

## STATE BUREAU OF INVESTIGATION

### PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

## 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 Department of Natural and 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. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. 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 Natural and 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 "*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 Natural and Cultural Resources to destroy these records.

The State Bureau of Investigation and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires 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 Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

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



Chris Laws  
Chief Records Officer



Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED



Robert Schurmeier, Director  
State Bureau of Investigation



Susan W. Klutz, Secretary  
Department of Natural and Cultural  
Resources

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

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

Records in paper and electronic formats, including e-mail, concerning organizations with which the Director has been affiliated. File includes meeting agendas, reports, correspondence, publications, regulations and guidelines, reference copies of minutes, and other related records. Organizations include Governor's Crime Commission, Law Enforcement Association's 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 with a focus on 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 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 memoranda, reports, administrative orders, and other related records. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Destroy in office when tenure of Director ends. Transfer records held at the State Records Center as of 9/30/16 immediately to the custody of the Archives.

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

Records in paper and electronic formats, including e-mail, made by the Director of the State Bureau of Investigation (SBI). File also includes correspondence about speech logistics, transcripts of the speeches, event programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer speeches 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. Destroy remaining records in office when reference value ends.

**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. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Transfer records pertinent to a criminal investigation to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124). Destroy remaining records in office when reference value ends.

**ITEM 48408. TIME REPORTING SYSTEMS (TRS) FILE**

Records concerning agents' daily activities. File includes names of agents, numbers of hours worked, mileage driven or flown, and other related data. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Destroy in office weekly activity reports after 1 year. Transfer remaining records to Administrative Services Division, Career Services and Law Enforcement Programs Section, Human Resources Unit, Inactive Personnel File (Item 44158) upon employee separation.

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

**The following 2 items will be discontinued.**

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

**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: Item discontinued. Function and records transferred to Rewards File (Item 7286).

**STATE BUREAU OF INVESTIGATION  
OFFICE OF THE DIRECTOR  
LEGAL COUNSEL**

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

Records 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 when reference value ends.

**STATE BUREAU OF INVESTIGATION  
OFFICE OF THE DIRECTOR  
SPECIAL INVESTIGATIONS SECTION**

**ITEM 16682. 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, memoranda, correspondence, statistical data, and other related records. (Comply with applicable provisions of G.S. § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Transfer Internal Investigation Final Report to employee's personnel file (Administrative Services Division, Career Services and Law Enforcement Programs Section, Human Resources Unit, Active Sworn Employees Personnel File [Item 48879] or Active Non-Sworn Employees Personnel File [Item 48878]) when investigation is closed. Retain electronic records in office permanently.

## The following 3 items will be discontinued.

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Internal Investigations File (Item 16682).

**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: Item discontinued. Function and records transferred to Internal Investigations File (Item 16682).

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

**ITEM 38557. CAPITAL PROJECTS FILE**

Records concerning funded capital projects. File includes reference copies of correspondence, memoranda, and other documentation related to project funding. (Comply with applicable provisions of G.S. § 132-1.7(a) regarding confidentiality of blueprints.)

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

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

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

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 37768. EXCISE TAX FILE**

Records concerning 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), as 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 38580. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND ADMINISTRATIVE PROCEDURES FILE**

Records concerning SBI's Policy and Administrative Procedures. File includes administrative order numbers, administrative orders, effective dates, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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The following 3 items will be discontinued.**

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

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Cash Receipts and Journals File).

**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: Item discontinued. Function and records transferred to SBI Policy and Administrative Procedures File (Item 38580).

**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: Item discontinued. All records destroyed.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
BUSINESS AND LOGISTICS OFFICE**

**ITEM 12123. ASSET FORFEITURE RECORDS FILE**

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

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 16720. SBI 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 (Electronic) File (Item 48140).

DISPOSITION INSTRUCTIONS: Transfer vehicle title 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 38505. AGENT EQUIPMENT FILE**

Records concerning equipment issued to State Bureau of Investigation agents. File includes listing of all equipment assigned to individual agents for professional use.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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The following 4 items will be  
discontinued or transferred.**

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
BUSINESS AND LOGISTICS OFFICE**

**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: Item discontinued. Function and records transferred to Case Records Management Section, Grants File (Item 46748).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Supplies and Equipment File).

**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 Department of Justice, Information Technology Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Personnel (Active) File).

