE (ELECTRONIC) FILE**

Machine readable records concerning criminal investigations conducted by State Bureau of Investigation Special Agents. Electronic file includes case numbers, dates of offenses, locations, names of requesting agencies, and other related data. (File is restricted by G.S. 132-1.4. This is an essential agency record.) (File maintenance and backup procedures are conducted by the State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 38125. INVESTIGATIVE CASES INDEXED (PRINTOUTS) FILE**

Computer generated printouts produced from Investigative Cases Database (Electronic) File (Item 38124). Printouts list case numbers, dates of offenses, locations, names of requesting agencies, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 38126. INVESTIGATIVE (KEYPUNCH) DATA CARD FILE**

Card file concerning investigative cases opened during 1969-1978. Cards list case numbers, names of counties, names of victims/suspects, month and year cases opened, and other related data. (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 39484. STATE BUREAU OF INVESTIGATION (SBI) INVESTIGATIVE REPORT WRITING MANUAL DATABASE (ELECTRONIC) FILE**

Machine readable records concerning established guidelines for reporting investigative activities conducted by Bureau Agents. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer printed copy to State Bureau of Investigation (SBI) Investigative Report Writing Manual (Notebook) File (Item 39485), Bureau Agents, and other designated individuals upon receipt. Transfer backup records to an off-site location for backup storage and update routinely. Retain in office remaining records permanently.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CASE RECORDS MANAGEMENT SECTION**

**ITEM 39485. STATE BUREAU OF INVESTIGATION (SBI) INVESTIGATIVE REPORT WRITING  
MANUAL (NOTEBOOK) FILE**

Printouts generated from State Bureau of Investigation (SBI) Investigative Report Writing Manual Database (Electronic) File (Item 39484). Printouts include guidelines for reporting investigative activities.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
HUMAN RESOURCES SECTION**

**ITEM 7019. PRE-EMPLOYMENT FILE**

Records concerning applicants/employees pre-employment. File includes sensitive information on polygraph tests, psychological evaluations, and physical/medical examinations pertaining to pre-employment. File also includes correspondence, physician reports, medical history statements (F-1), personal history supplemental reports, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 5 years after termination of service to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for storage in the Archives security vault and destroyed after 75 years. A copy of the digital images will be purchased by the agency. Destroy digital images in agency after 75 years. Destroy in office returned paper records immediately.

**ITEM 40207. APPLICANTS' BACKGROUND INVESTIGATIONS REPORTS FILE**

Records concerning background investigations conducted on applicants for pre-employment purposes. File includes investigative reports containing criminal history, credit history, work history, military history, driving and vehicles registration data, educational and training credentials, previous employer performance data, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 5 years after termination of service to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for storage in the Archives security vault and destroyed after 75 years. A copy of the digital images will be purchased by the agency. Destroy digital images in agency after 75 years. Destroy in office returned paper records immediately.

**ITEM 44159. EMPLOYEES MEDICAL FILE**

Records concerning medical status of State Bureau of Investigation (SBI) sworn agents. File includes incoming and outgoing correspondence, memorandums, medical reports, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center 5 years after termination of service to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for storage in the Archives storage vault and destroyed after 75 years. A copy of the digital images will be purchased by the agency. Destroy digital images in agency after 75 years. Destroy in office returned paper records immediately.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
LOGISTICS SUPPORT SECTION**

**ITEM 16720. VEHICLES FILE**

Records concerning vehicles registered to State Bureau of Investigation (SBI). File includes vehicle titles, copies of fictitious registrations, data concerning any accidents, and other related records. Portions of data are entered into the Mapper Operating System and Database (Electronic) File, Item 48140. (All SBI vehicles are registered confidentially for security reasons and some are registered fictitiously.) (Comply with applicable provisions of G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer vehicle titles to Department of Administration, Office of State Property upon disposition or surplus of vehicle. Destroy in office remaining records 2 years after disposition or surplus of vehicle.

**ITEM 16721. FEDERAL GRANTS FILE**

Records concerning Law Enforcement Assistant Administration (LEAA) and Highway Safety grants awarded. File includes copies of grants, copies of all purchase orders, monthly, fiscal, and progress reports, and other related records. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Records transferred to Administrative Services Division, Administration, Grant Budget File (Item 38581).

**ITEM 39636. EMPLOYEE ROSTER SYSTEMS (ERS) DATABASE (ELECTRONIC) FILE**

Electronic records concerning State Bureau of Investigation (SBI) employees. Electronic file includes employees' names, business and residential addresses, telephone numbers, emergency contact information, pertinent health information, and other related data. Portions of data are linked to the Mapper Operating System and Database (Electronic) File, Item 48140. (Comply with applicable provisions of G.S. 126-24 regarding confidentiality of personnel records.) (File is maintained by , Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**ITEM 48140. MAPPER OPERATING SYSTEM AND DATABASE (ELECTRONIC) FILE**

Electronic records concerning State Bureau of Investigation agent activity, agent contact information, and agency-owned equipment records. Data is input from Vehicles File (Item 16720) and is linked to Employee Roster Systems (ERS) Database (Electronic) File (Item 39636). Data includes employees' names, business and residential addresses, telephone numbers, emergency contact information, pertinent health information, training records, agent qualifications, equipment records, vehicle records, and other related data. (Comply with applicable provisions of G.S. 126-24 regarding confidentiality of personnel records.) (File maintenance and backup procedures performed by the , Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
PLANNING AND RESEARCH SECTION**

**ITEM 40708. SPECIAL PROJECTS DATABASE (ELECTRONIC) FILE**

Machine readable records concerning the development of new policies and procedures. Electronic file includes drafts of position papers, surveys, research documents, and other related records. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update periodically. Retain in office remaining records permanently.

**ITEM 44601. RESEARCH SUPPORT FILE**

Records concerning social research conducted by staff. File includes research documentation, survey instruments, correspondence, news articles, research papers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 44602. INTERN RECORDS FILE**

Records concerning college interns undergoing training. File includes applications, work history, college transcripts, performance evaluations, and other related records. (Comply with applicable provisions of G.S. 126, Article 7 regarding the privacy of personnel records and 20 USCA 1232g regarding confidentiality of education records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
RESEARCH AND PLANNING SECTION  
ACCREDITATION UNIT**

**ITEM 38969. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND PROCEDURE MANUAL (ELECTRONIC) FILE**

Electronic records concerning established methods for conducting Bureau affairs related to the functions and responsibilities of the Field Operations Division of the State Bureau of Investigation (SBI). Data is used to create SBI Policy and Procedure Manual (Notebook) File (Item 38970). (File maintenance and backup procedures conducted daily by , Information Technology (IT).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Print procedures as updated and interfile in SBI Policy and Procedure Manual (Notebook) File (Item 38970). Retain in office permanently.

**ITEM 38970. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND PROCEDURE MANUAL (NOTEBOOK) FILE**

Manuals in paper and electronic formats concerning the functions and responsibilities of the Field Operations Division

DISPOSITION INSTRUCTIONS: Transfer 1 copy each to the Director, Assistant Directors, Special Agents In Charge, and other designated officials. Transfer final version of superseded manual (inclusive of all updates issued thereto) to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining copies when administrative value ends. Data from records is entered into SBI Policy and Procedure Manual Database (Electronic) File (Item 38969).

**ITEM 47274. COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) ACCREDITATION STANDARDS FILE**

Records used to document SBI's compliance with CALEA standards. File includes CALEA standard, Individual Standard Status Report (ISSR), written directives (law, legislation, policy and procedures), and other necessary documentation. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records, G.S. 132-1.4 regarding confidentiality of criminal investigations, and G.S. 135-37 regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after reaccreditation hearing. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 47275. INDEX TO CALEA ACCREDITATION STANDARDS (ELECTRONIC) FILE**

Electronic database used as index for Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation Standards File (Item 47274). Database is used to manage and track the accreditation process and serves as a reference in the location of compliance documentation files. (File maintenance and backup procedures conducted daily by , Information Technology (IT)).

DISPOSITION INSTRUCTIONS: Update records in office routinely.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
RESEARCH AND PLANNING SECTION  
ADMINISTRATION UNIT**

**ITEM 36755. FICTITIOUS DRIVER'S LICENSE AND REGISTRATION FILE**

Requests made by law enforcement agencies for the issuance of fictitious driver's licenses and vehicle registrations to be used for the undercover activities of these law enforcement agencies. File includes applications, renewal requests, correspondence, and other related records. Agency name, requestor's name, fictitious name and plate number, renewal date, and other related data are entered into the Fictitious Driver's License and Registration Database (Electronic) File (Item NEW). (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 46745. CONFIDENTIAL DRIVER'S LICENSE AND REGISTRATION FILE**

Requests made by law enforcement agencies for the issuance of confidential driver's licenses and vehicle registrations to be used for the undercover activities of these law enforcement agencies. File includes application, renewal request, correspondence, and other related records. Agency name, address, and number of tags are entered into the Confidential Driver's License and Registration Database (Electronic) File (Item NEW). (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 46746. FICTITIOUS DRIVER'S LICENSE AND REGISTRATION DATABASE (ELECTRONIC) FILE.**

Listings of fictitious driver's licenses and vehicle registrations to be used for the undercover activities of law enforcement agencies. Agency name, requestor's name, fictitious name and plate number, renewal date, and other related data are entered into this database. (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records).

