

## 11. Law Enforcement

Law Enforcement records document the efforts of state agencies to protect the lives and property of the state’s residents and people who visit and work in the state as well as to supervise adults and juveniles sentenced after conviction for violations of North Carolina law. This function focuses on efforts to ensure compliance by individuals and organizations with laws; for the broader enforcement of regulations and codes to entities and organizations, see MONITORING AND COMPLIANCE. For court orders and process service, see LEGAL. Law enforcement records from the Office of the Governor are included under GOVERNANCE.

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Appendix: [Records That Will Transfer to the State Records Center](#)

Few Law Enforcement records have archival value, although many record types have long retention periods (e.g., sex offender registries [RC No. 1126] should be retained in office permanently). The retention periods for many law enforcement records are triggered by the conclusion of a case or investigation; for this reason, it is best to organize Law Enforcement records chronologically according to these trigger events. For example, by doing so, in 2018 an agency could easily identify and destroy any confinement reports (RC No. 1115) that were completed before 2015.

Many Law Enforcement records are confidential, so great care should be taken to ensure that access is limited to those with proper authorization. The 1972 NC Court of Appeals decision in *Goble v. Bounds* (13 N.C. App. 579) affirmed that prison records of inmates are confidential and not subject to inspection by the public. General Statute § 132-1.4 specifies that records of criminal investigations conducted by public law enforcement agencies and records of criminal intelligence information compiled by public law enforcement agencies may only be released by order of a court of competent jurisdiction; it also lists the law enforcement and court records that are public, including information about persons arrested/charged/indicted as well as returned arrest and search warrants (see (c) and (k) for a complete list).

There may be court orders that override the authorization for destruction provided by this records schedule; in such cases, no destructions should occur.



These Functional Schedules apply to records in all media, unless otherwise specified. The State Archives of North Carolina recommends that agencies develop a file plan that documents the owners of record copies, internal definitions of reference value, and record formats. (A sample is available on the records management tools page at <https://archives.ncdcr.gov/government/rm-tools>.) Information about the NC Public Records Act, confidentiality, destructions, audits and litigation actions, and electronic records can be found in the overview to the functional scheduling initiative. A key for the Functional Schedule along with definitions of important records management terms can be found in the glossary to this schedule.

### 11.1 Corrections Management




*DEFINED: Activities conducted by the Department of Public Safety (DPS) and Department of Adult Correction (DAC) related to the care, custody, and supervision of adults and juveniles sentenced to correctional facilities after conviction for violating North Carolina law. According to G.S. § 132-1.7, “specific security information or detailed plans, patterns, or practices associated with prison operations” are not public records. According to G.S. § 132-11, “juvenile, probationer, parolee, post-releasee, or prison inmate record[s], including medical and mental health records” are exempted from the time limitation on confidentiality of records. Additional confidentiality restrictions are cited below.*

*SEE ALSO: Records pertaining to the training provided to offenders are covered under EDUCATION. The financial records for work release funds are under FINANCIAL MANAGEMENT. Medical records for offenders are under HEALTHCARE. Records pertaining to juvenile offenders who are not placed in a DPS facility are held in the Juvenile Court Counselor’s Case Records under LEGAL, as are expungements and appeals of inmate grievances. Commutations, pardons, and reprieves are under GOVERNANCE. Surveillance system reports and recordings are under RISK MANAGEMENT.*

11.1

RC No.	Record Types	Disposition Instructions	Citation
<b>1111.10</b> 	<b>Adult Offender Records (1 of 2) – Department of Adult Correction</b> Combined inmates records maintained by the Department of Adult Correction; includes all prison, parole, and probation information, history cards, legal information, forms related to inmate control, incident reports, financial records, personal property inventories, transportation logs, visitor logs, work release funds, and other related records  SEE ALSO: Transition File (EDUCATION), Legal Case Records (LEGAL)	RETAIN UNTIL: Release and conclusion of supervision PLUS: 10 years <a href="#">Ω</a> THEN: Destroy	<u>Authority</u> G.S. § 148-74 G.S. § 148-76
<b>1111.3</b> 	<b>Adult Offender Records (2 of 2) – Department of Adult Correction</b> Other inmate records maintained by DAC; includes classifications, communications, death, grievances, meals/menus, physical force documentation, and other related records	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy	<u>Retention</u> 10A NCAC 14J .1723

