

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF 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

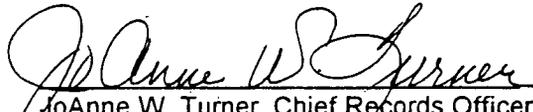
DIVISION OF ADMINISTRATION

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

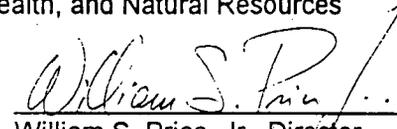
DIVISION OF ADMINISTRATION

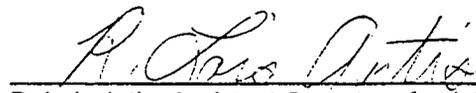
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

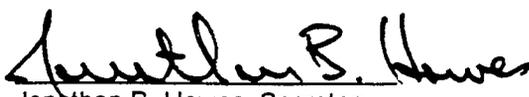

JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources


Boyce A. Hudson, Regional Manager
Raleigh Regional Office


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

July 15, 1994

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ADULT HEALTH PROMOTION

Records Retention and Disposition Schedule

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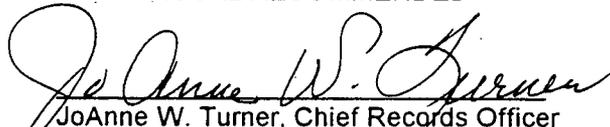
DIVISION OF ADULT HEALTH PROMOTION

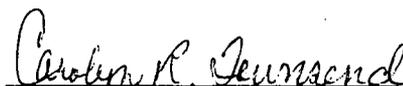
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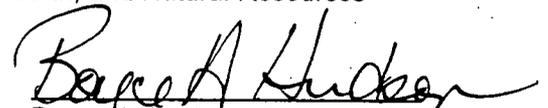
DIVISION OF ADULT HEALTH PROMOTION

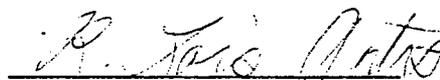
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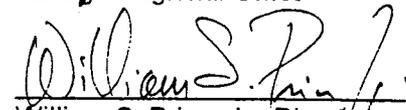
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources


Carolyn R. Townsend, Regional Nurse Consultant
Division of Adult Health Promotion


Boyce A. Hudson, Regional Manager
Raleigh Regional Office


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


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

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

August 26, 1994

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF LAND RESOURCES

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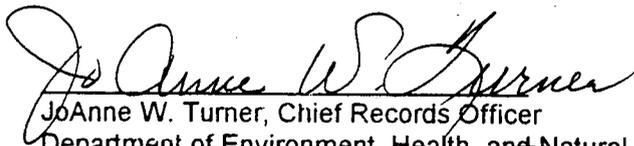
DIVISION OF LAND RESOURCES

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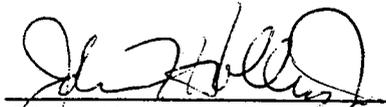
DIVISION OF LAND RESOURCES

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APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer

Department of Environment, Health, and Natural Resources


John L. Holley, Jr., Environmental Regional
Supervisor, Division of Land Resources


Boyce A. Hudson, Regional Manager
Raleigh Regional Office


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


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

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

August 19, 1994

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF LAND RESOURCES

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DIVISION OF LAND RESOURCES

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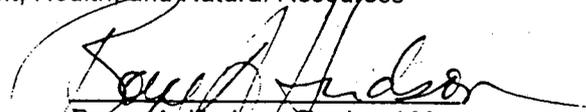
DIVISION OF LAND RESOURCES

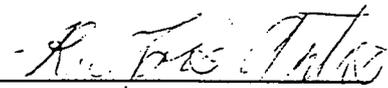
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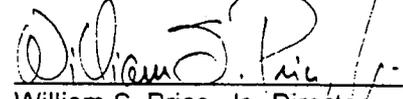
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources

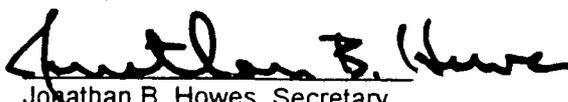

John L. Holley, Jr., Environmental Regional
Supervisor, Division of Land Resources

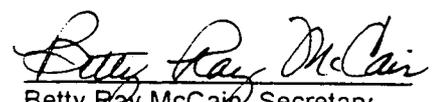

Boyce A. Hudson, Regional Manager
Raleigh Regional Office


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


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

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

August 19, 1994

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
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Remaining items retain the
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DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF MATERNAL AND CHILD HEALTH