DISPOSITION INSTRUCTIONS: Update or erase in office when superseded or obsolete.

**ITEM 46747. CONFIDENTIAL DRIVER'S LICENSE AND REGISTRATION DATABASE (ELECTRONIC) FILE.**

Listings of confidential driver's licenses and vehicle registrations to be used for the undercover activities of law enforcement agencies. Agency name, address, and number of tags are entered into this database. (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records).

DISPOSITION INSTRUCTIONS: Update or erase in office when superseded or obsolete.

**ITEM 46748. GRANTS FILE**

Records concerning grants awarded to and/or administered by section. File includes administrative documents, reports, regulations and guidelines, correspondence, audits, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years 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.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
TRAINING AND INVESTIGATIVE SUPPORT SECTION**

**ITEM 16688. SCHOOLS AND SEMINARS FILE**

Records in paper and electronic formats, including e-mail, concerning in-service training conducted by the State Bureau of Investigation (SBI) training staff for SBI personnel. File includes printouts produced from Training and Career Development (Printouts) File (Item 38515), names of courses and seminars offered, and other related records. File also includes data on specialized schools and other types of schools. (Employees' names and information, names of courses taken, seminars attended, dates attended, locations, and other related data entered into Training and Career Development (Database) Electronic File (Item 38514).)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Transfer remaining paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 30 additional years and then destroyed. Destroy in office remaining electronic records when reference value ends. Destroy paper records currently stored in the State Records Center 30 years from date of record.

**ITEM 16689. ACTIVE EMPLOYEES TRAINING RECORDS FILE**

Records in paper and electronic formats concerning training received by each sworn and non-sworn State Bureau of Investigation employee. File includes forms listing dates of training, credit hours received, and locations of training received; supporting documentation for training received; and other related records. File also includes firearms training records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Destroy in office electronic versions of records when employee terminates service. Transfer paper records to Inactive Employees Training Records File (Item 16690) when employee terminates service.

**ITEM 16690. INACTIVE EMPLOYEES TRAINING RECORDS FILE**

Records concerning training received by each sworn and non-sworn former State Bureau of Investigation employee. File includes forms listing dates of training, credit hours received, and locations of training received; supporting documentation for training received; and other related records. File also includes firearms training records. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 30 additional years and then destroyed. Destroy records currently stored in the State Records Center 35 years from date of record.

**ITEM 38505. AGENT EQUIPMENT DATABASE (ELECTRONIC) FILE**

Electronic records concerning equipment issued to State Bureau of Investigation agents. Electronic file includes listing of all equipment assigned to individual agents for professional use.

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

**ITEM 38510. STATE BUREAU OF INVESTIGATION ACADEMY LESSON DATABASE (ELECTRONIC) FILE**

Electronic records concerning basic training received by agency trainees. Electronic file includes drafts of lesson plans, listing of course objectives, course outlines, names of courses, names of course preparer, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Update in office routinely. Print electronic records and transfer to the State Bureau of Investigation Academy Lesson Master File (Item 38511). Destroy in office electronic records when reference value ends.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
TRAINING AND INVESTIGATIVE SUPPORT SECTION**

**ITEM 38511. STATE BUREAU OF INVESTIGATION ACADEMY LESSON MASTER FILE**

Records concerning basic training received by agency trainees. File includes names of courses, names of preparers and dates courses prepared, instructional and test materials, reference data, and other related records. (Names of courses, names of preparers and dates courses prepared, and other related data entered into State Bureau of Investigation Academy Lesson Database (Electronic) File (Item 38510).)

DISPOSITION INSTRUCTIONS: Records transferred to the State Bureau of Investigation Special Agent Academy File, (Item 38513).

**ITEM 38512. STATE BUREAU OF INVESTIGATION ACADEMY LESSON (PRINTOUTS) MANUAL FILE**

Printouts produced from State Bureau of Investigation Academy Lesson Electronic (Database) File (Item 38510). Printouts list lesson plans, course objectives, names of preparers, names of courses, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to State Bureau of Investigation Academy Lesson Master File (Item 38511) upon receipt.

**ITEM 38513. STATE BUREAU OF INVESTIGATION SPECIAL AGENT ACADEMY FILE**

Records concerning basic training received by special agent trainees. File includes agents' field training records, instructional materials, copies of tests, all data pertaining to academy sessions, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Transfer remaining non-confidential paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 30 additional years and then transferred to the custody of the Archives. Transfer records currently in the State Records Center 30 years after date of record to the custody of the Archives.

**ITEM 38514. TRAINING AND CAREER DEVELOPMENT DATABASE (ELECTRONIC) FILE**

Electronic records concerning specialized training conducted by State Bureau of Investigation (SBI) and outside sources training staff for SBI personnel. Electronic file includes names of courses offered, class roster, career development training transcripts, and other related data. File also includes data entered from Schools and Seminars File (Item 16688). (Comply with applicable provisions of 5 U.S.C. 55a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when obsolete or superseded.

**ITEM 38515. TRAINING AND CAREER DEVELOPMENT (PRINTOUTS) FILE**

Printouts produced from Training and Career Development Database (Electronic) File (Item 38514). Printouts list names of courses, employees' names and numbers, dates of training, credit hours received, and other related data. (Comply with applicable provisions of 5 U.S.C. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Schools and Seminars File (Item 16688)

**ITEM 48177. AGENT EQUIPMENT (PRINTOUTS) FILE**

Printouts produced from Agent Equipment Database (Electronic) File (Item 38505). Records concerning equipment issued to State Bureau of Investigation agents. Printouts list all equipment assigned to individual agents for professional use.

DISPOSITION INSTRUCTIONS: Destroy in office when obsolete or superseded.

**STATE BUREAU OF INVESTIGATION  
CHIEF INVESTIGATOR DIVISION  
INTELLIGENCE AND TECHNICAL SERVICES SECTION**

**ITEM 3190. GOVERNOR'S SECURITY FILE**

Records concerning security provided by the State Bureau of Investigation (SBI) for the governor. File includes travel itineraries, governor's schedules, travel arrangement records, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16618. PHOTOGRAPHY WORK ORDER REQUESTS FILE**

Requests received for work to be performed by the photography laboratory. File also includes photography work order request forms, copy camera logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16619. PHOTOGRAPHY LABORATORY NEGATIVE FILM FILE**

Negatives and contact sheets of photographs made during investigations. File also includes negatives of various State Bureau of Investigation (SBI) personnel (past and present).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

**ITEM 16673. HAZARDOUS DEVICES UNIT REPORTS FILE**

Reports concerning disposal of explosive devices. Reports also list data on each bomb call answered and status of action taken. (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 16710. NORTH CAROLINA CRIMINAL INFORMATION EXCHANGE (NCCIX) FILE**

NCCIX bulletins and related correspondence which provides for the exchange of criminal information from law enforcement agencies throughout North Carolina and neighboring states.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16728. SUPERVISOR'S CORRESPONDENCE FILE**

Reference copies of correspondence prepared for division supervisor's signature.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16729. INTELLIGENCE FILE**

Records concerning actual or suspected criminal activity or personalities. File includes correspondence, statistical reports, requests received for statistics, and other related records. (File is restricted by G.S. 114-15.) (Comply with Federal Regulations 28 CFR 23.2.)

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

**ITEM 16730. FEDERAL GRANT FUNDS FILE**

Federal grants awarded for the investigation of arson, drug intelligence, and drug traffic cases.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 16731. DATA SHEETS FOR MAJOR CRIMINALS FILE**

Fliers for wanted criminals distributed to agents and law enforcement officers for identification purposes. File also includes mailing lists and intelligence bulletins.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**STATE BUREAU OF INVESTIGATION  
CHIEF INVESTIGATOR DIVISION  
INTELLIGENCE AND TECHNICAL SERVICES SECTION**

**ITEM 39767. ELECTRONIC CORRESPONDENCE (E-MAIL) FILE**

Machine readable records received and transmitted electronically as "electronic mail" or "e-mail" messages and containing information of value or evidence of the section administration, management, operations, activities, and business. Electronic mail messages also includes transmission and data receipts.

DISPOSITION INSTRUCTIONS: Transfer paper copy upon receipt to appropriate records series file. Destroy in office in accordance with that records series file's disposition instructions.

