

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION

Records Retention and Disposition Schedule

The 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

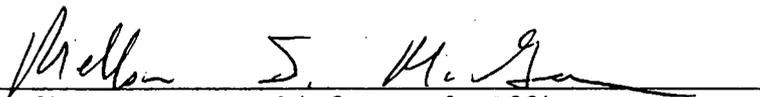
ASSISTANT SECRETARY FOR ADMINISTRATION

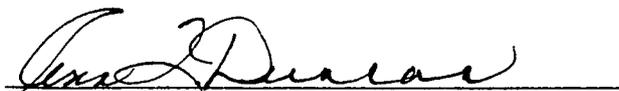
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

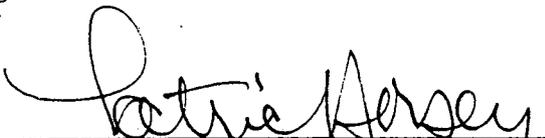

Melba S. McGee, Chief Records Officer
Department of Environment, Health, and Natural
Resources


Ann Q. Duncan, Assistant Secretary
Department of Environment, Health, and
Natural Resources


William S. Price, Jr., Director
Division of Archives and History

APPROVED


William W. Cobey, Jr., Secretary
Department of Environment, Health, and
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Patric Dorsey, Secretary
Department of Cultural Resources

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
ASSISTANT SECRETARY'S OFFICE**

ITEM 16766. CORRESPONDENCE FILE.

Official office correspondence. File includes office memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 16769. SECRETARY'S CORRESPONDENCE FILE.

Copies of correspondence to each Assistant Secretary of the Department of Environment, Health, and Natural Resources (EHNR) from the Secretary of EHNR.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 16772. DIVISIONS FILE.

Records concerning each division of the Department of Environment, Health, and Natural Resources. File includes memorandums, correspondence from divisions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16776. BUSINESS SYSTEM PLANNING FILE.

Records concerning a business system plan for the Department of Environment, Health, and Natural Resources. File includes correspondence, recommendations, and other related records.

DISPOSITION INSTRUCTIONS: If system is accepted, destroy in office when superseded. If system is not accepted, destroy in office 2 years after project is completed.