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 ∞ See appendix for list of item numbers for records that should transfer to the State Archives.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.  
 ± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

RC No.	Record Types	Disposition Instructions	Citation
<p><b>1112.&lt;</b></p> 	<p><b>Correctional Facilities Security Recordings – Department of Public Safety, Department of Adult Correction</b></p> <p>Surveillance system reports and recordings of Department of Public Safety and Department of Adult Correction correctional facilities</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 30 days</p> <p>THEN: Destroy*</p> <p><i>NOTE: Records that become part of a case file should be handled according to those disposition instructions</i></p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.7(a1)</p>
<p><b>1113.A</b></p> 	<p><b>Death Row Inmate Jackets – Department of Adult Correction</b></p> <p>Records maintained by the Department of Adult Correction concerning inmates sentenced to death who are executed or otherwise die while on death row; includes commitment information, death row investigation, correspondence, and recommendations of the Parole Commission</p>	<p>PERMANENT (archival) ∞</p>	
<p><b>1114.10-1</b></p> 	<p><b>Juvenile Offender Records (1 of 2) – Department of Public Safety</b></p> <p>Petitions and juvenile court orders, secure custody orders, admission sheets, inventory sheets, daily behavior reports, room check logs, accident/injury reports, special management reports, runaway reports, incident reports, release orders and forms, and other related records for juveniles placed in Department of Public Safety detention centers</p> <p>SEE ALSO: Cumulative Record, Services to Students with Disabilities, Transition File (EDUCATION), Pediatric Clinical Records (HEALTHCARE)</p>	<p>RETAIN UNTIL: Juvenile reaches 18 years of age</p> <p>PLUS: 10 years Ω</p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>G.S. § 7B-3100</p>





11.1

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RC No.	Record Types	Disposition Instructions	Citation
1114.10-2 	<p><b>Juvenile Offender Records (2 of 2) – Department of Public Safety</b></p> <p>Commitment data forms, court orders, transfer summaries, conditional release forms, final discharge forms, and other related records for juveniles placed in DPS youth development centers</p> <p>SEE ALSO: Cumulative Record, Services to Students with Disabilities, Transition File (EDUCATION), Pediatric Clinical Records (HEALTHCARE)</p>	<p>RETAIN UNTIL: Juvenile reaches 18 years of age</p> <p>PLUS: 10 years <a href="#">Ω</a></p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>G.S. § 7B-3100</p>
1115.3 	<p><b>Offender Management Records (1 of 3) – Department of Public Safety, Department of Adult Correction</b></p> <p>Confinement reports, inspections, population lists, and other related operational records for Department of Public Safety and Department of Adult Correction facilities</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy*</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.7(a1)</p>
1115.6 	<p><b>Offender Management Records (2 of 3)</b></p> <p>Prison Rape Elimination Act (PREA) – allegation, investigation, and incident review records documenting investigations into allegations of sexual abuse or sexual harassment</p>	<p>RETAIN UNTIL: Separation</p> <p>PLUS: 6 years</p> <p>THEN: Destroy*</p> <p><i>NOTE: If a minor is involved in the incident, records should be retained until the minor reaches age 30</i></p>	<p><u>Authority</u></p> <p>28 CFR Part 115</p>
1115.10 	<p><b>Offender Management Records (3 of 3)</b></p> <p>Prison Rape Elimination Act (PREA) – aggregated data for every allegation of sexual abuse at DPS and DAC lockups</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 10 years</p> <p>THEN: Destroy</p>	<p><u>Authority</u></p> <p>28 CFR Part 115.187</p> <p><u>Retention</u></p> <p>28 CFR 115.189(d)</p>

