

DEPARTMENT OF JUSTICE
STATE CRIME LABORATORY

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

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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 Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.


The Department of Justice and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Justice 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 office is not authorized by the Department of Cultural Resources to destroy these records.

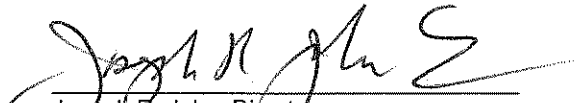
The Department of Justice and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Justice agrees to comply with all policies, standards, and best practices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

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of Justice 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


Scarlett Hargis, Chief Records Officer
Department of Justice


Joseph R. John, Director
State Crime Laboratory


Sarah E. Koonts, Director
Division of Archives and Records


Roy Cooper, Attorney General
Department of Justice

APPROVED


Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 39375. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Electronic records concerning physical evidence collected, cases examined by the laboratory, and the cases' attendant administrative information. File includes laboratory reports, submission sheets, examination notes, rush case requests, examination of physical evidence correction requests, case disposition notifications, notarized toxicology reports, graphs and charts, evidence sheets, memoranda, correspondence, and other related records. (Comply with applicable provisions of 132-1.4. regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Records created since 2008 are born-digital. Scan existing paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Retain in office electronic records permanently.

ITEM 2424. LABORATORY CASES FILE

Reports, notes, charts, evidence sheets, and other records concerning cases examined by laboratory. (Comply with applicable provisions of 132-1.4. regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Function transferred to Laboratory Cases Database (Electronic) File (Item 39375). Records dated 1986 and prior that are currently stored at the State Records Center will be returned to the agency by request. Returned records will be transferred to Item 39375 for scanning and disposition. Destroy in the State Records Center remaining records 50 years from date of records.

ITEM 2427. LABORATORY CASES FILE

Reports, notes, charts, evidence sheets, and other records concerning cases examined by the laboratory. (Comply with applicable provisions of 132-1.4. regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Function transferred to Laboratory Cases Database (Electronic) File (Item 39375). Records dated 1986 and prior that are currently stored at the State Records Center will be returned to the agency by request. Returned records will be transferred to Item 39375 for scanning and disposition. Destroy in the State Records Center remaining records 40 years from date of records.

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ITEM 2428. LABORATORY CASES FILE

Records concerning physical evidence collected, cases examined by the laboratory, and the cases' attendant administrative information. File includes laboratory reports, submission sheets, examination notes, rush case requests, examination of physical evidence correction requests, case disposition notifications, notarized toxicology reports, graphs and charts, evidence sheets, memoranda, correspondence, and other related records. (Comply with applicable provisions of 132-1.4. regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Function transferred to Laboratory Cases Database (Electronic) File (Item 39375). Records dated 2003 and later transferred to Item 39375. Records dated 2002 and prior that are currently stored at the State Records Center will be returned to the agency by request, and will not be refiled. Returned records will be transferred to Item 39375 for scanning and disposition. Destroy in the State Records Center remaining records 45 years from date of records.

ITEM 2429. QUESTIONED DOCUMENTS LABORATORY REPORTS AND WORKING PAPERS FILE

Records concerning laboratory analyses of documentary evidence (handwriting, typewriting, rubber stamps, inks, paper, check writers, typewriters, photocopiers, etc.) for investigative cases. File includes laboratory reports, notes, submission sheets, and photocopies of evidence. (File is considered confidential in accordance with G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Records no longer created. Records currently held in State Records Center will be returned to the agency by request for scanning. Transfer scanned records to Laboratory Cases Database (Electronic) File (Item 39375) and follow disposition for that item. Destroy in the State Records Center remaining records 35 years from date of records.

ITEM 3648. MASTER VIDEOTAPES FILE

Videotapes used by State Bureau of Investigation (SBI) personnel for training law enforcement agencies personnel and hospital personnel on how to collect evidence from rape victims.

DISPOSITION INSTRUCTIONS: Records no longer created. Records currently stored in the State Records Center will be returned to agency.

ITEM 16617. LATENT PRINT LIFTS FILE

Records concerning unidentified fingerprints and palmprints removed from evidence and scenes of crime by law enforcement officers. File includes latent prints with identifying data written on cards and may include copies of laboratory reports and evidence submission forms. (These files are considered evidence and are restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Records no longer created. Records currently held in State Records Center will be returned to the agency by request for scanning. Transfer scanned records to Laboratory Cases Database (Electronic) File (Item 39375) and follow disposition for that item. Destroy in the State Records Center remaining records 30 years from date received.

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ITEM 18949. LABORATORY CASES FILE

Reports, notes, charts, evidence sheets, and other records concerning cases examined by the laboratory. (Comply with applicable provisions of 132-1.4. regarding confidentiality of criminal investigations.)