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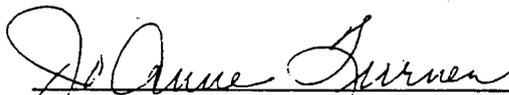
DIVISION OF MATERNAL AND CHILD HEALTH

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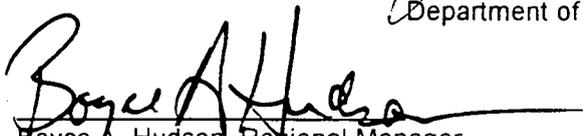
DIVISION OF MATERNAL AND CHILD HEALTH

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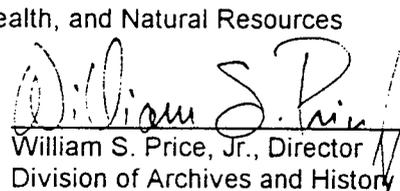
APPROVAL RECOMMENDED



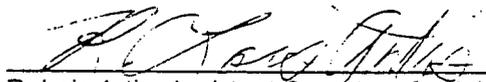
JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources



Boyce A. Hudson, Regional Manager
Raleigh Regional Office



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

October 28, 1994

This schedule was modified to
comply with the provisions of the
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Remaining items retain the
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DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF MATERNAL AND CHILD HEALTH

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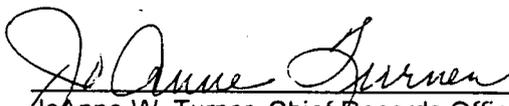
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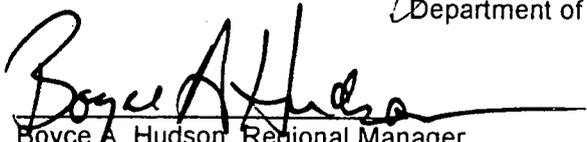
DIVISION OF MATERNAL AND CHILD HEALTH

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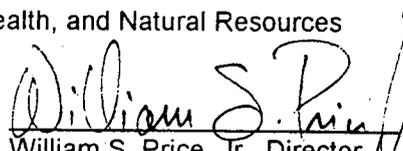
APPROVAL RECOMMENDED



JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources



Boyce A. Hudson, Regional Manager
Raleigh Regional Office



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

October 28, 1994

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF PARKS AND RECREATION

Records Retention and Disposition Schedule

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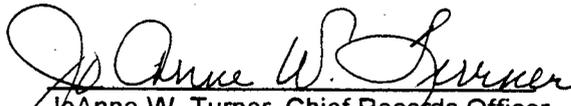
DIVISION OF PARKS AND RECREATION

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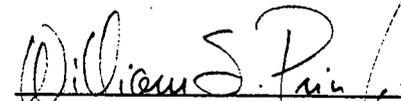
DIVISION OF PARKS AND RECREATION

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APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources

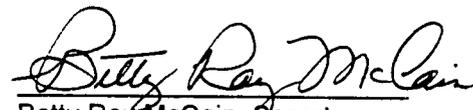

Boyce A. Hudson, Regional Manager
Raleigh Regional Office


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 1, 1994

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF SOIL AND WATER CONSERVATION

Records Retention and Disposition Schedule

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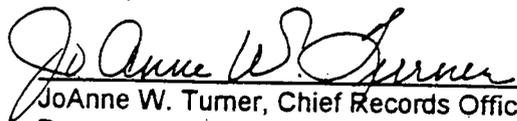
DIVISION OF SOIL AND WATER CONSERVATION

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DIVISION OF SOIL AND WATER CONSERVATION

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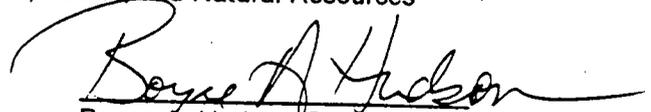
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer

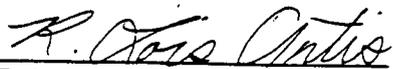
Department of Environment, Health, and Natural Resources



Steve Bennett, Regional Soil and Water
Coordinator, Division of Soil and Water
Conservation



Boyce A. Hudson, Regional Manager
Raleigh Regional Office



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

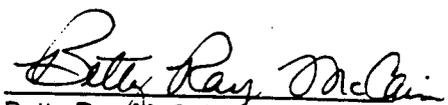


William S. Price, Jr., Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

January 6, 1995

This schedule was modified to
comply with the provisions of the
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Remaining items retain the
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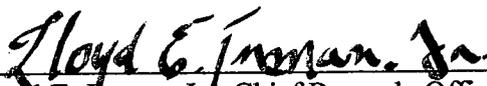
DWM

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

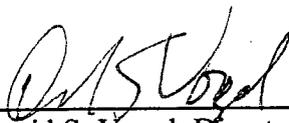
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF SOIL AND WATER CONSERVATION
DISTRICT PROGRAMS

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 2735 as shown on substitute page dated January 17, 2003.