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RC No.	Record Types	Disposition Instructions	Citation
1116.2 	<b>Probation Supervision Records – Department of Public Safety</b> Records maintained by the Department of Public Safety concerning out-of-state post-release supervisions for juvenile offenders	RETAIN UNTIL: Closed PLUS: 2 years THEN: Destroy	<u>Confidentiality</u> G.S. § 7B-3001 G.S. § 7B-3100
1117.3 	<b>Safekeeper Records – Department of Adult Correction</b> Records maintained by the Department of Adult Correction regarding prisoners held in state facilities on behalf of county or municipal jails	RETAIN UNTIL: Release or transfer PLUS: 3 years THEN: Destroy	




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**11.2 Crime Prevention**




*DEFINED: Activities concerning efforts to create safer communities by addressing the causes of crime and reducing opportunities for crimes to occur.*

*NOTE: Records that become part of a case file should be handled according to those disposition instructions.*

*SEE ALSO: Criminal Investigations. Records concerning the implementation of court orders (e.g., writs, warrants) are under LEGAL. Gun permits are covered under MONITORING AND COMPLIANCE. Community safety programming is under PUBLIC RELATIONS.*

RC No.	Record Types	Disposition Instructions	Citation
1121.5 	<b>Agent Records</b> Records that facilitate the work of agents involved in crime prevention activities	RETAIN UNTIL: Superseded/Obsolete PLUS: 5 years THEN: Destroy	<u>Confidentiality</u> G.S. § 20-39.1
1122.S 	<b>Analysis Records</b> Activity reports, field observations, intelligence reports, investigative reports, surveillance, and other related records	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	<u>Confidentiality</u> G.S. § 132-1.4 G.S. § 132-1.7(a2) <u>Authority/Confidentiality/Retention</u> 28 CFR 23.20
1123.< 	<b>Communications Records</b> Computer-aided dispatch (CAD), radio logs, and alarm call responses; also includes 911 recordings, messages, and database	RETAIN UNTIL: Complete PLUS: 30 days THEN: Destroy* <i>NOTE: Records that become part of a case file should be handled according to those disposition instructions</i>	<u>Confidentiality</u> G.S. § 132-1.5 <u>Retention</u> G.S. § 132-1.4(i) <i>NOTE: See G.S. §132-1.4(c) for a definition of which records can be made public</i>

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RC No.	Record Types	Disposition Instructions	Citation
1124.<	<b>Incident Reports</b> Reports of non-emergency incidents received electronically or via telephone	RETAIN UNTIL: Complete PLUS: 30 days THEN: Destroy* <i>NOTE: Records that become part of a case file should be handled according to those disposition instructions</i>	
1125.P 	<b>Interstate Identification Index (III) System (administered according to the National Crime Prevention and Privacy Compact) (1 of 3) – State Bureau of Investigation</b> Fingerprint and photograph records maintained by the State Bureau of Investigation	PERMANENT	<u>Confidentiality</u> G.S. § 143B-981 (Article IV) <u>Retention</u> G.S. § 7B-2102(e)
1125.< 	<b>Interstate Identification Index (III) System (administered according to the National Crime Prevention and Privacy Compact) (2 of 3) – State Bureau of Investigation</b> Fingerprint and photograph records maintained by the SBI of juveniles when a decision is made not to file a petition, the court does not find probable cause, or the court does not adjudicate the juvenile delinquent	RETAIN UNTIL: Decision THEN: Destroy	<u>Confidentiality</u> G.S. § 143B-981 (Article IV) <u>Retention</u> G.S. § 7B-2102(e)
1125.2 	<b>Interstate Identification Index (III) System (administered according to the National Crime Prevention and Privacy Compact) (3 of 3) – State Bureau of Investigation</b> Criminal history checks conducted by the SBI (on behalf of other agencies) that are not part of criminal investigations	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	<u>Confidentiality</u> G.S. § 143B-981 (Article IV) <u>Retention</u> G.S. § 7B-2102(e)