DISPOSITION INSTRUCTIONS: Records no longer created. Records currently held in State Records Center will be returned to the agency by request for scanning. Transfer scanned records to Laboratory Cases Database (Electronic) File (Item 39375) and follow disposition for that item. Destroy in the State Records Center remaining records 35 years from date of records.

ITEM 49287. EXPERT TESTIMONY EVALUATION FORM FILE.

Records concerning evaluation of analyst's court testimony by supervisor or observer. File includes Expert Testimony Evaluation forms (formerly SBI-20 and SBI-20A forms).

DISPOSITION INSTRUCTIONS: Scan records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Retain in office electronic records permanently.

ITEM 49288. PROFICIENCY TESTS FILE.

Records concerning laboratory employee's competency and proficiency in skill sets. File includes test results.

DISPOSITION INSTRUCTIONS: Scan records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Retain in office electronic records permanently.

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**All Items after this page are either Discontinued or
Transferred and remain for reference only.**

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FORMER EVIDENCE CONTROL SECTION ITEMS

ITEM 7025. CORRESPONDENCE FILE

Correspondence and memorandums concerning physical evidence collected.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39397. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, type of cases, disposition of evidence, completion dates, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39399. LOG SHEETS FORMS FILE

Log sheets concerning each submission of a case to the laboratory. Forms list laboratory numbers, analysts' names, technicians' names, dates completed, dates received, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39402. SUBMISSION SHEETS FILE

Completed requests for examination of physical evidence (SBI-5 and SBI-5A forms). Forms list requesting officers, requesting agencies, type of cases, county of offenses, and other related data. Information entered into Laboratory Cases Database (Electronic) File (Item 39397). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

END EVIDENCE CONTROL

FORMER LATENT EVIDENCE SECTION ITEMS

ITEM 18904. LABORATORY REPORTS FILE

Reference copies of laboratory reports. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

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**ITEM 18905. STATE BUREAU OF INVESTIGATION (SBI) LABORATORY CASES
PRINTOUTS FILE**

Computer generated printouts received from Division of Criminal Information (DCI) concerning each analyst's caseload. Printouts list analysts' names, names of departments, types of cases, submission dates (DSB), completion dates (DCM), disposition dates (DSP), and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39456. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Electronic records concerning evidence submitted to the laboratory. Electronic database file includes test results, names of suspects, dates submitted, types of cases, disposition of evidences, chain of custody, completion dates, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39461. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

END LATENT EVIDENCE

FORMER DOCUMENTS SECTION ITEMS

ITEM 18914. LABORATORY REPORTS FILE

Reference copies of laboratory reports. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

**ITEM 18916. STATE BUREAU OF INVESTIGATION (SBI) LABORATORY CASES
PRINTOUTS FILE**

Computer generated printouts received from Division of Criminal Information (DCI) concerning each analyst's caseload. Printouts list analysts' names, names of departments, types of cases, submission dates (DSB), completion dates (DCM), disposition dates (DSP), and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

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ITEM 39421. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, type of cases, disposition of evidence, completion dates, and other related records. (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 Laboratory Cases (Electronic) File (Item 39375).

ITEM 39426. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE

Machine readable records concerning agents' daily activities. Electronic file includes names of agents, numbers of hours worked, amount of 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 Laboratory Cases (Electronic) File (Item 39375).

END FORMER DOCUMENTS SECTION

FORMER FIREARMS AND TOOLMARKS SECTION ITEMS

ITEM 18924. LABORATORY REPORTS FILE

Reference copies of laboratory reports. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

**ITEM 18926. STATE BUREAU OF INVESTIGATION (SBI) LABORATORY CASES
PRINTOUTS FILE**

Computer generated printouts received from Division of Criminal Information (DCI) concerning each analyst's caseload. Printouts list analysts' names, names of departments, types of cases, submission dates (DSB), completion dates (DCM), disposition dates (DSP), and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39443. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning physical evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, types of cases, disposition of evidence, completion dates, and other related records. (File is restricted by G.S. 132-1.4.).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

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ITEM 39448. TEST FIRES FILE

Records concerning results of firearms testing. File includes bullet casings, bullet-cartridge cases with identifying data written on envelopes, and live ammunitions. (File is restricted by G.S. 132-1.4.).

DISPOSITION INSTRUCTIONS: Item discontinued. Records no longer being created. Scan existing paper records in office. Scanned images transferred to Laboratory Cases Database (Electronic) File (Item 39375). Destroy in office paper copies of scanned records after all quality control procedures have been completed.

