

**County Sheriff's Office
Records Retention Schedule Amendment**

Amending the County Sheriff's Office Records Retention and Disposition Schedule published November 15, 2015.

STANDARD 8. PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS

Amending Item 10, Audio and Video Recordings, as shown on substitute page 57.

APPROVAL RECOMMENDED

County Sheriff

Sarah E. Koonts

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Chairman, Bd. of County Commissioners

Susan W. Kluttz

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

County: _____

October 1, 2016

STANDARD-8. PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10. 	<p>AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices.</p> <p>Does not include ELECTRONIC RECORDINGS OF INTERROGATIONS (JUVENILE OR HOMICIDE), page 65, item 35.</p>	<p>a) Destroy in office after 30 days if not made part of a case file.*</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES, page 57, item 11; or CASE HISTORY FILE: MISDEMEANORS, page 58, item 12.</p>	Confidentiality: G.S. § 132-1.4A
11. 	<p>CASE HISTORY FILE: FELONIES Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports; statements of seized and returned property, interview sheets; case status reports, photographs, court orders, correspondence; officer’s notes, laboratory tests, court dispositions, audio or video recordings, and other related records.</p> <p>See also ELECTRONIC RECORDINGS OF INTERROGATIONS (JUVENILE OR HOMICIDE), page 65, item 35.</p>	<p>a) Destroy in office records concerning solved cases after 20 years.*</p> <p>b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).</p>	Confidentiality: G.S. § 132-1.4

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.