**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: Item discontinued. Function and records transferred to Agent Equipment File (Item 38505).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CAREER SERVICES AND LAW ENFORCEMENT PROGRAMS SECTION  
ADMINISTRATION AND SPECIAL PROJECTS**

**ITEM 46745. CONFIDENTIAL LICENSE PLATES AND REGISTRATIONS FILE**

Requests made by law enforcement agencies for the issuance of confidential vehicle registrations and license plates to be used for the undercover activities of these law enforcement agencies. File includes applications, renewal requests, correspondence, and other related records. (Comply with applicable provisions of G.S. § 20-39.1(e) regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of license or registration.

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

Requests made by law enforcement agencies for the issuance of fictitious driver's licenses, vehicle registrations, and license plates to be used for the undercover activities of these law enforcement agencies. File includes applications, renewal requests, correspondence, and other related records. (Comply with applicable provisions of G.S. § 20-39.1(g) regarding confidentiality of records).

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of license or registration.

**ITEM 44602. INTERN RECORDS FILE**

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

DISPOSITION INSTRUCTIONS: If intern is hired by the SBI within 5 years of internship, transfer records to Human Resources Unit, Active Sworn Employees Personnel File (Item 48879) or Active Non-Sworn Employees Personnel File (Item 48878). Destroy remaining records in office 5 years after conclusion of internship 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 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 reference value ends.

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The following 3 items will be discontinued.**

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CAREER SERVICES AND LAW ENFORCEMENT PROGRAMS SECTION  
ADMINISTRATION AND SPECIAL PROJECTS**

**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: Item discontinued. Function and records transferred to Confidential License Plates and Registrations File (Item 46745).

**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: Item discontinued. Function and records transferred to Fictitious Driver's License and Registration File (Item 36755).

**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: Item discontinued. Function and records transferred to Research Support File (Item 44601).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CAREER SERVICES AND LAW ENFORCEMENT PROGRAMS SECTION  
HUMAN RESOURCES UNIT**

**ITEM 44159. ACTIVE NON-SWORN EMPLOYEES MEDICAL FILE**

Records concerning medical status of non-sworn employees of the State Bureau of Investigation (SBI). File includes correspondence, memoranda, 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 to Inactive Medical File (Item 48880) upon employee separation. Destroy microfilm held at the State Records Center as of 9/30/16 30 years from date of record.

**ITEM 48878. ACTIVE NON-SWORN EMPLOYEES PERSONNEL FILE**

Records concerning active non-sworn SBI personnel. File includes weekly activity reports, performance management work plans, position descriptions, personnel actions, polygraph examinations, letters of commendation, 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: Destroy in office weekly activity reports after 1 year. Transfer remaining records to Inactive Personnel File (Item 44158) upon employee separation.

**ITEM 11033. ACTIVE SWORN EMPLOYEES MEDICAL FILE**

Records concerning results of medical and psychological examinations for active sworn employees. File includes correspondence, memoranda, 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 to Inactive Medical File (Item 48880) upon employee separation.

**ITEM 48879. ACTIVE SWORN EMPLOYEES PERSONNEL FILE**

Records concerning active sworn SBI personnel. File includes performance management work plans, weekly activity reports, position descriptions, personnel actions, polygraph examinations, letters of commendation, and other related records. File also includes employee's oath of office and law enforcement certification records. (Comply with applicable provisions of G.S. § 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office weekly activity reports after 1 year. Transfer remaining records to Inactive Personnel File (Item 44158) upon employee separation.

**ITEM 48880. INACTIVE MEDICAL FILE**

Records concerning result of medical and psychological examinations for former SBI employees. File includes correspondence, memoranda, 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: Destroy in office 30 years after employee separation.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CAREER SERVICES AND LAW ENFORCEMENT PROGRAMS SECTION  
HUMAN RESOURCES UNIT**

**ITEM 44158. INACTIVE PERSONNEL FILE**

Records concerning former employees of the State Bureau of Investigation. File includes applications, resumes, job descriptions, records pertaining to background investigations, training records, personnel action forms, and other related records. For SBI personnel who separated before August 2014, see Department of Justice Inactive Personnel File (Item 14171). (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 30 years after employee separation.

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

Records concerning State Bureau of Investigation agent activity, agent contact information, and agency-owned equipment records. Data is input from SBI Vehicles File (Item 16720). File includes data fields consisting of 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.)

DISPOSITION INSTRUCTIONS: Transfer weekly activity report to Active Sworn Employees Personnel File (Item 48879) or Active Non-Sworn Employees Personnel File (Item 48878).