**ITEM 39769. INVESTIGATIVE CASES FILE**

Records concerning each investigation conducted by State Bureau of Investigation (SBI) special agents. File includes reference copies of initial reports, investigative reports, intrabureau correspondence, and other related records. (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 official actions 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 39776. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE**

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

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ADMINISTRATION SECTION**

**ITEM 22780. BUDGET, GRANT, AND RENOVATION RECORDS FILE**

Records concerning Division of Criminal Information budget. File includes monthly budget reports, continuation and expansion budget reports, expanded budget requests, documentation on appropriation advice and projected needs for next biennium, grant proposals, renovation of building records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after current and 1 additional biennium.

**ITEM 22806. LIBRARIAN'S ADMINISTRATION FILE**

Librarian's working files of all newsletters and correspondence concerning program responsibilities. File also includes records concerning installation of all terminals and interfaces into system.

DISPOSITION INSTRUCTIONS: Retain in office documentation on installation into system permanently. Destroy in office remaining records after 2 years.

**ITEM 22807. ON-LINE MENU (MASTER COPIES) FILE**

Master copies of all on-line menu documentation prepared by the Division of Criminal Information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22810. MANUALS AND PROGRAM INSTRUCTIONS NOTEBOOKS FILE**

Notebooks containing instructions and current manuals for the operation of the Division of Criminal Information terminals. File also includes documentation on non-installed hardware/software products.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 39248. CONCEALED HANDGUN PERMITS FILE**

Correspondence concerning criminal history background check on individuals applying for handgun permits.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years or when released from all audits, whichever occurs later.

**ITEM 39249. CONCEALED HANDGUN PERMITS FEES FILE**

Records concerning fees received from applicants for handgun permits. File includes names of applicants, dates of birth, physical description of applicants, social security numbers, documentation on military status, and other related records. File also includes invoices and deposit slips.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years or when released from all audits, whichever occurs later.

**ITEM 39250. DIVISION OF CRIMINAL INFORMATION ADMINISTRATIVE POLICY AND PROCEDURE MANUAL DATABASE (ELECTRONIC) FILE**

Machine readable records concerning established methods for conducting Bureau affairs related to the functions and responsibilities of the Division of Criminal Information. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Division of Criminal Information Administrative Policy and Procedure Manual (Notebook) File (Item 39251) upon receipt. Transfer printed copy to section supervisors and other designated individuals upon receipt. Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update electronic file periodically. Retain in office copy of magnetic disk permanently.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ADMINISTRATION SECTION**

**ITEM 39251. DIVISION OF CRIMINAL INFORMATION ADMINISTRATIVE POLICY AND  
PROCEDURE MANUAL (NOTEBOOK) FILE**

Printouts generated from Division of Criminal Information Administrative Policy and Procedure Manual Database (Electronic) File (Item 39250). Printouts include procedural matters and effective dates for conducting Bureau affairs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 39252. DOMICILIARY CARE FILE**

Correspondence concerning criminal records checks on employees of hospitals, nursing homes, domiciliary care facilities, day cares, mental health facilities, schools, and any other agencies providing care or service to children, the sick or disabled, and elderly. File also includes copies of invoices.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years or when released from all audits, whichever occurs later.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ASSISTANT DIRECTOR'S OFFICE**

**ITEM 16603. RESEARCH PROJECTS FILE**

Records concerning research projects relating to criminal justice. File includes working papers, research materials, correspondence, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer final reports to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when reference value ends.

**ITEM 16604. DESIGN PROJECTS FILE**

Records concerning design projects computer designs. File includes working papers, correspondence, design charts and drawings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 16605. IDENTIFICATION SUBMISSION STATISTICS (GROSS TOTALS) FILE**

Computer generated printouts received from Identification Section indicating total number of identification documents submitted to the division for processing.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16606. POLICE AND SHERIFF DEPARTMENTS' STATISTICS FILE**

Completed reports received from police and sheriff departments' concerning criminal activities submitted to the State Bureau of Investigation (SBI) on a daily, monthly, and yearly basis. Reports include number of crimes, dates and times of crimes, types of weapons, physical description of persons, and other related records. File also includes magnetic tapes of departments' law enforcement activities reports submitted on a daily, monthly and yearly basis. (Information entered into Police and Sheriff Departments' Statistics Database (Electronic) File (Item 39253).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 22753. ATTORNEY GENERAL'S CORRESPONDENCE FILE**

Reference copies of correspondence written to and/or received from Office of the Attorney General concerning the administration of the Division of Criminal Information. File also includes reference copies of Attorney General's opinions, memorandums, and press releases.

DISPOSITION INSTRUCTIONS: Retain in office Attorney General opinions permanently. Destroy in office remaining records when administrative value ends.

**ITEM 22754. CORRESPONDENCE FILE**

Correspondence of the Division of Criminal Information, filed in notebooks and arranged chronologically by date.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22755. ADVISORY POLICY BOARD FILE**

Minutes of the Advisory Policy Board. File also includes agendas, working papers used in planning the meetings, studies and recommendations regarding the organization and operation of the board. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. A copy of the microfilm will be sent to Archives for reference use. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
ASSISTANT DIRECTOR'S OFFICE**

**ITEM 22758. FEDERAL BUREAU OF INVESTIGATIONS (FBI) FILE**

Reference copies of correspondence concerning all phases of the FBI work with the Division of Criminal Information and national crime reporting agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22759. CRIMINAL JUSTICE GRANTS FILE**

Records concerning all federal grant materials. File includes applications, correspondence, Division of Governor's Crime Commission instructional materials for grant administration, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22760. LEGISLATIVE FILE**

Correspondence, memorandums, and legislation drafted and ratified for the Division of Criminal Information. File also includes copies of all legislation enacting the Division of Criminal Information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22767. NATIONAL CRIME INFORMATION CENTER (NCI) FILE**

Records concerning the National Crime Information Center. File includes reference copies of minutes of meetings, correspondence, memorandums, reports, newsletters, plans, proposals, rules and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22768. NATIONAL LAW ENFORCEMENT TELECOMMUNICATION SYSTEM FILE**

Records concerning the National Law Enforcement Telecommunication System. File includes reference copies of minutes of meetings, newsletters, budget records, copies of operational manuals, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22770. CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) FILE**

Records concerning the Criminal Justice Information System. File includes reference copies of plans, proposals, correspondence, working papers, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22771. THE NATIONAL CONSORTIUM FOR JUSTICE INFORMATION AND STATISTICS (SEARCH) GROUP FILE**

Records concerning the SEARCH group. File includes reference copies of minutes of meetings, correspondence, annual reports, names of members, documentation on projects and plans for SEARCH group, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39253. POLICE AND SHERIFF DEPARTMENTS' STATISTICS DATABASE (ELECTRONIC) FILE**

Machine readable records concerning criminal activity received from police and sheriff departments. Electronic file includes number of crimes reported, dates and time of crimes, types of weapons, physical description of persons, and other related data. (File is restricted by G.S. 132-1.4.) (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Update in office electronic file periodically.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
COMPUTER OPERATIONS SECTION**

**ITEM 2420. OPERATING DIRECTIVES FOR DIVISION OF CRIMINAL INFORMATION DISASTER RECOVERY PLAN DATA TAPE FILE**

Operating policies, procedures, and directives used in the daily operation of the Division of Criminal Information.

DISPOSITION INSTRUCTIONS: Agency representative will update tapes currently stored in the State Records Center periodically.

**ITEM 2421. MAGNETIC DATA TAPE FILES FOR DISASTER RECOVERY PLAN FILE**

Tapes containing backup programs and data required in the daily operation of the Division of Criminal Information (DCI). File also includes 12 optical disks containing fingerprints images received from Division of Criminal Information, Identification Section. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center for security storage. Agency representative will update weekly. The 12 optical disks will be returned to Division of Criminal Information (DCI) 1 year from date received for destruction.

**ITEM 16596. DAILY LOGS FILE**

Logs listing summaries of all magnetic tapes created daily. Logs list reel numbers, file numbers, date created, file names data listed on labels, and other related data. Information entered into Daily Logs Database (Electronic) File (Item 39666).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 16638. NATIONAL CRIME INFORMATION CENTER (NCIC) WANTED/STOLEN FILE**

Records concerning data entered in NCIC Wanted/Stolen System on each wanted missing, unidentified, living, and/or deceased person; and identification of stolen or recovered articles. File also includes reference copies of correspondence, arrest warrants, criminal history records, and other related records. Information entered into National Crime Information Center (NCIC) Database (Electronic) File (Item 39675). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22798. COMPUTER SERVICES FILE**

Records concerning computer operations. File includes reference copies of organizational rules, criminal laws, administrative procedures, guidelines for software, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22800. CORRESPONDENCE FILE**

Correspondence written to and/or received from other sections of Division of Criminal Information, , and federal agencies concerning wanted, missing, unidentified, living, and/or deceased persons; and identification of stolen or recovered articles. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22805. SPECIAL FINGERPRINT PROJECT FILE**

Requests received from the Identification Section for fingerprint cards.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 22813. TERMINAL MAINTENANCE LOGS FILE**

Logs maintained by the section on all technical and mechanical problems with the computers. Information entered into Terminal Maintenance Logs Database (Electronic) File (Item 39682).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
COMPUTER OPERATIONS SECTION**

**ITEM 39662. CONCEALED HANDGUNS PERMITS FEES DATABASE (ELECTRONIC) FILE**

Machine readable records concerning requests received from sheriffs' departments on individuals applying for concealed handgun permits. Electronic file includes applicants' names, addresses, social security numbers, names of counties, amounts of fees charged, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39663. CRIMINAL HISTORY DATABASE (ELECTRONIC) FILE**

Machine readable records concerning inmates status. Electronic file includes names of inmates, names of correctional institutions, dates parole revoked, dates of parole, escapes and pardons data, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39664. CRIMINAL HISTORY MAGNETIC TAPES FILE**

Magnetic tapes of criminal history activities.