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RC No.	Record Types	Disposition Instructions	Citation
1126.P	<p><b>Offender Registries – Department of Adult Correction</b></p> <p>Records maintained by the Department of Adult Correction documenting the registration of sex and kidnapping offenders; includes name, sex, address, physical description, picture, conviction date, offense for which registration was required, the sentence imposed as a result of the conviction, and registration status</p>	PERMANENT	<p><u>Authority</u></p> <p>G.S. § 14-208.14 G.S. § 14-208.15</p> <p><u>Retention</u></p> <p>G.S. § 14-208.13</p>

11.2

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### 11.3 Criminal Investigations

*DEFINED: Activities concerning investigations of suspected or actual violations of the law.*

*NOTE: According to General Statute § 132-1.4, records of criminal investigations conducted by public law enforcement agencies and records of criminal intelligence information compiled by public law enforcement agencies may only be released by order of a court of competent jurisdiction. See G.S. § 132-1.4(c) for a definition of records that should be accessible to the public.*

*SEE ALSO: Investigations that do not involve criminal charges are under MONITORING AND COMPLIANCE. Security recordings of the workplace are under RISK MANAGEMENT.*

11.3





RC No.	Record Types	Disposition Instructions	Citation
1131.3	<p><b>Accident Reports</b></p> <p>Reports by state law enforcement and peace officers concerning accident investigations that do not lead to criminal charges</p> <p>SEE ALSO: <a href="#">Law Enforcement Case Records</a> (below)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy*</p>	
1132.3	<p><b>Contraband and Seized Property Records</b></p> <p>Inventories, receipts, and disposition records; also includes records concerning asset forfeiture</p>	<p>RETAIN UNTIL: Final disposition of property</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
1133.R	<p><b>Crime Reports</b></p> <p>Includes National Incident-Based Reporting System and Uniform Crime Reporting System</p>	<p>RETAIN UNTIL: Reference value ends ±</p> <p>THEN: Destroy</p> <p>Agency Policy: _____</p>	
1134.P	<p><b>Disposition of Charges – State Bureau of Investigation</b></p> <p>Reports from the court system maintained by the State Bureau of Investigation</p>	<p>PERMANENT</p>	<p><u>Authority</u></p> <p>G.S. § 15A Article 86</p>

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RC No.	Record Types	Disposition Instructions	Citation
1135.5	<p><b>Evidence Management Records</b></p> <p>Records documenting the intake, management, and disposition of property seized by the agency as evidence or for safekeeping</p> <p><i>NOTE: Does not include the actual evidence, which should be managed in accordance with applicable federal, state or local law, court order, and/or agency policy</i></p>	<p>RETAIN UNTIL: Disposition of relevant case or property</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	
1136.P	<p> <b>Laboratory Case Records</b></p> <p>Records concerning cases examined in a crime laboratory; includes reports, notes, charts, and other related records</p>	<p>PERMANENT</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.4</p>
1137.20	<p> <b>Law Enforcement Case Records (1 of 3)</b></p> <p>Reports, correspondence, interviews, and other related records for felony cases</p> <p><i>Note: Felony cases must be retained until solved.</i></p>	<p>RETAIN UNTIL: Disposition of case and exhaustion of any appeals</p> <p>PLUS: 20 years <a href="#">Ω</a></p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.4</p>
1137.5	<p> <b>Law Enforcement Case Records (2 of 3) – Department of Revenue</b></p> <p>Reports, correspondence, interviews, and other related records for tax enforcement cases investigated by the Department of Revenue</p> <p><i>Note: Felony cases must be retained until solved. Unsolved misdemeanor cases that are not malicious may be destroyed after 3 years</i></p>	<p>RETAIN UNTIL: Disposition of case and exhaustion of any appeals</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.4</p>
1137.3	<p> <b>Law Enforcement Case Records (3 of 3)</b></p> <p>Reports, correspondence, interviews, and other related records for misdemeanor cases</p> <p><i>Note: Unsolved misdemeanor cases that are not malicious may be destroyed after 3 years</i></p>	<p>RETAIN UNTIL: Disposition of case and exhaustion of any appeals</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.4</p>