**ITEM 7019. PRE-EMPLOYMENT FILE**

Records concerning applicants who have not been hired by the SBI. File includes polygraph test results, psychological evaluations, physical/medical examinations, and any written tests pertaining to pre-employment qualification procedures. File also includes correspondence, physician reports, medical history statements (F-1 Form), 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 personnel records.)

DISPOSITION INSTRUCTIONS: Transfer medical and psychological records for hired employees to Active Sworn Employees Medical File (Item 11033) or Active Non-Sworn Employees Medical File (Item 44159). Transfer non-medical records for hired employees to Active Sworn Employees Personnel File (Item 48879) or Active Non-Sworn Employees Personnel File (Item 48878). Destroy in office all remaining records after 5 years.

**The following item is no longer being created.**

**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: Function and records transferred to Pre-Employment File (Item 7019). Destroy microfilm held at the State Records Center as of 9/30/16 30 years after date of record.

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

**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 to July 1, 1995.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Return to agency microfilm held at the State Records Center as of 9/30/16. Destroy microfilm in office when reference value ends.

**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.

DISPOSITION INSTRUCTIONS: Records no longer being created. Function transferred to Investigative Cases (Electronic) File (Item 38124). Return to agency microfilm held at the State Records Center as of 9/30/16. Destroy microfilm in office when reference value ends.

**ITEM 46748. GRANTS FILE**

Records concerning grants awarded to the SBI. File includes administrative documents (e.g., applications, award letters), reports, regulations and guidelines, correspondence, audits, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after completion of project 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 38124. INVESTIGATIVE CASES (ELECTRONIC) FILE**

Electronic records concerning criminal investigations conducted by State Bureau of Investigation Special Agents. File includes data fields consisting of case numbers, dates of offenses, locations, names of requesting agencies, audio and video recordings of interviews, and other related data. (Comply with G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 2425. INVESTIGATIVE CASES FILE**

Records concerning criminal investigations conducted by the State Bureau of Investigation. File includes case initial and identifications reports, investigative reports, polygraph records of investigation subjects, intra-bureau 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 (Electronic) File (Item 38124). (Comply with G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Scan in office paper and microfilm records. Destroy in office after 10 days paper and microfilm copies of scanned records. Transfer electronic records to Investigative Cases (Electronic) File (Item 38124). Return to agency paper records held at the State Records Center as of 9/30/16 as requested. Destroy remaining paper records held at the State Records Center as of 6/30/17.

**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 1938-1978. Cards list names of victims, suspects, and subjects; case files or laboratory numbers; types of offenses; and locations and dates of offenses. (Comply with G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Scan in office microfilm records. Destroy in office after 10 days microfilm copies of scanned records. Transfer electronic records to Investigative Cases (Electronic) File (Item 38124).

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

Microfilmed card file of nicknames used by criminal suspects 1938-1978. Cards list types of offenses and file numbers. (Comply with G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Return to agency microfilm stored at the State Records Center as of 9/30/16. Scan in office microfilm records. Destroy in office after 10 days microfilm copies of scanned records. Transfer electronic records to Investigative Cases (Electronic) File (Item 38124).

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

Records concerning criminal investigations. File includes negatives and contact sheets of photographs. (Comply with G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Scan in office negatives. Destroy in office after 10 days negatives of scanned records. Transfer electronic records to Investigative Cases (Electronic) File (Item 38124).

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

Electronic records concerning established guidelines for reporting investigative activities conducted by Bureau Agents.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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The following 13 items will be discontinued.**

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

**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.

DISPOSITION INSTRUCTIONS: Function transferred to Investigative Cases (Electronic) File (Item 38124). Destroy microfilm held at the State Records Center as of 9/30/16 20 years after date of record.

**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: Item discontinued. Function and records transferred to Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

**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: Item discontinued. All records destroyed.

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

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION (CIIS)  
ADMINISTRATION**

**ITEM 39248. CONCEALED HANDGUN PERMITS FILE**

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

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 resolution of issues involved.

**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.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 resolution of issues involved.

**ITEM 22800. CORRESPONDENCE FILE**

Correspondence with other law enforcement agencies concerning wanted, missing, unidentified (living or deceased) persons, and identification of stolen or recovered articles. (Comply with provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 resolution of issues involved.

**ITEM 22759. CRIMINAL INFORMATION AND IDENTIFICATION GRANTS FILE**

Records concerning all federal grant materials that benefit the Criminal Information and Identification Section. File includes applications, correspondence, training materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after completion of project 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 resolution of issues involved.