DISPOSITION INSTRUCTIONS: Retain magnetic tapes in office permanently.

**ITEM 39665. CRIMINAL JUSTICE AGENCIES REQUESTS FILE**

Requests received from law enforcement agencies and non-criminal justice agencies throughout the state for expungement of data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 39666. DAILY LOGS DATABASE (ELECTRONIC) FILE**

Machine readable records concerning magnetic tapes created. Electronic file includes reel numbers, file numbers, file names, dates created, data listed on labels, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39670. FEES FOR SERVICES DATABASE (ELECTRONIC) FILE**

Machine readable records concerning fees charged for services and approved by . Electronic file includes applicants' names, amounts of fees charged and received, subject names, dates received, criminal justice identifying number as assigned by Federal Bureau of Investigation (FBI), and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39671. IDENTIFICATION ORDER (IO'S) FINGERPRINTS DATABASE (ELECTRONIC) FILE**

Machine readable records concerning persons wanted by the Federal Bureau of Investigation (FBI) and other law enforcement agencies. Electronic file includes names and/or alias of wanted persons, dates of birth, physical description of wanted persons, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39672. INTERNAL AUDITS FILE**

Audits of recordkeeping systems of the Division of Criminal Information (DCI). File also includes records concerning current status of the systems.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
COMPUTER OPERATIONS SECTION**

**ITEM 39675. NATIONAL CRIME INFORMATION (NCIC) WANTED/STOLEN DATABASE  
(ELECTRONIC) FILE**

Machine readable records concerning each wanted, missing, unidentified, living, and/or deceased person; and stolen or recovered articles. Electronic file includes serial numbers, names and/or alias of wanted persons, dates of birth, physical description of wanted persons, social security numbers, and other related data. (File is restricted by G.S. 132-1.4.) (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**ITEM 39682. TERMINAL MAINTENANCE LOGS DATABASE (ELECTRONIC) FILE**

Machine readable records concerning technical and mechanical problems with division computers. Electronic file includes work order numbers, dates of requests, times of requests, types of problems, dates problems reported, dates of completion, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
CRIME REPORTING AND FIELD SERVICES SECTION**

**ITEM 22792. ACTIVE CERTIFICATION FILE**

Records concerning certified terminal operators. File includes original certification score sheet and, if applicable, additional renewal test score sheets, test scores for each currently certified terminal operator, and other related records. Information entered into Active Certification Database (Electronic) File (Item 27028).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22793. INACTIVE CERTIFICATION FILE**

Answer sheets for each terminal operator who is no longer employed with a law enforcement/criminal justice agency or who is no longer in the capacity to operate the Division of Criminal Information terminal but has an active date on his/her certification. Information entered into Inactive Certification Database (Electronic) File (Item 27031).

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after certification expires.

**ITEM 22795. CERTIFICATION CLASS ROSTERS FILE**

Completed rosters concerning students attending certification classes. Rosters list students' names, module students enrolled, students grades, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 22796. UNIFORM CRIME REPORTING SYSTEM FILE**

Completed forms concerning crime offenses received from criminal justice agencies participating in the Uniform Crime Reporting System. Forms include agency codes, victims and offenders data, arrestees data, and other related data. Information entered into Uniform Crime Reporting System Database (Electronic) File (Item 39260).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22797. INCIDENT BASE REPORTING SYSTEM FILE**

Forms compiled by criminal justice agencies concerning all reported crime offenses. Forms are used to prepare statistical reports.

DISPOSITION INSTRUCTIONS: Destroy in office 2 months after information is keypunched.

**ITEM 39254. ACTIVE CERTIFICATION DATABASE (ELECTRONIC) FILE**

Machine readable records concerning certified terminal operators. Electronic file includes names of agencies, names of certified terminal operators, social security numbers, dates of certifications, expiration dates, certification status, and other related records. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update electronic file periodically.

**ITEM 39255. AUDIT UNIT'S AGENCY FILE**

Records concerning audits conducted at local criminal justice agencies. File includes audit reports, statistical data, auditors' notes, correspondence, and other related records. (File is restricted by G.S. 114-15)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits, whichever occurs later.

**ITEM 39256. AUDIT UNIT'S QUALITY CONTROL PRINTOUTS FILE**

Computer generated printouts received from Computer Services/Operations Section. Printouts list names of agencies, agencies case numbers, computer assigned identification numbers, National Crime Information Center (NCIC) numbers, and other related data. (Printouts used to advise agencies of daily corrections needed when an error or omission in an entry is detected.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
CRIME REPORTING AND FIELD SERVICES SECTION**

**ITEM 39257. INACTIVE CERTIFICATION DATABASE (ELECTRONIC) FILE**

Machine readable records concerning terminal operators who are no longer employed with a law enforcement/criminal justice agency or are no longer in the capacity to operate the Division of Criminal Information terminal but have an active date on his/her certification. Electronic file includes names of terminal operators, social security numbers, dates of certifications, expiration dates, and other related records. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update electronic file periodically.

**ITEM 39259. REPORTING WRITING/CODING CLASS ROSTERS FILE**

Records concerning individuals trained to do Incident Base Crime Reporting. File includes names of individuals, names of agencies, class locations, number of hours per class, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 39260. UNIFORM CRIME REPORTING SYSTEM DATABASE (ELECTRONIC) FILE**

Machine records concerning reported crime offenses received from criminal justice agencies participating in the Uniform Crime Reporting System. Electronic file includes agency codes, victims and offenders data, arrestees data, and other related records. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update electronic file periodically.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
DATA PROCESSING SECTION**

**ITEM 39788. COMPUTER SOFTWARE LICENSES FILE**

Licenses for computer software assigned to the State Bureau of Investigation (SBI).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39789. CORRESPONDENCE FILE**

Correspondence written to and/or received from other sections of Division of Criminal Information, law enforcement agencies, and federal and state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39794. NATIONAL CRIMINAL AGENCY FILE**

Correspondence concerning organizations and programs in which the Division of Criminal Information participates.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39797. SOFTWARE INVENTORY DATABASE (ELECTRONIC) FILE**

Machine readable records concerning software purchased for the State Bureau of Investigation (SBI). Electronic file includes employees' names, location of equipment, dates of installation, dates of purchase, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update periodically.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
IDENTIFICATION SECTION  
ADMINISTRATIVE UNIT**

**ITEM 16593. MONTHLY ACTIVITY (CRIMINAL HISTORY LOGS) PRINTOUTS FILE**

Computer generated printouts received from each unit within the section. Printouts list number of transactions processed on each computer terminal, terminal identification (TID) numbers, message and/or purpose codes, State and/or Federal Bureau of Investigation identification numbers, inquiry dates, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 16608. CRIMINAL JUSTICE AGENCIES REQUESTS FILE**

Requests received from law enforcement agencies and non-criminal justice agencies throughout the state for various law enforcement forms (i.e. fingerprint cards, death notice forms, mug shot forms, etc.).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 39160. LOCAL ORDINANCE ACCESS AGREEMENTS FILE**

Letters received from non-criminal justice agencies (i.e. taxicabs companies, vendors, massage parlors, peddlers, etc) requesting criminal information on prospective employees. File also includes the official signed and notarized agreements with agencies. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 39166. USER'S AGREEMENTS FILE**

Letters received from criminal justice and non-criminal justice agencies (i.e. law enforcement agencies, health care facilities, foster care facilities, daycare facilities, schools, etc.) requesting criminal information on prospective employees. File also includes the official signed and notarized agreements with agencies. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
IDENTIFICATION SECTION  
AFIS AND TECHNICAL SEARCH UNIT**

**ITEM 2422. CRIMINAL HISTORY RECORDS (DECEASED) FILE**

Criminal history records for individuals who are deceased. File includes correspondence and fingerprint cards.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 2423. CRIMINAL HISTORY RECORDS (99+) FILE**

Criminal history records for individuals who are indicated as being 99 years of age or older. File includes correspondence and fingerprint cards.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 16645. LATENT EVIDENCE SECTION, DOCUMENTS SECTION, AND OTHER LAW ENFORCEMENT AGENCIES REQUESTS FILE**

Reference copies of requests received from Latent Evidence Section, Documents Section, and other law enforcement agencies for criminal history checks. File also includes computerized criminal history printouts.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 39176. IDENTIFICATION ORDER (IO'S) FINGERPRINT CARDS FILE**

Fingerprint cards received from the Federal Bureau of Investigation (FBI) and other law enforcement agencies for wanted persons. Cards list names and/or alias, dates of birth, physical description of wanted persons, types of charges, and other related data. Information entered in Identification Order (IO's) Fingerprints Database (Electronic) File (Item 39177).