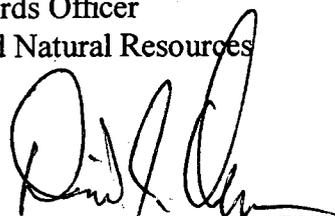
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources



David S. Vogel, Director
Division of Soil and Water Conservation



David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

January 17, 2003

AWH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ADMINISTRATION**

ITEM 36803. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning the administration and operations of the Raleigh Regional Office. Electronic files include correspondence, memorandums, form templates, listings of Raleigh Regional Office personnel, and other related records. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 36809. DIVISIONS' CORRESPONDENCE FILE.

Reference copies of correspondence generated by divisions of the Raleigh Regional Office and maintained by the Director for reference purposes.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36810. FEDERAL GRANT PROJECTS (A-95) REVIEWS FILE.

Reference copies of records concerning federal grant project proposals and environmental impact statements. File includes environmental review cover sheets and listings of comments from Raleigh Regional Office employees.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 36816. MAPS FILE.

Maps of counties under the jurisdiction of the Raleigh Regional Office.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36821. RALEIGH REGIONAL OFFICE ADMINISTRATIVE FILE.

Records concerning the administration and management of the Raleigh Regional Office. File includes operation plans; reference copies of organizational charts, six-year plans, and departmental plans; Director's memorandums outlining and summarizing policies and procedures for the Raleigh Regional Office; Director's correspondence concerning activities of the Raleigh Regional Office; and other related records.

DISPOSITION INSTRUCTIONS: Transfer operation plans, Director's memorandums, and Director's correspondence to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

ITEM 36822. RALEIGH REGIONAL OFFICE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning programs of the Raleigh Regional Office. Electronic database systems are utilized by personnel in the Division of Administration, Division of Environmental Management, Division of Soil and Water Conservation, Division of Adult Health Promotion, Local Health Services, Division of Environmental Health, Division of Maternal and Child Health, and Division of Epidemiology. (Electronic database systems are connected via a local area network (LAN). Electronic files on hard drives of the LAN are backed up routinely to magnetic tape using Novell NetWare. Erasure of electronic files is carried out by users in the Raleigh Regional Office and should be done only in accordance with established records retention and disposition schedules.)

DISPOSITION INSTRUCTIONS: Copy all electronic files from hard drive of the file server to magnetic tape daily. Transfer magnetic tapes containing most recent data to an off-site location for backup storage. Agency representative will update periodically by replacing magnetic tapes stored off-site with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ADMINISTRATION**

ITEM 36825. SOFTWARE LICENSES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning software packages licensed to the Raleigh Regional Office. Titles of software packages, license numbers, divisions or sections to which the software is licensed, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office 3 years after termination of license if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, erase in office after completion of action and resolution of issues involved.

ITEM 36826. TECHNICAL SUPPORT REFERENCE FILE.

Operating manuals for computer software packages licensed to the Raleigh Regional Office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ADULT HEALTH PROMOTION**

ITEM 36874. COMMITTEE REPORTS FILE.

Reference copies of records concerning committees with which employees of the office are affiliated. File includes meeting announcements, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36875. CONTINUING EDUCATION FILE.

Reference copies of records concerning continuing education programs available to public health nurses. File includes planning committee reports, listings of attendees, evaluations of programs, program objectives, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36876. COUNTY CONSULTATION PLANS FILE.

Consultation plans generated by regional consultants listing strategies for involvement with county health departments, needs of counties based on performance reports and visits, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36877. COUNTY CONTRACT ADDENDA FILE.

Reference copies of contract addenda and budget requests for county health department programs.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36878. COUNTY PERFORMANCE REPORTS FILE.

Reference copies of performance reports submitted by county health departments listing programs funded and activities performed with budgeted monies.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36879. COUNTY PROGRAM REVIEW REPORTS FILE.

