

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

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

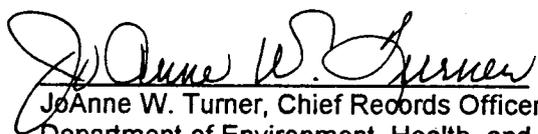
DIVISION OF COMPUTER SYSTEMS

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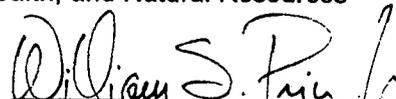
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer

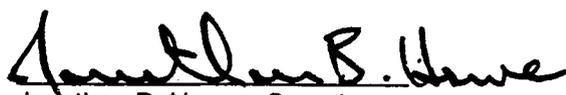
Department of Environment, Health, and Natural Resources


Frank E. Riley, Director
Division of Computer Systems


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


R. Lois Artis, Assistant Secretary for Administration
Department of Environment, Health, and Natural Resources

APPROVED


Jonathan B. Howes, Secretary
Department of Environment, Health, and
Natural Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

June 6, 1994

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ITEM 16741. PRINTING REQUESTS FILE.

Reference copies of printing requests for computer manuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 16742. DISASTER RECOVERY PLAN FILE.

Disaster recovery plan for the department's information systems. (This is an essential agency record. A copy of the plan is available at State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 16750. INFORMATION RESOURCES MANAGEMENT PLANS FILE.

Annual plans listing computer application needs for the department, funds needed for application development, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36785. SHARED LIBRARIES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning computer programs shared by divisions of the department.

Electronic files include source codes used for program development, batch jobs, executable codes, and other related records. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.