**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 reference value ends.

**ITEM 39251. CIIS ADMINISTRATIVE POLICY AND PROCEDURE MANUAL FILE**

Records concerning procedural matters and effective dates for conducting Bureau affairs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 39252. DOMICILIARY CARE FILE**

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

DISPOSITION INSTRUCTIONS: Destroy in office after 2 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 resolution of issues involved.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION (CIIS)  
ADMINISTRATION**

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

Correspondence concerning all phases of FBI work with CIIS and with other national crime reporting agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 resolution of issues involved.

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

Records concerning fees charged by the SBI. File includes data fields consisting of 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.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Purge electronic records when reference value ends.

**ITEM 22754. INTERNAL CORRESPONDENCE FILE**

Correspondence of the CIIS.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 resolution of issues involved.

**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 reference value ends.

**ITEM 22767. NATIONAL CRIME INFORMATION CENTER (NCIC) MEETING AND REGULATIONS FILE**

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

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 16638. NATIONAL CRIME INFORMATION CENTER (NCIC) QUERY FILE**

Records concerning data entered in NCIC Wanted/Stolen System on each wanted, missing, unidentified (living or deceased) person along with identification of stolen or recovered articles. File also includes reference copies of correspondence, arrest warrants, criminal history records, and other related records. (Comply with provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference 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 reference value ends.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION (CIIS)  
ADMINISTRATION**

**The following 14 items will be discontinued.**

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Crime Reporting Unit, Uniform Crime Reporting System File (Item 22796).

**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: Item discontinued. Function and records transferred to Office of the Director, Legal Counsel, Attorney's Reference File (Item 16577).

**ITEM 22755. ADVISORY POLICY BOARD FILE**

Minutes of the CIIS/CJIN 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: Function and records transferred to Department of Public Safety, Information Technology Division.

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Legislative File).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION (CIIS)  
ADMINISTRATION**

**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: Item discontinued. Function and records transferred to Case Records Management Section, Grants File (Item 46748).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to CIIS Administrative Policy and Procedure Manual File (Item 39251).

**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: Item discontinued. Function and records transferred to Crime Reporting Unit, Uniform Crime Reporting System File (Item 22796).

**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: Item discontinued. Function and records transferred to National Crime Information Center Query File (Item 16638).

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

**ITEM 39255. AUDIT UNIT'S LOCAL 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 federal policy pursuant to Criminal Justice Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and after any appeals have been exhausted and any outstanding issues have been resolved.

**ITEM 39672. INTERNAL AUDITS FILE**

Audits of recordkeeping systems of the Criminal Information and Identification Section. File also includes records concerning current status of the database systems managed by the State Bureau of Investigation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**The following item will be discontinued.**

**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: Item discontinued. Function and records transferred to Audit Unit's Local Agency File (Item 39255).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
CRIME REPORTING UNIT**

**ITEM 22797. NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) FILE**

Forms compiled by criminal justice agencies concerning all reported crime offenses.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Retain electronic records in office permanently.

**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, victim and offender data, arrestee data, and other related data.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Retain electronic records in office permanently.

**The following item will be discontinued.**

**ITEM 39260. UNIFORM CRIME REPORTING SYSTEM FILE**

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

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Uniform Crime Reporting System File (Item 22796).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
DATA PROCESSING, AFIS, AND IDENTIFICATION UNIT**

**ITEM 39160. BACKGROUND REQUESTS AGREEMENTS FILE**

Letters received from non-criminal justice agencies (e.g., taxicabs companies, vendors, massage parlors, peddlers, health care facilities, foster care facilities, day care institutions, schools, etc.) requesting criminal information on individuals for pre-employment purposes. File includes signed and notarized agreements with agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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

Records summarizing criminal histories. File includes audit reports, CIIS tests, criminal histories, and summary log of the National Instant Check System. (Comply with provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22805. FINGERPRINT FILE**

Records concerning fingerprint images submitted to the SBI by other law enforcement agencies.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16645. NC STATE CRIME LAB AND OTHER LAW ENFORCEMENT AGENCIES REQUESTS FILE**

Requests received from the NC State Crime Laboratory and other law enforcement agencies for criminal history checks for pre-employment purposes.

DISPOSITION INSTRUCTIONS: Destroy in office when reference 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 5 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.

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The following 25 items will be discontinued.**

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
DATA PROCESSING, AFIS, AND IDENTIFICATION UNIT**

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records: Records Backups File).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records: Records Backups File).