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RC No.	Record Types	Disposition Instructions	Citation
<p><b>1138.&lt;</b></p> 	<p><b>Law Enforcement Recordings</b></p> <p>Recordings by law enforcement officers and peace officers that are not known to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result; includes body-worn cameras, dashboard cameras, and fixed cameras</p> <p>SEE ALSO: <a href="#">Law Enforcement Case Records</a> (above), <a href="#">Automatic License Plate Reader System</a> (below), Workplace Security Records (RISK MANAGEMENT)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 30 days</p> <p>THEN: Destroy*</p> <p><i>NOTE: Records that become part of a case file should be handled according to those disposition instructions</i></p>	<p><u>Confidentiality</u></p> <p>G.S. § 132-1.4A</p>

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### 11.4 Executive Protection and Special Security Event Services

*DEFINED: Activities concerning efforts of the State Bureau of Investigation, the General Assembly Police, the State Capitol Police, the State Highway Patrol, and other State law enforcement officers to protect the health and well-being of high-level government officials and people who visit and work in North Carolina.*

*SEE ALSO: Permits issued for events on State property are under ASSET MANAGEMENT.*

11.4

RC No.	Record Types	Disposition Instructions	Citation
1141.1 	<b>Event Forms</b> Forms and reports concerning security and transportation for the Governor, First Spouse, and Lieutenant Governor and for special events	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	<u>Confidentiality</u> G.S. § 132-1.7(a)
1142.1 	<b>Security Arrangements</b> Itineraries, travel arrangements, and other related records for VIPs needing protective services	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy	<u>Confidentiality</u> G.S. § 132-1.7(a)

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### 11.5 Fugitive and Criminal Apprehension and Other Searches

*DEFINED: Activities concerning searches for missing persons, runaways, fugitives, and persons suspected of criminal activity.*

*SEE ALSO: Any forms or reports related to searches conducted by law enforcement officers pursuant to a warrant are included in Law Enforcement Case Records. Searches conducted incident to an inspection are under MONITORING AND COMPLIANCE. Extradition case records and rewards overseen by the Office of the Governor are under GOVERNANCE.*

11.5


RC No.	Record Types	Disposition Instructions	Citation
1151.R	<b>All-Points Bulletins</b> Information distributed to law enforcement personnel providing details of a suspected criminal or stolen vehicle	RETAIN UNTIL: Reference value ends ± THEN: Destroy Agency Policy: _____	
1152.5	<b>Arrest Records</b> Records produced when a person is taken into custody; includes Miranda affidavits, fingerprints, photographs, arrest reports, and other related records	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy* <i>NOTE: Records that become part of a case file should be handled according to those disposition instructions</i>	
1153.5	<b>Missing Persons Records – State Highway Patrol</b> Alerts issued by the State Highway Patrol; includes AMBER, Blue, and Silver alerts	RETAIN UNTIL: Resolution PLUS: 5 years THEN: Destroy	
1154.3	<b>Rewards File</b> Records concerning rewards offered by the agency for the apprehension of a fugitive from justice SEE ALSO: Extraditions (GOVERNANCE)	RETAIN UNTIL: Resolution PLUS: 3 years THEN: Destroy	

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RC No.	Record Types	Disposition Instructions	Citation
<p><b>1155.1+</b></p> 	<p><b>Runaways File – Department of Public Safety</b></p> <p>Records in the Department of Public Safety concerning runaways, absconders, and escapees returned to North Carolina from another state or located in North Carolina and returned to the home (demanding) state; includes secure custody order, voluntary return agreement requisition, travel plans, and other related records</p>	<p>RETAIN UNTIL: Juvenile reaches age 18</p> <p>PLUS: 18 months</p> <p>THEN: Destroy</p>	<p><u>Authority</u></p> <p>Interstate Compact on Juveniles</p> <p><u>Confidentiality</u></p> <p>G.S. § 7B-3001 G.S. § 7B-3100</p>