Reference copies of reviews of county health departments' administration of specific programs.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36880. COUNTY VISIT CONSULTATION REPORTS FILE.

Consultation reports generated as a result of visits to county health departments listing issues discussed, recommendations for current and future programs, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36881. DIVISION OF ADULT HEALTH PROMOTION ADMINISTRATIVE FILE.

Reference copies of records concerning routine tasks and daily operations of the office and its programs. File includes directives, procedures for the program and department, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ADULT HEALTH PROMOTION**

ITEM 36882. DIVISION OF ADULT HEALTH PROMOTION REFERENCE FILE.

Records maintained by the office for reference purposes. File includes newspaper and magazine articles, booklets and pamphlets, and other related records concerning adult health practices.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36883. PROGRAM MANUALS FILE.

Reference copies of manuals listing procedures, goals, recommendations for quality assurance, screening protocols, and other related information for county health department programs.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36884. PUBLIC HEALTH EDUCATION FILE.

Reference copies of records concerning public health education programs administered by the department. File includes listings of participants, course materials, guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36885. PUBLIC HEALTH NURSE TRAINING FILE.

Reference copies of records concerning the preceptive training of public health nurses. File includes agreements with practitioners, manuals listing minimum requirements, agreements completed by participants prior to start of physical assessment courses, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 36886. REQUESTS FOR EQUIPMENT FILE.

Reference copies of requests for equipment submitted by county health departments.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT
AIR QUALITY SECTION**

ITEM 25669. AIR QUALITY ENFORCEMENT ACTIONS (OPEN) FILE.

Reference copies of records concerning enforcement actions taken against facilities which violate air quality regulations. File includes notices of violation, correspondence, inspection reports, listings of recommendations and assessments, and other related records. Facility names and permit numbers, dates enforcement actions began, assessment amounts, and other related data are entered into Enforcement Database (Electronic) File (Item 36844) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Air Quality Enforcement Actions (Closed) File (Item 36839) upon closure of case and completion of all enforcement actions.

ITEM 25670. INACTIVE FACILITIES FILE.

Reference copies of records concerning air pollutant emitters which have discontinued operations. File includes permits, applications, emission test reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25675. STATE AND LOCAL AIR MONITORING SYSTEMS (SLAMS) AND NATIONAL AIR MONITORING SYSTEMS (NAMS) FILE.

Records concerning the collection of air monitoring data from SLAMS and NAMS. File includes logbooks, strip charts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 36839. AIR QUALITY ENFORCEMENT ACTIONS (CLOSED) FILE.

Reference copies of records concerning completed enforcement actions taken against facilities which violate air quality regulations. File includes notices of violation, correspondence, inspection reports, listings of recommendations and assessments, findings and decisions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 36840. AIR QUALITY PERMITS FILE.

Reference copies of permits issued to facilities to emit pollutants. File also includes applications, correspondence, inspection reports, emission test reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 36841. COMPLEX SOURCE PERMITS FILE.

Reference copies of permits issued to parking lot and parking deck builders to construct facilities whose presence will generate large concentrations of carbon monoxide. File also includes applications, dispersion models, monitoring reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36842. EMISSIONS INVENTORIES FILE.

Reference copies of inventories of amounts of pollutants emitted by facilities. Facility names and locations, amounts of pollutants emitted, heights of smokestacks, and other related data are entered into Emissions Inventories Database (Electronic) File (Item 36843) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT
AIR QUALITY SECTION**

ITEM 36843. EMISSIONS INVENTORIES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning inventories of amounts of pollutants emitted by facilities. Facility names and locations, amounts of pollutants emitted, heights of smokestacks, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office after 5 years.

ITEM 36844. ENFORCEMENTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning facilities' violations of air quality regulations and enforcement of those regulations. Facility names and permit numbers, dates of enforcement actions, assessment amounts, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

ITEM 36845. ENVIRONMENTAL PROTECTION AGENCY (EPA) AUDITS FILE.

Reference copies of EPA audit reports listing precision and accuracy of monitors, results and evaluations of audits, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 37485. AIR QUALITY COMPLAINTS FILE.

Records concerning air quality-related complaints received by the office. File includes completed complaint forms and descriptions of complaints.

DISPOSITION INSTRUCTIONS: Transfer records to Air Quality Enforcement Actions (Open) File (Item 25669) if complaint results in enforcement actions. Destroy in office records not involved in enforcement actions 5 years after completion of investigation of complaint.

ITEM 37486. OPEN BURNING COMPLAINTS FILE.