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

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

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

**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: Item discontinued. Function and records transferred to Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Received Directives, Reports, Policies, and Procedures File).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records: Records Backups File).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
DATA PROCESSING, AFIS, AND IDENTIFICATION UNIT**

**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: Item discontinued. Function and records for expunction requests transferred to Special Processing Unit, Expunction File (Item 16649). Function and remaining records transferred to Administration, Correspondence File (Item 22800).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Technical Program Documentation File).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records: Hardware Repair or Service File).

**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: Item discontinued. Function and records transferred to Background Requests Agreements File (Item 39160).

**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: Item discontinued. Function and records transferred to Department of Public Safety, Correction – Administration, Management Information and Research, Combined Records Section, Combined Inmates Records File (Item 632).

**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: Item discontinued. Function and records transferred to Fingerprint File (Item 22805).

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

Electronic records concerning fingerprint images submitted to the State Bureau of Investigation by other law enforcement agencies. File includes data fields consisting of names and/or aliases of wanted persons, dates of birth, physical description of wanted persons, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Fingerprint File (Item 22805).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
DATA PROCESSING, AFIS, AND IDENTIFICATION UNIT**

**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: Item discontinued. Function and records transferred to Special Processing Unit, Concealed Handguns Permit Fees File (Item 39169).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records, Records Backups File).

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

Magnetic tapes of criminal history activities.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Special Processing Unit, Expunction File (Item 16649).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Fingerprint File (Item 22805).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records: Hardware Repair or Service File).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
DATA PROCESSING, AFIS, AND IDENTIFICATION UNIT**

**ITEM 39788. COMPUTER SOFTWARE LICENSES FILE**

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

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Software License and Copyright Provisions File).

**ITEM 39789. CORRESPONDENCE FILE**

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

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, Correspondence File (Item 22800).

**ITEM 39794. NATIONAL CRIMINAL AGENCY FILE**

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

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, Correspondence File (Item 22800).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Supplies and Equipment File).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
SPECIAL PROCESSING UNIT**

**ITEM 39169. CONCEALED HANDGUNS PERMIT FEES FILE**

Records in paper and electronic formats concerning requests received from sheriffs' departments on individuals applying for a concealed handgun permit. File includes data fields consisting of applicants' names, addresses, social security numbers, names of counties, amounts of fees charged, and other related data.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Retain electronic records in office permanently.

**ITEM 16649. EXPUNCTION FILE**

Requests received from law enforcement agencies, clerks of court, private attorneys, and individuals to expunge criminal records for a specific individual. File includes reference copies of correspondence, court orders, and related correspondence concerning action taken by Criminal Information and Identification Section (CIIS).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 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 issues have been resolved.

**ITEM 39171. FEES FOR SERVICES FILE**

Records in paper and electronic formats concerning fees charged for services rendered by Special Processing Unit. File includes data fields consisting of applicants' names, amounts of fees charged and received, subject names, dates received, criminal justice identifying number as assigned by the Federal Bureau of Investigation (FBI), and other related data.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Retain electronic records in office permanently.

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

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

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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The following 8 items will be discontinued.**

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
SPECIAL PROCESSING UNIT**

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Data Processing, AFIS, and Identification Unit, Fingerprint File (Item 22805).

**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: Item discontinued. Function and records transferred to Concealed Handguns Permit Fees File (Item 39169).

**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: Item discontinued. Function and records transferred to Fees for Services File (Item 39171).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
SPECIAL PROCESSING UNIT**

**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: Item discontinued. Function and records transferred to Fees for Services File (Item 39171).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
TRAINING UNIT – CJIN**

**ITEM 39259. CJIN/NIBRS CLASS ROSTERS FILE**

Records concerning individuals trained to do Incident-Based Crime Reporting using the NC Criminal Justice Information Network (CJIN) or the National Incident-Based Reporting System (NIBRS). 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.

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The following 4 items will be discontinued.**

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
CRIMINAL INFORMATION AND IDENTIFICATION SECTION  
TRAINING UNIT – CJIN**

**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 39254).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Career Services and Law Enforcement Programs Section, Human Resources Unit, Active Sworn Employees Personnel File (Item 48879) or Active Non-Sworn Employees Personnel File (Item 48878).

**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 39257).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Career Services and Law Enforcement Programs Section, Human Resources Unit, Inactive Personnel File (Item 44158).

**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: Item discontinued. Function and records transferred to Career Services and Law Enforcement Programs Section, Human Resources Unit, Active Sworn Employees Personnel File (Item 48879) or Active Non-Sworn Employees Personnel File (Item 48878).