11.5

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**11.6 Traffic Safety**

*DEFINED: Activities concerning efforts to ensure the safety, security, and efficiency of transportation and infrastructure networks, facilities, and vehicles.*

*NOTE: Records that become part of a case file should be handled according to those disposition instructions.*

*SEE ALSO: Criminal Investigations. Traffic cameras and license plate readers for toll roads are under INFRASTRUCTURE MANAGEMENT, as are incident management assistance records. Citations that lead to a court appearance are under LEGAL. Agency copies of accident reports involving State vehicles are under RISK MANAGEMENT.*

RC No.	Record Types	Disposition Instructions	Citation
1161.< 	<p><b>Automatic License Plate Reader System</b></p> <p>Captured plate data obtained by an automatic license plate reader system, operated by or on behalf of a law enforcement agency for law enforcement purposes</p> <p>SEE ALSO: Traffic Cameras and Radio Frequency Readers (INFRASTRUCTURE MANAGEMENT)</p>	<p>RETAIN UNTIL: Captured</p> <p>PLUS: 90 days</p> <p>THEN: Destroy</p>	<p><u>Confidentiality/Retention</u></p> <p>G.S. § 20-183.32</p>
1162.5	<p><b>Collision Reports</b></p> <p>Investigations surrounding accidents that involve vehicles along with pedestrians, cyclists, animals, or other objects</p> <p>SEE ALSO: Incident Management Assistance Records (INFRASTRUCTURE MANAGEMENT)</p>	<p>RETAIN UNTIL: Resolution</p> <p>PLUS: 5 years</p> <p>THEN: Destroy*</p>	
1163.1	<p><b>Escorts Records</b></p> <p>Records concerning law enforcement escorts for house moves, over-width and over-height loads, processions, and other related records</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 1 year</p> <p>THEN: Destroy</p>	

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 ∞ See appendix for list of item numbers for records that should transfer to the State Archives.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.  
 ± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



RC No.	Record Types	Disposition Instructions	Citation
1164.2	<p><b>Traffic Citations and Warnings</b></p> <p>Includes voided citations and warnings that do not require a fine or court appearance</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 2 years</p> <p>THEN: Destroy</p>	

11.6

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.  
 ∞ See appendix for list of item numbers for records that should transfer to the State Archives.  
 Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.  
 ± The agency shall establish and enforce internal policies setting minimum retention periods for the records that DNCR has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



## Records That Will Transfer to the State Records Center

The RC No. listed beside each Record Type is found on the Functional Schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

An index or box inventory should accompany any records that transfer to the State Records Center for temporary storage or for eventual transfer to the custody of the Archives.

**1111.10 Adult Offender Records:** Transfer to the State Records Center after 3 years (see below for more specific triggers). Records will be held for agency 7 additional years and then destroyed.

Agency	Series Title	Item Number
Adult Correction, Department of	Adult Probation and Parole Case File <i>(after closing of case)</i>	638
Adult Correction, Department of	Combined Inmates Records File <i>(after release)</i>	632
Adult Correction, Department of	Presentence Diagnostic Case File <i>(after completion of case study)</i>	671

**1113.A Death Row Inmate Jackets:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Adult Correction, Department of	Death Row Inmate Jacket (Capital Case) File	667

**1114.10 Juvenile Offender Records:** Transfer to the State Records Center when juvenile reaches 18 years of age. Records will be held for agency 10 additional years and then destroyed. *NOTE: Juvenile offender medical records should be transferred under RC 737.< (HEALTHCARE).*

Agency	Series Title	Item Number
Public Safety, Department of	Detention Centers Juvenile File	2244
Public Safety, Department of	Youth Development Centers Main File	2229

**1137.20 Case Records:** Transfer to the State Records Center 3 years after case is closed. Records will be held for agency 17 additional years and then destroyed.

Agency	Series Title	Item Number
Agriculture and Consumer Services, Department of	Forestry Administration Cases File	24173
Insurance, Department of	Fraud Investigations File	3403
Secretary of State, Department of the	Securities Division Closed Investigation Cases File	3840