Records concerning complaints of open burning received by the office. File includes completed complaint forms and descriptions of complaints.

DISPOSITION INSTRUCTIONS: Transfer records to Air Quality Enforcement Actions (Open) File (Item 25669) if complaint results in enforcement actions. Destroy in office records not involved in enforcement actions 5 years after completion of investigation of complaint.

ITEM 37487. TRACKING SYSTEM DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the tracking of information for activities and programs of the section. Electronic files include permit summaries, status of notices of violation, toxics inventories, and other related records. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 37488. URBAN AIRSHED MONITORING (UAM) SYSTEMS FILE.

Records concerning the collection of air monitoring data from UAM's. File includes logbooks, strip charts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT
GROUNDWATER SECTION**

ITEM 25677. GROUNDWATER COMPLAINTS FILE.

Records concerning groundwater-related complaints received by the office. File includes reference copies of completed laboratory worksheets, descriptions of complaints, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records to Groundwater Pollution Incidents File (Item 25681) if complaint involves a pollution incident. Destroy in office records not involved in a pollution incident 1 year after completion of investigation of complaint.

ITEM 25679. WASTE DISPOSAL PERMIT REVIEWS FILE.

Reference copies of records concerning reviews of the potential impact of waste disposal facilities on groundwater quality. File includes monitoring reports, reference copies of water quality permits, lists of comments and recommendations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after waste disposal site closes.

ITEM 25680. WELL RECORDS FILE.

Reference copies of records concerning the construction of wells. File includes reports submitted by well contractors listing owners, locations, construction details, pump rates, depths, and other related information for each well.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 25681. GROUNDWATER POLLUTION INCIDENTS FILE.

Records concerning pollution incidents which may affect groundwater quality. File includes inventories of pollution sources, groundwater commission orders, groundwater analyses, descriptions of incidents, reference copies of cleanup reimbursement claims, and other related records. Locations and descriptions of incidents and other related data are entered into Pollution Incidents Database (Electronic) File (Item 36853) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office cleanup reimbursement claims after 1 year. Transfer remaining records to the State Records Center 1 year after completion of investigation if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36848. FACILITY INSPECTIONS FILE.

Reference copies of records concerning inspections of underground storage tank (UST) facilities. File includes inspection and compliance reports, notices of violation, enforcement reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records to Groundwater Enforcement Actions (Open) File (Item 36850) if inspection results in enforcement actions. Destroy in office records not involved in enforcement actions after 3 years.

ITEM 36849. GROUNDWATER ENFORCEMENT ACTIONS (CLOSED) FILE.

Reference copies of records concerning completed enforcement actions taken against facilities which violate groundwater regulations. File includes complaints, assessments, notices of violation, findings and decisions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT
GROUNDWATER SECTION**

ITEM 36850. GROUNDWATER ENFORCEMENT ACTIONS (OPEN) FILE.

Reference copies of records concerning enforcement actions taken against facilities which violate groundwater regulations. File includes complaints, assessments, notices of violation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Groundwater Enforcement Actions (Closed) File (Item 36849) upon closure of case and completion of all enforcement actions.

ITEM 36853. POLLUTION INCIDENTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning pollution incidents which may affect groundwater quality. Locations and descriptions of incidents and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 36854. RESOURCE CONSERVATION RECOVERY ACT (RCRA) FILE.

Reference copies of records concerning schedules and methods for cleaning up hazardous waste facilities with groundwater contamination. File includes applications and permits, listings of comments from reviews, quality assurance procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36855. SOIL REMEDIATION PERMITS FILE.

Reference copies of permits issued to facilities to dispose of contaminated soil. File also includes applications, correspondence, listings of fees received, and other related records. Permit numbers, locations of facilities, amounts of fees received, and other related data are entered into Soil Remediation Permits Database (Electronic) File (Item 36856) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of permit.

ITEM 36856. SOIL REMEDIATION PERMITS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning permits issued to facilities to dispose of contaminated soil. Permit numbers, locations of facilities, amounts of fees received, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

ITEM 36857. UNDERGROUND STORAGE TANK (UST) CLOSURE REPORTS FILE.

Closure reports for UST's which are no longer in use and have been removed.

DISPOSITION INSTRUCTIONS: Transfer to Underground Storage Tanks (UST) File (Item 34052) in Assistant Secretary for Environmental Protection, Division of Environmental Management, Groundwater Section, Pollution Control Branch after 1 year.

ITEM 36858. WELL PERMITS FILE.