DISPOSITION INSTRUCTIONS: Destroy in office when notified by the FBI or law enforcement agency to remove.

**ITEM 39177. IDENTIFICATION ORDER (IO'S) FINGERPRINTS DATABASE (ELECTRONIC) FILE**

Machine readable records concerning persons wanted by the Federal Bureau of Investigation (FBI) and other law enforcement agencies. Electronic file includes names and/or alias of wanted persons, dates of birth, physical description of wanted persons, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file when administrative value ends. Agency representative will update routinely.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
IDENTIFICATION SECTION  
DATA PROCESSING FUNCTION**

**ITEM 16595. DEPARTMENT OF CORRECTION INMATES STATUS CHANGES FILE**

Reports received from the Department of Correction that summarize status of inmates (i.e. paroles, escapes, parole revoked, pardons). Information entered into Criminal History Database Electronic File (Item 39167).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 39167. CRIMINAL HISTORY DATABASE (ELECTRONIC) FILE**

Machine readable records concerning inmates' status. Electronic file includes names of inmates, names of correctional institutions, dates parole revoked, dates of parole, escapes and pardons data, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
IDENTIFICATION SECTION  
SPECIAL PROCESSING FUNCTION**

**ITEM 16598. INCOMING AND OUTGOING MEMORANDUMS REQUESTS FILE**

Reference copies of memorandums and letters received from citizens requesting expungement of criminal convictions, immigration checks, and criminal history checks on other citizens.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 16600. SECURITY/PRIVACY CORRESPONDENCE FILE**

Reference copies of correspondence concerning security and privacy matters. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16601. STATE AGENCIES AGREEMENTS AND REQUESTS FILE**

Reference copies of ordinances and requests that have been approved by the Attorney General for local agencies to utilize Division of Criminal Information (DCI) network terminals and fingerprint records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16611. RIGHT TO REVIEW FILE**

Correspondence concerning criminals and non-criminals right to review individual records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 16649. EXPUNGEMENT FILE**

Requests received from law enforcement agencies, clerks of court, private attorneys, and individuals to expunge or purge criminal history record. File also includes reference copies of correspondence, court orders, and related correspondence concerning action taken by Identification Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 39168. CONCEALED HANDGUNS PERMITS CARDS FILE**

Applicants fingerprint cards received from sheriffs' departments requesting criminal information on individuals applying for a concealed handgun permit. Cards list names of applicants, dates of birth, physical description of applicants, social security numbers, military status, and other related data. (File is restricted by G.S. 132-1.4.) Information entered into Concealed Handguns Permits Fees Database (Electronic) File (Item 39169).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39169. CONCEALED HANDGUNS PERMITS FEES DATABASE (ELECTRONIC) FILE**

Machine readable records concerning requests received from sheriffs' departments on individuals applying for a concealed handgun permit. Electronic file includes applicants' names, addresses, social security numbers, names of counties, amounts of fees charged, and other related data. (File is restricted by G.S. 132-1.4.) (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file routinely when administrative value ends. Agency representative will update routinely.

**ITEM 39170. CONCEALED HANDGUNS PERMITS FEES PRINTOUTS FILE**

Computer generated printouts produced from Concealed Handguns Permits Fee Database (Electronic) File (Item 39169). Printouts list applicants' names and addresses, social security numbers, names of counties, amounts of fees charged, total amount collected, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
IDENTIFICATION SECTION  
SPECIAL PROCESSING FUNCTION**

**ITEM 39171. FEES FOR SERVICES DATABASE (ELECTRONIC) FILE**

Machine readable records concerning fees charged for services rendered by Special Processing Function and approved by . Electronic file includes applicants' names, amounts of fees charged and received, subject names, dates received, criminal justice identifying number as assigned by Federal Bureau of Investigation (FBI), and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Retain cumulative data in Division of Criminal Information (DCI) permanently. Agency representative will update electronic file routinely.

**ITEM 39172. FEES FOR SERVICES PRINTOUTS FILE**

Computer generated printouts produced from Fees for Services Database (Electronic) File (Item 39171). Printouts list applicants names, dates requests received, agency codes, subject fee amounts, amounts received, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 39173. MONTHLY ACTIVITY (CRIMINAL HISTORY LOGS) DATABASE (ELECTRONIC) FILE**

Machine readable records concerning employees' monthly activities. Electronic file includes number of transactions processed, terminal identification numbers (TID), operators initials, processing dates, State and Federal Bureau of Investigation identification numbers, message and/or purpose codes, and other related data. (Electronic database systems are maintained by Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

**ITEM 39174. MONTHLY ACTIVITY (CRIMINAL HISTORY LOGS) PRINTOUTS FILE**

Computer generated printouts produced from Monthly Activity (Criminal History Logs) Database (Electronic) File (Item 39173). Printouts list number of transactions processed on each computer terminal, terminal identification numbers (TID), State and/or Federal Bureau of Investigation identification numbers, message and/or purpose codes, subject names, and other related data.

DISPOSITION INSTRUCTIONS: Transfer copy to Administrative Unit, Monthly Activity (Criminal History Logs) Printouts File (Item 16593) upon receipt.

**ITEM 39175. USER FEES FILE**

Records concerning criminal and non-criminal justice agencies requesting criminal information on prospective employees. File includes applicants cards and/or authorizations for name checks. Information entered into Fees for Services Database (Electronic) File (Item 39171).

DISPOSITION INSTRUCTIONS: Return paper records to requesting agencies after data entry.

**STATE BUREAU OF INVESTIGATION  
DIVISION OF CRIMINAL INFORMATION  
TELECOMMUNICATIONS SECTION**

**ITEM 39800. AGENCY TERMINAL/LINE REQUESTS/RELOCATION OF EQUIPMENT DATABASE (ELECTRONIC) FILE**

Machine readable records concerning agencies requests for Division of Criminal Information (DCI) terminals and/or lines to be installed. Electronic file includes names of users, locations of equipment, types of equipment, dates of installation, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file after 2 years. Agency representative will update periodically.

**ITEM 39801. AGENCY TERMINAL/LINE REQUESTS/RELOCATION OF EQUIPMENT FILE**

Records concerning agencies requests for Division of Criminal Information (DCI) terminals and/or lines to be installed. File includes locations of equipment, types of equipment, effective operational dates, and establish billing records. Information entered into Agency Terminal/Line Requests/Relocation of Equipment Database (Electronic) File (Item 39800).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 39804. TELECOMMUNICATIONS EQUIPMENT MAINTENANCE DATABASE (ELECTRONIC) FILE**

Machine readable records concerning equipment failure or malfunction. Electronic file includes names of users, serial numbers, model numbers, and other related data. (Electronic database systems are maintained by Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file when administrative value ends. Agency representative will update electronic file periodically.

**ITEM 39805. TELECOMMUNICATIONS EQUIPMENT MAINTENANCE FILE**

Records concerning how equipment is repaired after failure or malfunction. File includes model numbers, serial numbers, dates of maintenance coverage, and types of maintenance performed. File also includes types of equipment, types of maintenance coverage, details of maintenance agreements, and other related records. Information entered into Telecommunication Equipment Maintenance Database (Electronic) File (Item 39804).

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after contract is renewed.

**ITEM 39806. TELECOMMUNICATIONS EQUIPMENT MAINTENANCE PRINTOUTS FILE**

Computer generated printouts produced from Telecommunications Equipment Maintenance Database (Electronic) File (Item 39804). Printouts list names of users, serial numbers, model numbers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
ADMINISTRATION SECTION**

**ITEM 16651. CORRESPONDENCE FILE**

Records in paper and electronic formats, including e-mail, used in managing State Bureau of Investigation (SBI) district offices and in coordinating the investigative case work of the SBI. File includes correspondence, memoranda, and other related records. File also includes summaries of important case investigations, district office correspondence, personnel management correspondence and reports, and other related records. (Portions of file are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Destroy in office remaining paper and electronic confidential records after 3 years 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. Transfer paper and electronic, non-confidential records, including e-mail, to the State Records Center after 3 years. Non-confidential paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Non-confidential electronic records, including e-mail, records will be immediately transferred to the custody of the Archives.