ITEM 39449. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE

Machine readable records concerning agents' daily activities. Electronic file includes names of agents, numbers of hours worked, amount of 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 Laboratory Cases (Electronic) File (Item 39375).

END FORMER FIREARMS AND TOOLMARKS SECTION ITEMS

FORMER MOLECULAR GENETICS SECTION ITEMS

ITEM 18935. LABORATORY REPORTS FILE

Reference copies of laboratory reports. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39457).

**ITEM 18937. STATE BUREAU OF INVESTIGATION (SBI) LABORATORY CASES
PRINTOUTS FILE**

Computer generated printouts received from Division of Criminal Information (DCI) concerning each analyst's caseload. Printouts list analysts' names, names of departments, types of cases, submission dates (DSB), completion dates (DCM), disposition dates (DSP), and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39432. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, types of cases, disposition of evidence, completion dates, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

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ITEM 39437. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE

Machine readable records concerning agents' daily activities. Electronic file includes names of agents, numbers of hours worked, amount of 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 Laboratory Cases (Electronic) File (Item 39375).

END MOLECULAR GENETICS SECTION ITEMS

FORMER TRACE EVIDENCE SECTION ITEMS

**ITEM 18948. STATE BUREAU OF INVESTIGATION (SBI) LABORATORY CASES
PRINTOUTS FILE**

Computer generated printouts received from Division of Criminal Information (DCI) concerning each analyst's caseload. Printouts list analysts' names, names of departments, types of cases, submission dates (DSB), completion dates (DCM), disposition dates (DSP), and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39410. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, type of cases, disposition of evidence, completion dates, and other related records. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39415. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE

Machine readable records concerning agents' daily activities. Electronic file includes names of agents, numbers of hours worked, amount of 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 Laboratory Cases (Electronic) File (Item 39375).

END TRACE EVIDENCE SECTION ITEMS

**DEPARTMENT OF JUSTICE
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FORMER DRUG CHEMISTRY ITEMS

**ITEM 18959. STATE BUREAU OF INVESTIGATION (SBI) LABORATORY CASES
PRINTOUTS FILE**

Computer generated printouts received from Division of Criminal Information (DCI) concerning each analyst's caseload. Printouts list analysts' names, names of departments, types of cases, submission dates (DSB), completion dates (DCM), disposition dates (DSP), and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39386. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, type of cases, disposition of evidence, completion dates, and other related records. (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 Laboratory Cases (Electronic) File (Item 39375).

ITEM 39391. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE

Machine readable records concerning agents' daily activities. Electronic file includes names of agents, numbers of hours worked, amount of 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 Laboratory Cases (Electronic) File (Item 39375).

END DRUG CHEMISTRY ITEMS

FORMER WESTERN REGIONAL LABORATORY ITEMS

ITEM 39587. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, type of cases, disposition of evidence, completion dates, and other related records. (File is restricted by G.S. 132-1.4.).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

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ITEM 39588. LABORATORY CASES FILE

Records concerning cases examined by the laboratory. File includes reports, examination notes, graphs and charts, evidence sheets, and other related records. Information entered into Laboratory Cases Database (Electronic) File (Item 39587). (Records dated January 1987-December 1987 were transferred under Drug Chemistry Section, Laboratory Cases File (Item 18949) and records dated January 1988-December 1990 transferred under Clerical Services Section, Laboratory Cases File (Item 2428). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39594. SUBMISSION SHEETS FILE

Completed requests for examination of physical evidence (SBI-5 and SBI-5A forms). Forms list requesting officers, requesting agencies, type of cases, county of offenses, and other related data. Information entered into Laboratory Cases Database (Electronic) File (Item 39587). (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Laboratory Cases (Electronic) File (Item 39375).

ITEM 39595. TIME REPORTING SYSTEMS (TRS) DATABASE (ELECTRONIC) FILE

Machine readable records concerning agents' daily activities. Electronic file includes names of agents, numbers of hours worked, amount of 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 Laboratory Cases (Electronic) File (Item 39375).

END WESTERN REGIONAL LABORATORY ITEMS

FORMER ADMINISTRATION ITEMS

ITEM 39650. LABORATORY CASES DATABASE (ELECTRONIC) FILE

Machine readable records concerning evidence submitted to the laboratory. Electronic file includes test results, names of suspects, dates submitted, types of cases, disposition of evidence, completion dates, and other related records. (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 Laboratory Cases (Electronic) File (Item 39375).

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ITEM 39651. LABORATORY CASES PRINTOUTS FILE

Computer generated printouts produced from Laboratory Cases Database (Electronic) File (Item 39650). Printouts list test results, names of suspects, dates submitted, types of cases, disposition of evidence, completion dates, and other related data. (File is restricted by G.S. 132-1.4.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

END ADMINISTRATION ITEMS