**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: Item discontinued. Function and records transferred to Career Services and Law Enforcement Programs Section, Human Resources Unit, Inactive Personnel File (Item 44158).

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
INSPECTIONS AND COMPLIANCE UNIT**

**ITEM 38412. ACTIVE INSPECTIONS 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.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer to Completed Inspections File (Item 12121) after completion of inspection.

**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 standards, Individual Standard Status Report (ISSR), written directives including laws, legislation, policy, and procedures, and other necessary documentation.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Destroy in office electronic records 10 years after re-accreditation. Destroy records held at the State Records Center as of 9/30/16 immediately.

**ITEM 12121. COMPLETED INSPECTIONS FILE**

Records in paper and electronic formats of completed 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.

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 6 years. Retain electronic records in office permanently.

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

Records in paper and electronic formats concerning information or evidence of attempted arson, theft, damage, embezzlement or misuse of any state-owned property, buildings, or other real property belonging to or managed by state departments, agencies, universities, and colleges. File includes State Property Incident Reports, Incident/Investigation Report, crime reports submitted by local law enforcement agencies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 2 years. Records will be held in the State Records Center 3 additional years and then destroyed. Destroy electronic records in office when reference value ends.

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The following 5 items will be  
discontinued and transferred.**

**STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
INSPECTIONS AND COMPLIANCE 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 Department of Justice, Information Technology (IT).)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, SBI Policy and Administrative Procedures File (Item 38580).

**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: Function and records transferred to Administration, SBI Policy and Administrative Procedures File (Item 38580). Destroy records held at the State Records Center as of 9/30/16 immediately.

**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: Item discontinued. Function and records transferred to State Property Incidents Reports File (Item 47459).

**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: Item discontinued. Function and records transferred to CALEA Accreditation Standards File (Item 47274).

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

Electronic records concerning state property incident reports from state departments, agencies, universities and colleges. File includes data fields consisting of 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: Item discontinued. Function and records transferred to State Property Incidents Reports File (Item 47459).

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

**The following 5 items will be discontinued.**

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Network/Circuit Installation and Service File).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (Network/Circuit Installation and Service File).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records; Hardware Repair or Service File).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records: Hardware Repair or Service File).

**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: Item discontinued. Superseded by the General Schedule for State Agency Records (System Maintenance Records: Hardware Repair or Service File.)

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION**

**ITEM 38972. ARSON REWARDS FILE**

Records concerning arson crimes. File includes correspondence, requests for rewards, copies of receipts, and other related records. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Retain electronic records in office permanently.

**ITEM 7809. CORRESPONDENCE FILE**

Correspondence, memoranda, printed and published materials, and other records used in managing and coordinating district operations and investigative case work. File includes policies and procedures, personnel management correspondence and reports, and other related records. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records and G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Transfer investigative case work reports to Administrative Service Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124). Destroy remaining records in office after 5 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 38975. MARIJUANA ERADICATION FILE**

Records concerning marijuana eradication programs. File includes agreements, statistical and financial reports, domestic marijuana eradication reports, and other related records.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Retain electronic records in office permanently.

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

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. (Comply with Federal Regulations 6-E Order.) (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

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 49080. SOURCE OF INFORMATION FILE**

Records concerning informants. File includes names, dates, criminal history and agreements. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Retain electronic records in office permanently.

**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 copies of special fund monthly reports (SBI-43), receipts (SBI-40), memoranda, vouchers, and other related records. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Destroy in office 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.

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION**

**The following 5 items will be discontinued.**

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Correspondence File (Item 7809).

**ITEM 38981. TIME REPORTING SYSTEMS (TRS) 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. (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: Item discontinued. Function and records transferred to Office of the Director, Time Reporting Systems (TRS) File (Item 48408).

**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: Item discontinued. Function and records transferred to Special Funds Accounts File (Item 16662) and Source of Information File (Item 49080).

**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: Item discontinued. Function and records transferred to Special Funds Accounts File (Item 16662).

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

**The following 8 items will be discontinued.**

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Business and Logistics Office, Agent Equipment File (Item 38505).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. All records destroyed.

**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 list 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: Item discontinued. All records destroyed.

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

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

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

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

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Office of the Director, Time Reporting Systems (TRS) File (Item 48408).

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
DIVERSION AND ENVIRONMENTAL CRIMES UNIT**

**The following 12 items will be discontinued.**

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Administrative Services Division, Business and Logistics Office, Agent Equipment File (Item 38505).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Criminal Information and Identification Section, Administration, NCIC Query File (Item 16638).