**ITEM 31200. ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE (OCDETF) AGREEMENTS AND WORKING PAPERS FILE**

Reference copies of agreements between State Bureau of Investigation and federal agencies concerning working conditions and expenditures. File also includes working papers used in filing for reimbursement from federal agencies. Information entered into Organized Crime Drug Enforcement Task Force (OCDETF) Agreements and Working Papers Database (Electronic) File (Item 40300). (Comply with Federal Regulations 6-E Order.) (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years 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 40300. ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE (OCDETF) AGREEMENTS AND WORKING PAPERS DATABASE (ELECTRONIC) FILE**

Electronic records concerning State Bureau of Investigation and federal agencies working conditions and expenditures. File includes agents' names, working time periods, number of hours worked, cost per hour, total reimbursements, and other related data. (Comply with Federal Regulations 6-E Order.) (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Organized Crime Drug Enforcement Task Force (OCDETF) Agreements and Working Papers File, (Item 31200).

**ITEM 40305. SPECIAL FUNDS ALLOCATION AND SOURCE OF INFORMATION DATABASE (ELECTRONIC) FILE**

Electronic records concerning expenditures for purchases of drugs, stolen property, expenses incurred during an investigation and payments to confidential informants. Electronic file includes source of funds or recipients, amount paid, amount received, voucher/receipt numbers, codes, balance forwarded, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Update routinely. Retain in office permanently.

**ITEM 40306. SPECIAL FUNDS MONTHLY REPORTS FILE**

Reference copies of reports detailing expenditures for purchases of drugs, stolen property, expenses incurred during an investigation and payments to confidential informants. Information entered into Special Funds Database (Electronic) File (Item 40305). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years 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.

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
ADMINISTRATION SECTION**

**ITEM 40308. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE**

Electronic records concerning division daily activities. Electronic file includes names of agents, number of hours worked, mileage driven, and other related data. (Portions of file are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**ITEM 49080. SOURCE OF INFORMATION FILE**

Records concerning informants. File includes names, dates, criminal history and agreements. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
DISTRICT OPERATIONS SECTION**

**ITEM 2400. FINANCIAL CRIMES CLOSED CASES (1968-1990) FILE**

Records concerning each closed financial crimes investigation conducted by Financial Crimes unit. File includes investigative reports, spread sheets, financial analyses, accounting records, and other related records. (File is restricted by G.S. 132-1.4.) Amended 07-21-2014

DISPOSITION INSTRUCTIONS: Records no longer being created. Records currently stored in the State Records Center will be microfilmed. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives for security storage with restricted access. Paper records will be destroyed in the State Records Center after imaging.

**ITEM 16648. 180-DAY CASE REVIEW PRINTOUTS FILE**

Printouts generated from 180-Day Case Status Review Database (Electronic) File (Item 39115). 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 records 1 year after date of record.

**ITEM 16662. SPECIAL FUNDS ACCOUNT FILE**

Records concerning district office administration of special funds for purchases of narcotics, payments to informants, and other appropriate purposes. File includes reference copies of special fund monthly reports (SBI-43), receipts (SBI-40), memoranda (SBI-38), vouchers, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office records after 2 years if no litigation, claim, audit, or 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 16664. INVESTIGATIVE CASES FILE**

Records concerning investigations conducted by district agents. File includes initial reports, daily reports, investigative reports, polygraph reports and forms, North Carolina State Crime Laboratory reports, agent working papers 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 records 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 16667. INTELLIGENCE FILE**

Records concerning matters that may be investigated, but do not become investigative cases. File includes memoranda, complaints received from public, correspondence, and reports concerning actual or potential criminal matters. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

**ITEM 16668. DAILY REPORT PRINTOUTS FILE**

Printouts of daily reports received from district offices that summarize information concerning investigations of special interest. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Investigative Cases File, (Item 16664).

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
DISTRICT OPERATIONS SECTION**

**ITEM 16669. CRIMINAL INFORMATION AND IDENTIFICATION PRINTOUTS FILE**

Printouts of reports received from Special Operations Division, Criminal Information and Identification, summarizing criminal histories. File includes audit report, Division of Criminal and Identification tests, summary logs of criminal histories and summary log of the National Instant Check System. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office National Instant Check System summary logs and criminal histories logs after 1 year. Destroy in office tests after 2 years. Destroy in office audit reports after 3 years. Destroy in office remaining records when reference value ends.

**ITEM 16672. LABORATORY REPORTS (REFERENCE) FILE**

Laboratory reports and mobile laboratory crime scene search reports. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Investigative Cases File, (Item 16664).

**ITEM 16674. 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 16675. 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: Item discontinued. Function and records transferred to Investigative Cases File (Item 16664).

**ITEM 16676. POLYGRAPH REPORTS FILE**

Records concerning polygraph examinations conducted by State Bureau of Investigation (SBI) polygraph examiners. File includes polygraph reports, permission statements, charts and graphs, documentation on regulations and guidelines, and other related records. (File is restricted by G.S. 132-1.4.) Information entered into Polygraph Reports Master Database (Electronic) File (Item 39124).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Investigative Cases File (Item 16664).

**ITEM 16686. POLYGRAPH REPORTS FORMS (FORM 53) FILE**

Reports dated from 1975 to 1995 of polygraph examinations conducted by State Bureau of Investigation (SBI) agents. Reports list names of victims, types of crimes, location and dates of crimes, dates of polygraph examinations, names of examiners, race, sex, results of examinations, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in office permanently.

**ITEM 16687. AGENTS' POLYGRAPH REPORTS AND WORKING PAPERS FILE**

Polygraph reports and other records concerning polygraph operations by special agents and district office polygraph examiners. File includes correspondence, charts and graphs, and other materials used during polygraph examinations. (File is restricted by G.S. 132-1.4.). Information entered into Agents' Polygraph Reports Database (Electronic) File (Item 39117).

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
DISTRICT OPERATIONS SECTION**

**ITEM 25398. FINANCIAL CRIMES INVESTIGATIVE CASES INDEX CARDS (1968-1990) FILE**

Index cards concerning each case opened by Financial Crimes unit. Cards list case numbers, victims and suspects names and/or business names, dates cases closed, agents' names, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain in office permanently.

**ITEM 25399. ENFORCEMENT CASES FILE**

Records concerning potential special investigations. File includes correspondence, reference information, investigative materials, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Investigative Cases File (Item 16664).

**ITEM 39115. 180-DAY CASE STATUS REVIEW DATABASE (ELECTRONIC) FILE**

Electronic records concerning investigations conducted by district agents. Electronic file includes agents' names, file numbers, activity dates, status of investigation, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Professional Standards Division, Case Records Management Section.

**ITEM 39117. AGENTS' POLYGRAPH REPORT DATABASE (ELECTRONIC) FILE**

Machine readable records concerning polygraph examinations conducted by State Bureau of Investigation (SBI) polygraph agents. Electronic file includes names of victims, names of examiners, race, sex, dates of birth, addresses, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Investigative Cases File (Item 16664).

**ITEM 39118. AGENTS' POLYGRAPH DICTATION INSTRUCTIONS FORMS (SBI-44) FILE**

Completed SBI-44 forms concerning investigations conducted by polygraph agents and other subjects pertinent to agent activities. Forms lists case numbers, dates of activities, names of victims, agents' names, dates forms completed, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer to Professional Standards Division, Case Records Management Section, Investigative Cases File (Item 2425) when completed.

**ITEM 39124. POLYGRAPH REPORTS MASTER DATABASE (ELECTRONIC) FILE**

Machine readable records concerning polygraph examinations conducted by district operations polygraph agents. Electronic file includes names of victims, dates of examinations, sex, race, names of examiners, charts and graphs, and other related data. (File is restricted by G.S. 132-1.4. This is an essential agency record.) (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Function and records transferred to Professional Standards Division, Case Records Management Section.

**ITEM 39210. APPLICANTS BACKGROUND INVESTIGATIONS FILE**

Correspondence concerning background investigations conducted by district agents for sworn and non-sworn applicants. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administrative Services Division, Applicants' Background Investigations Report File (Item 40207).

**STATE BUREAU OF INVESTIGATION  
FIELD SUPPORT DIVISION  
ADMINISTRATION**

**ITEM 7809. CORRESPONDENCE FILE**

Correspondence, memorandums, printed and published materials, and other records used in managing and coordinating investigative case work. File also includes district operations correspondence, policies and procedures, personnel management correspondence and reports, and other related records. (Portions of file are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer non-confidential records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy in office confidential information after 5 years.

**ITEM 7823. DAILY REPORTS FILE**

Reference copies of reports received from various districts concerning investigative cases. Reports list case numbers, names of agents, description of crimes, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 38972. ARSON REWARDS FILE**

Records concerning arson crimes committed in North Carolina. File includes correspondence, requests for rewards, copies of receipts, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 38975. ERADICATION FILE**

Records concerning marijuana eradicated throughout the state. File includes agreements, statistical and financial reports, domestic marijuana eradication reports, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 38979. REQUISITION AND INVENTORY CONTROL SYSTEMS (RICS) (ELECTRONIC) DATABASE FILE**

Machine readable records concerning supplies that are available from Central Support Services in Raleigh. Electronic database systems includes names of suspendible items, quantities, prices, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).)

