

To: All Sheriffs

The Government Records Section of the North Carolina State Archives located within the North Carolina Department of Cultural Resources has issued a revised version of the County Sheriff's Office Records Retention and Disposition Schedule. A copy of the updated schedule can be found at the following address: http://archives.ncdcr.gov/Portals/26/PDF/schedules/schedules_revised/County_Sheriff_11-15-2015.pdf

Some of the major updates to the Schedule include the following:

- Addition of an item for mobile audio/video devices
- Removal of the dashboard camera item
- Splitting the weapons permits into two separate items: one for concealed weapons and one for handgun permits
- Deleting several items that are covered by other standards to avoid clutter

Under N.C. Gen. Stat. § 121-5 and § 132-3, public records (including sheriff's office records) cannot be destroyed without the consent of the Department of Cultural Resources. The primary way that the Department gives its consent is provided by the Records Retention and Disposition Schedule. This document is a tool for the employees of sheriffs' offices across the state to use when managing the records in their offices. It lists records commonly found in a sheriff's office, and gives an assessment of their value by indicating when (and if) those records should be destroyed.

Please note the request from the Government Records Section located below this email regarding notifying them once the new schedule has been approved by the board of county commissioners. **This schedule must be approved by your board of county commissioners for use by your office. That approval should be made in a regular meeting and recorded as an action in the minutes.**

If you have any questions or need any additional information, please do not hesitate to contact Julie Smith, NCSA Associate General Counsel, at (919) 459-6467 or jsmith@ncsheriffs.net<mailto:jsmith@ncsheriffs.net>.

Thanks....Eddie C.

[Sheriffs' Logo.]

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North Carolina Sheriffs' Association
Serving the Sheriffs and Citizens of North Carolina since 1922