**STATE BUREAU OF INVESTIGATION  
FIELD OPERATIONS DIVISION  
DIVERSION AND ENVIRONMENTAL CRIMES UNIT**

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124) and Special Operations Division, Intelligence File (Item 16729).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Special Funds Account File (Item 16662).

**ITEM 44183. TIME REPORTING SYSTEMS (TRS) (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: Item discontinued. Function and records transferred to Office of the Director, Time Reporting Systems (TRS) File (Item 48408).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

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

**The following 10 items will be discontinued.**

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Administrative Services Division, Inspections and Compliance Unit, CALEA Accreditation Standards File (Item 47274).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Inspections and Compliance Unit, CALEA Accreditation Standards File (Item 47274).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**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: Item discontinued. DARE certifications held by active employees transferred to Special Operations Division, Training Section, Employees Training Records File (Item 16689). All remaining records 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: Item discontinued. DARE certifications held by active employees transferred to Special Operations Division, Training Section, Employees Training Records File (Item 16689). All remaining records destroyed.

**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: Item discontinued. DARE certifications held by active employees transferred to Special Operations Division, Training Section, Employees Training Records File (Item 16689). All remaining records 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: Item discontinued. All records destroyed.

**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: Item discontinued. All records destroyed.

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
ADMINISTRATION**

**ITEM 50600. AUDIO AND VIDEO RECORDINGS FILE**

Records concerning audio and video footage captured by SBI pole camera, robot camera, and recording equipment on SBI aircraft. File includes audio and video recordings. (See Investigative Cases (Electronic) File [Item 38124] for recordings of interviews.)

DISPOSITION INSTRUCTIONS: Transfer recordings relevant to an investigative case to Administrative Service Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124). Destroy remaining records in office when reference value ends 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 16728. CORRESPONDENCE FILE**

Correspondence, memoranda, printed and published materials, and other records used in managing and coordinating district operations and investigative case work. File includes policies and procedures, personnel management correspondence and reports, and other related records. (Comply with applicable provisions of G.S. § 126-22, § 126-23, and § 126-24 regarding confidentiality of personnel records and G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Transfer investigative case work reports to Administrative Service Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124). Destroy remaining records in office after 5 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.

**The following item will be discontinued.**

**ITEM 38966. TIME REPORTING SYSTEMS (TRS) 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. (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: Item discontinued. Function and records transferred to Office of the Director, Time Reporting Systems (TRS) File (Item 48408).

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
AIR WING SECTION**

**ITEM 49242. AIRCRAFT MAINTENANCE FILE**

Records concerning the maintenance of State Bureau of Investigation (SBI) aircraft. File includes maintenance records and logbooks required by the Federal Aviation Administration (14 CFR 43 and 14 CFR 91).

DISPOSITION INSTRUCTIONS: Retain in office until ownership of aircraft changes, at which time records shall transfer with aircraft to new owner.

**ITEM 16679. AIRCRAFT RECORDS FILE**

Records concerning the use of State Bureau of Investigation (SBI) aircraft. File includes records concerning the acquisition, ownership, use and disposition of aircraft.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 49392. AIR WING MISSION REPORTS FILE**

Records concerning the use of State Bureau of Investigation (SBI) aircraft. File includes aircraft mission reports. (Comply with applicable provisions of G.S. § 132-1.4 concerning confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Transfer records pertinent to criminal investigations to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124). Destroy remaining records in office when reference value ends.

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
COMPUTER CRIMES UNIT**

**ITEM 50326. INTERNET CRIMES AGAINST CHILDREN (ICAC) GRANT FILE**

Records concerning the Internet Crimes Against Children (ICAC) Grant from the U.S. Department of Justice. File includes expense reports, grant award documents, memoranda, correspondence, and other related records. (Comply with applicable provisions of G.S. § 132-1.4 concerning confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after completion of project if no litigation, claim, audit, or other official action involving the record has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues.

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
FINANCIAL CRIMES INVESTIGATION UNIT**

**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. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Function transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124). Destroy records held at the State Records Center as of 9/30/16 immediately.

**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. (Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Scan in office paper and microfilm records. Destroy in office after 10 days paper and microfilm copies of scanned records. Transfer electronic records to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

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The following 14 items will be discontinued or  
transferred.**

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
FINANCIAL CRIMES INVESTIGATION UNIT**

**ITEM 39776. TIME REPORTING SYSTEMS (TRS) 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: Item discontinued. Function and records transferred to Office of the Director, Time Reporting Systems (TRS) File (Item 48408).