DISPOSITION INSTRUCTIONS: Update in office routinely.

**ITEM 38980. STATE PROPERTY INVESTIGATIONS FILE**

Correspondence concerning violations of criminal statutes involving misuse of state property. (File is restricted by G.S. 114-15.1.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 38981. TIME REPORTING SYSTEMS (TRS) (ELECTRONIC) DATABASE FILE**

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

DISPOSITION INSTRUCTIONS: Update in office routinely.

**STATE BUREAU OF INVESTIGATION  
FIELD SUPPORT DIVISION  
AIR WING SECTION**

**ITEM 16679. AIRCRAFT REPORTING FILE**

Records concerning the use and maintenance of State Bureau of Investigation (SBI) aircraft. File includes aircraft mission reports and aircraft monthly maintenance and expense reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 38966. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE**

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

DISPOSITION INSTRUCTIONS: Update in office routinely.

**STATE BUREAU OF INVESTIGATION  
FIELD SUPPORT DIVISION  
DRUG ABUSE RESISTANCE EDUCATION (DARE) SECTION**

**ITEM 31199. DRUG ABUSE RESISTANCE EDUCATION (DARE) CORRESPONDENCE FILE**

Records concerning the operational functions of the DARE program. File includes memorandums, newsletters, requests for programs to be implemented, names of in-service officers, officers' schedules, copies of evaluations received from agents and Department of Public Instruction (DPI) consultants, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 38464. ACCREDITATION DATABASE (ELECTRONIC) FILE**

Machine readable records concerning regional states accreditation. Electronic file includes names of states, dates accreditation awarded, drafts of correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office hard drives and magnetic disks when administrative value ends.

**ITEM 38465. ACCREDITATION FILE**

Records concerning the assessment of regional states for accreditation. File includes names of states, dates of accreditation, correspondence, policy and procedures manuals, and other related records. Information entered into Accreditation Database (Electronic) File (Item 38464).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 38471. FEDERAL GRANT FILE**

Records concerning grants awarded by Bureau of Justice-Assistance Drug Abuse Resistance Education (DARE) America. File includes grant applications, correspondence, progress reports, grant guidelines, financial status reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 38475. N.C. DRUG ABUSE RESISTANCE EDUCATION (DARE) FOUNDATION BOARD MINUTES FILE**

Minutes of the DARE Foundation Board. File also includes articles of incorporation and bylaws. (DARE personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.

**ITEM 38476. N.C. DRUG ABUSE RESISTANCE EDUCATION (DARE) OFFICERS TRAINING FILE**

Records concerning DARE officers who have been certified and trained to teach the Core Curriculum and/or conduct the DARE Middle/Junior High Schools, DARE Senior High Schools, and DARE Parents programs. File includes correspondence, certification forms, reimbursement forms, schedules of events, copies of officers' interviews, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**STATE BUREAU OF INVESTIGATION  
FIELD SUPPORT DIVISION  
DRUG ABUSE RESISTANCE EDUCATION (DARE) SECTION**

**ITEM 38477. OUT-OF-STATE DRUG ABUSE RESISTANCE EDUCATION (DARE) OFFICERS TRAINING DATABASE (ELECTRONIC) FILE**

Machine readable records concerning officers who have been certified and trained to teach the Core Curriculum and/or conduct the DARE Middle/Junior High Schools, DARE Senior High Schools, and DARE Parents programs in their respective states. Electronic file includes names of schools, names of instructors, names of students, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office hard drives and magnetic disks when administrative value ends.

**ITEM 38478. OUT-OF-STATE DRUG ABUSE RESISTANCE EDUCATION (DARE) OFFICERS TRAINING FILE**

Records concerning DARE officers who have been certified and trained to teach the Core Curriculum and/or conduct the DARE Middle/Junior High Schools, DARE Senior High Schools, and DARE Parents programs in their respective states. File includes correspondence, certification forms, reimbursement forms, schedules of events, copies of officers' interviews, and other related records. Information entered into Out-Of-State Drug Abuse Resistance Education (DARE) Officers Training Database (Electronic) File (Item 38477).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 38481. REGIONAL TRAINING CENTER MINUTES FILE**

Minutes of the Regional Training Center. (Drug Abuse Resistance Education (DARE) Section personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.

**ITEM 40714. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE**

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

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

**STATE BUREAU OF INVESTIGATION  
HUMAN RESOURCES DIVISION  
HUMAN RESOURCES**

**ITEM 11033. AGENTS' MEDICAL, PSYCHOLOGICAL, AND POLYGRAPH FILE**

Records concerning results of medical examinations and psychological and polygraph tests. File includes correspondence, physicians' reports, medical history statements (F-1), and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Records transferred to Pre-Employment File (Item 7019).

**STATE BUREAU OF INVESTIGATION  
OFFICE OF THE DIRECTOR  
DIRECTOR'S OFFICE**

**ITEM 7286. REWARDS FILE**

Records concerning state awards for information received during the course of investigative activities. File includes correspondence, proclamations, reward considerations, and other related records. Information entered into Rewards Database (Electronic) File (Item 40460). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer original copy to Office of the Attorney General, Special Prosecution Section upon receipt. Retain in office reference copy permanently.

**ITEM 14020. DIRECTOR'S SPEECHES FILE**

Speeches in paper and electronic formats, including e-mail, made by the Director of the State Bureau of Investigation (SBI). File also includes correspondence, arranging time and place, content of speeches made by the Director, transcripts of the speeches, programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center when tenure of Director ends. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be immediately transferred to the custody of the Archives.

**ITEM 16574. DIRECTOR'S ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the organization and daily operations of the State Bureau of Investigation (SBI). File includes Director's correspondence, and memorandums, reports from all elements of the SBI, administrative orders, and other related records. (Portions of file may be restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office restricted records when tenure of Director ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center when tenure of Director ends. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be immediately transferred to the custody of the Archives.

**ITEM 16575. COMMITTEES, COMMISSIONS, AND ASSOCIATIONS FILE**

Records in paper and electronic formats, including e-mail, concerning organizations with which the Director was or is affiliated. File includes agendas, reports, correspondence, publications, regulations and guidelines, reference copies of minutes, and other related records. Organizations include Governor's Crime Commission, Law Enforcement Association Presidents Committee, Association of State Criminal Investigative Agencies (ASCIA), State Emergency Response Commission (SERC), North Carolina Criminal Justice Education & Training Standards Commission; International Association of Chiefs of Police (IACP) and other organizations related to criminal justice.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center when tenure of Director ends. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be immediately transferred to the custody of the Archives.

**ITEM 16576. DIRECTOR'S REFERENCE FILE**

Records in paper and electronic formats, including email, concerning subjects pertinent to the State Bureau of Investigation (SBI) operations. File includes topics on legislation, Morehead School campus, and other related subjects. File also includes publications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

**STATE BUREAU OF INVESTIGATION  
OFFICE OF THE DIRECTOR  
DIRECTOR'S OFFICE**

**ITEM 16577. ATTORNEY'S REFERENCE FILE**

Records in paper and electronic formats, including email, concerning cases and other legal matters involving the State Bureau of Investigation (SBI). File includes attorney's working papers, correspondence, reference materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

**ITEM 40460. REWARDS DATABASE (ELECTRONIC) FILE**

Records concerning state rewards for information received during the course of investigative activities. File includes file numbers, victims' names, types of crimes, names of city and county, requestors' names, names of agencies, date of requests, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently.

**STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
ADMINISTRATION SECTION**

**ITEM 12121. INSPECTIONS (INACTIVE) FILE**

Records in paper and electronic formats of completed annual physical evidence and staff inspection records for each section of the State Bureau of Investigation by internal investigative teams. File includes inspection reports, inspection checklists, printouts listing inspections for each section, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 6 years. Retain in office electronic records of final reports permanently. Destroy in office remaining electronic records after 6 years.

**ITEM 16681. INVESTIGATIVE REPORTS FILE**

Record copies concerning investigations conducted by State Bureau of Investigation (SBI) agents. File includes typed reports of interviews conducted, documentation on investigative evidence obtained, and attachments of various documents seized during the course of investigation. File also includes completed copies of the following forms: Initial Report (Form SBI-10), Incident Report (Form SBI-84), Final Report (Form SBI-19), Consent to Search (Form SBI-15), Status Report (Form SBI-81), Dictation Notice (Forms SBI-571, SBI-9, and SBI-23), Evidence Examination Request (Form SBI-5), and Memorandum (Form SBI-5-11). (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 16682. OPEN INTERNAL INVESTIGATIONS FILE**

Records in paper and electronic formats concerning investigations of complaints or lawsuits against State Bureau of Investigation (SBI) personnel. File includes internal reports, disciplinary records, memorandums, correspondence, statistical data, and other related records. Information is entered into the Internal Affairs Investigative Reports Database (Electronic) File (Item 40284). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Transfer paper records to Closed Internal Investigations File (Item 16683) when investigation is closed. Retain in office electronic records permanently.

**ITEM 16683. CLOSED INTERNAL INVESTIGATIONS FILE**

Closed internal investigations concerning investigations of complaints or lawsuits against State Bureau of Investigation (SBI) personnel. File includes internal reports, disciplinary reports, memorandums, correspondence, statistical data, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 38411. FEDERAL GRANT FILE**

Records concerning grants awarded to the Violent Career Criminal Task Force. File includes agents' time and attendance records, grant applications, documentation on grant adjustments, equipment requests, quarterly reports, and other related records. (Portions of file are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and Records transferred to Administrative Services Division, Research and Planning, Accreditation Section.

**STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
ADMINISTRATION SECTION**

**ITEM 38412. INSPECTIONS (ACTIVE) FILE**

Records in paper and electronic formats, including e-mail, concerning the annual physical evidence and staff inspections for each section of the State Bureau of Investigation by internal investigative teams. File includes inspection reports, inspection checklists, printouts listing inspections for each section, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic records that were printed and filed after 1 year. Transfer paper records to Inspections (Inactive) File (Item 12121) after completion of inspection.

**ITEM 38413. INSPECTIONS (ELECTRONIC) FILE**

Electronic records concerning inspections for each section of the State Bureau of Investigation by internal investigative teams. Electronic file includes drafts of correspondence; names of inspectors; locations, dates, and time of inspections; dates of notifications; and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and Records transferred to Inspections (Active) File (Item 38412).

**ITEM 40284. INTERNAL AFFAIRS INVESTIGATIVE REPORTS DATABASE (ELECTRONIC) FILE**

Records in electronic formats concerning investigations of complaints or lawsuits against State Bureau of Investigation (SBI) personnel. Electronic file includes file numbers, names of complainant/victims, employees' names, dates of offenses, locations, type of allegations, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**ITEM 47459. STATE PROPERTY INCIDENTS REPORTS FILE**

Reports concerning information or evidence of attempted arson, theft, damage, embezzlement or misuse of any state-owned property, buildings, or other real property from state departments, agencies, universities and colleges. File includes State Property Incident Report, Stolen or Damaged Report, Incident/Investigation Report, and other related records. Data is entered into State Property Incident Reports Database (Electronic) File (Item 47460) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held in the State Records Center 3 additional years and then destroyed.

**ITEM 47460. STATE PROPERTY INCIDENT REPORTS DATABASE (ELECTRONIC) FILE**

Electronic records concerning state property incident reports from state departments, agencies, universities and colleges. File includes name of organization, date and time of incident, information about attempted arson, theft, damage, embezzlement, or misuse of any state-owned property, buildings, or other real property. Data is entered into this database from State Property Incident Reports File (Item 47459).

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

**STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
FINANCIAL CRIME INVESTIGATIONS UNIT**

**ITEM 48246. SPECIAL FUNDS ACCOUNT FILE**

Reference copies of records concerning district office administration of special funds for purchases of narcotics, payments to informants, and other authorized purposes. File includes reference copies of special fund monthly reports, receipts, vouchers, and other related records. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 48247. INVESTIGATIVE CASES FILE**

Records concerning each district office investigation conducted by district agents. File includes original and reference copies of initial reports, investigative reports, polygraph examinations (Form 11A), laboratory reports, and other related records. Case numbers, location of offense, dates of offense, type of crime, documentation on investigative activities, and other related data are entered into the Case Records Management Section, Investigative Cases Database (Electronic) File (Item 38124). (Files are grouped numerically by year in which case was opened.) (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).)

DISPOSITION INSTRUCTIONS: Transfer reference copy to Financial Crimes Closed Cases File (Item 48253) when case is closed. Transfer original to the Case Records Management Section, Investigative Cases File (Item 2425) immediately.

**ITEM 48248. INTELLIGENCE FILE**

Memoranda and reports in paper and electronic formats concerning actual or potential criminal matters. File includes photographs, informant information, and other related records. Information is submitted to and received from the Intelligence and Technical Services Section, and other intelligence sources. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

**ITEM 48249. DAILY REPORT PRINTOUTS FILE**

Printouts in paper and electronic formats of daily reports that summarize information concerning investigations of special interest received from various State Bureau of Investigation units. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

**ITEM 48250. LABORATORY REPORTS FILE**

Laboratory reports and mobile laboratory crime scene search reports. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Transfer records to Case Records Management Section, Investigative Cases File (Item 2425) immediately.

**ITEM 48251. AGENTS' EQUIPMENT FILE**

Records in paper and electronic formats 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 paper and electronic records when superseded or obsolete.

**STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
FINANCIAL CRIME INVESTIGATIONS UNIT**

**ITEM 48252. AGENTS' WORKING PAPERS FILE**

Records in paper or electronic formats concerning investigations, training, and other subjects pertinent to agent activities. File includes reference copies of administrative correspondence and memoranda, agents' working papers, investigative reports, and other related records maintained by each agent. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

**ITEM 48253. FINANCIAL CRIMES CLOSED CASES FILE**

Records concerning each closed financial crimes investigation conducted by the Financial Crimes Investigation Unit. File includes investigative reports, spread sheets, financial analyses, accounting records, and other related records. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information and HIPAA.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 48254. FINANCIAL CRIMES INVESTIGATIVE CASES (ELECTRONIC) INDEX CARDS FILE**

Electronic records concerning each case opened by Financial Crimes unit. File includes case numbers, victims and suspects names and/or business names, dates cases closed, agents' names, and other related data. (File is maintained by State Bureau of Investigation, Division of Criminal Information (DCI).) (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Function and records transferred to the Case Records Management Section, Investigative Cases Database (Electronic) File (Item 38124).

**ITEM 48255. NO ACTION FILE**

Records in paper and electronic formats concerning potential and non-potential special investigations. File includes correspondence, reference information, investigative materials, and other related records. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Transfer potential special investigations records to the Case Records Management Section, Investigative Cases File (Item 2425) immediately. Destroy in office remaining paper and electronic records when reference value ends.

**ITEM 48256. 180 DAY CASE STATUS REVIEW DATABASE (ELECTRONIC) FILE**

Electronic records concerning investigations conducted by district agents. Electronic file includes agents' names, file numbers, activity dates, status of investigation, and other related data. (Electronic database systems are maintained by State Bureau of Investigation, Division of Criminal Information (DCI).) (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer printed copy to 180 Day Case Review Printouts File (Item 48257) upon receipt. Update in office electronic file routinely. Retain in office permanently.

**ITEM 48257. 180-DAY CASE REVIEW PRINTOUTS FILE**

Printouts generated from 180-Day Case Status Review Database (Electronic) File (Item 48256). Printouts list agents' names, file numbers, last activity dates, status of investigations, and other related data. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**STATE BUREAU OF INVESTIGATION  
PROFESSIONAL STANDARDS DIVISION  
FINANCIAL CRIME INVESTIGATIONS UNIT**

**ITEM 48258. MAPPER OPERATING SYSTEM AND DATABASE (ELECTRONIC) FILE**

Electronic records concerning State Bureau of Investigation agent activity, agent contact information, and agency-owned equipment records. Data is input from the Administrative Services Division, Support Services Section, Vehicles File (Item 16720) and is linked to Administrative Services Division, Support Services Section, Employee Roster Systems (ERS) Database (Electronic) File (Item 39636). Data includes employees' names, business and residential addresses, telephone numbers, emergency contact information, pertinent health information, training records, agent qualifications, equipment records, vehicle records, and other related data. (Comply with applicable provisions of G.S. 126-24 regarding confidentiality of personnel records and with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.) (File maintenance and backup procedures performed by the , Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**ITEM 48259. MAPPER OPERATING SYSTEM PRINTOUTS FILE**

Printouts generated from MAPPER Operating System and Database (Electronic) File (Item 48258). Printouts list State Bureau of Investigation agent activity, agent contact information, agency-owned equipment records, employees' names, business and residential addresses, telephone numbers, emergency contact information, pertinent health information, training records, agent qualifications, equipment records, vehicle records, and other related data. (Comply with applicable provisions of G.S. 126-24 regarding confidentiality of personnel records and with applicable provisions of G.S. 132-1.4 regarding confidentiality of criminal investigations and criminal intelligence information.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**STATE BUREAU OF INVESTIGATION  
SPECIAL INVESTIGATION DIVISION  
DIVERSION AND ENVIRONMENTAL CRIMES UNIT**

**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.

**STATE BUREAU OF INVESTIGATION  
SPECIAL INVESTIGATION DIVISION  
DIVERSION AND ENVIRONMENTAL CRIMES UNIT**

**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 years 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 years 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.