**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: Item discontinued. Function and records transferred to Field Operations Division, Special Funds Account File (Item 16662).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Intelligence and Information Section, Intelligence Records File (Item 16729).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
FINANCIAL CRIMES INVESTIGATION UNIT**

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Business and Logistics Office, Agent Equipment File (Item 38505).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (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: Item discontinued. Function and records transferred to Intelligence and Information Section, Intelligence Records File (Item 16729).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
FINANCIAL CRIMES INVESTIGATION UNIT**

**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: Item discontinued. All records destroyed.

**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 Department of Justice, Information Technology Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administrative Services Division, Career Services and Law Enforcement Programs Section, Human Resources Unit, Mapper Operating System (Electronic) File (Item 48140).

**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: Item discontinued. Function and records transferred to Administrative Services Division, Career Services and Law Enforcement Programs Section, Human Resources Unit, Mapper Operating System (Electronic) File (Item 48140).

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
INTELLIGENCE AND INFORMATION SECTION**

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

Flyers and brochures distributed to agents and law enforcement officers for identification of wanted criminals. File also includes mailing lists and intelligence bulletins.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 16730. FEDERAL GRANT FUNDS FILE**

Records concerning federal grants awarded to the Intelligence and Information Section.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after project completion 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 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 reference value ends.

**ITEM 16729. INTELLIGENCE RECORDS FILE**

Records concerning actual or suspected criminal activity or personalities. File includes correspondence, statistical reports, requests received for statistics, and other related records. (Comply with applicable provisions of G.S. § 114-15.) (Comply with retention requirements of 28 CFR 23.20.)

DISPOSITION INSTRUCTIONS: Transfer records pertinent to an investigation to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124). Review remaining records every 5 years and maintain or destroy pursuant to criteria found in 28 CFR Part 23.

**ITEM 39767. SECTION CORRESPONDENCE FILE**

Electronic records containing information of value or evidence of the section administration, management, operations, activities, and business.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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The following 5 items will be discontinued or  
transferred.**

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
INTELLIGENCE AND INFORMATION SECTION**

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Intelligence Records File (Item 16729).

**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: Item discontinued. Function and records transferred to Intelligence Records File (Item 16729).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Administrative Services Division, Case Records Management Section, Investigative Cases (Electronic) File (Item 38124).

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
TRAINING SECTION**

**ITEM 16689. 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.

DISPOSITION INSTRUCTIONS: Transfer to Administrative Services Division, Career Services and Law Enforcement Programs Section, Human Resources Unit, Inactive Personnel File (Item 44158) when employee terminates service.

**ITEM 16688. SCHOOLS AND SEMINARS FILE**

Records in paper and electronic formats, including e-mail, concerning in-service training conducted by State Bureau of Investigation (SBI) training staff or by outside instructors for SBI personnel. File includes names of courses and seminars offered, instructional materials, and other related records. File also includes information regarding specialized schools and other training.

DISPOSITION INSTRUCTIONS: Destroy paper records in office when reference value ends. Retain electronic records in office permanently. Destroy paper records stored in the State Records Center as of 9/30/16 30 years from date of record.

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The following 7 items will be  
discontinued or transferred.**

**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: Function transferred to Administrative Services Division, Career Services and Law Enforcement Programs Section, Human Resources Unit, Inactive Personnel File (Item 44158). Destroy records stored in the State Records Center as of 9/30/16 30 years from date of record.

**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: Item discontinued. Function and records transferred to Employees Training Records File (Item 16689).

**STATE BUREAU OF INVESTIGATION  
SPECIAL OPERATIONS DIVISION  
TRAINING SECTION**

**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: Item discontinued. Function and records transferred to Schools and Seminars File (Item 16688).

**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: Item discontinued. Function and records transferred to Schools and Seminars File (Item 16688).

**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: Item discontinued. Function and records transferred to Schools and Seminars File (Item 16688).

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

Records concerning basic training received by special agent trainees. File includes instructional materials, copies of tests, all data pertaining to academy sessions, and other related records.

DISPOSITION INSTRUCTIONS: Function transferred to Schools and Seminars File (Item 16688). Records held at the State Records Center as of 9/30/16 will be transferred to the custody of the Archives 30 years after date of record.

**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: Item discontinued. Function and records transferred to Schools and Seminars File (Item 16688).