Reference copies of monitor and recovery well, public water supply well, and inject well permits. File also includes applications, correspondence, inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when well is abandoned or no longer in use if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT
WATER QUALITY SECTION**

ITEM 25667. ACTIVITY LOGBOOKS FILE.

Logbooks listing activities of employees of the Water Quality Section.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25673. WATER QUALITY PERMITS FILE.

Reference copies of National Pollutant Discharge Elimination System (NPDES) and Non-Discharge permits issued to facilities to discharge wastewater treatment products. File also includes applications, correspondence, inspection reports, laboratory analyses, and other related records. Facility and county names, permit numbers, results of inspections, and other related data are entered into Permits Tracking System Database (Electronic) File (Item 36866) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 25674. WATER QUALITY EMERGENCY RESPONSE FILE.

Incident reports of events which may affect water quality. Locations, times, and descriptions of events; descriptions of clean-up procedures; and other related data are entered into Emergency Response Database (Electronic) File (Item 36861) and routinely updated.

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 25676. AMBIENT MONITORING REPORTS FILE.

Reference copies of completed forms listing results of analyses of water from ambient streams and lakes.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36859. ACTIVITY TRACKING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the assignment of complaints to section employees. Assignment dates, names of employees to whom complaints are assigned, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 36861. EMERGENCY RESPONSE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning incidents which may affect water quality. Locations, times, and descriptions of events; descriptions of clean-up procedures; and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

ITEM 36862. JUDICIAL ORDERS BY CONSENT (JOC) FILE.

Reference copies of records concerning court-sanctioned, enforceable schedules for facilities to comply with permitted discharge levels. File includes JOC's, correspondence, compliance reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 10 year(s) after termination of order.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT
WATER QUALITY SECTION**

ITEM 36863. MONTHLY DISCHARGE MONITORING REPORTS FILE.

Reference copies of completed monitoring reports submitted by facilities which discharge pollutants into surface waters.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 36864. NON-DISCHARGE MONITORING REPORTS FILE.

Reference copies of annual and quarterly reports submitted by wastewater treatment facilities which do not discharge domestic or pre-treated industrial waste into surface waters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 36866. PERMITS TRACKING SYSTEM DATABASE (ELECTRONIC) FILE.

Machine readable records concerning National Pollutant Discharge Elimination System (NPDES) and Non-Discharge permits issued to facilities to discharge wastewater treatment products. Facility and county names, permit numbers, results of inspections, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

ITEM 36868. SPECIAL ORDERS BY CONSENT (SOC) FILE.

Reference copies of records concerning enforceable schedules for facilities to comply with permitted discharge levels. File includes SOCs, requests for SOCs, correspondence, compliance reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 10 year(s) after termination of order.

ITEM 36869. STATE REGULATIONS FILE.

Reference copies of water quality-related regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36870. VIDEO TAPES OF NON-COMPLIANT ACTIVITIES FILE.

Video tape recordings of incidents which violate water quality regulations. (Video tape recordings are used in conjunction with Water Quality Enforcement Actions (Open) File (Item 36872) to provide evidence of violations.)

DISPOSITION INSTRUCTIONS: Erase or reuse in office 10 years after completion of enforcement action or investigation of incident.

ITEM 36871. WATER QUALITY ENFORCEMENT ACTIONS (CLOSED) FILE.

Reference copies of records concerning completed enforcement actions taken against facilities which violate water quality regulations. File includes listings of complaints and assessments, transcripts of hearings, notices of violation, inspection reports, findings and decisions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 36872. WATER QUALITY ENFORCEMENT ACTIONS (OPEN) FILE.

Reference copies of records concerning enforcement actions taken against facilities which violate water quality regulations. File includes listings of complaints and assessments, transcripts of hearings, notices of violation, inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Water Quality Enforcement Actions (Closed) File (Item 36871) upon closure of case and completion of all enforcement actions.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF LAND RESOURCES**

ITEM 25682. DAM SAFETY FILE.

Reference copies of records concerning dams within the jurisdiction of the regional office, dams which have been constructed or repaired in accordance with North Carolina laws, and enforcement actions for dam safety violations. File includes inspection reports, maps, plans and specifications, permits, photographs, and other related records. Inspection dates, locations, descriptions and conditions of dams, and other related data are entered into Dam Inventory Database (Electronic) File (Item 36898) and routinely updated. County names, plan receipt and approval dates, project names, comments, and other related data are entered into Plan Review Tracking Database (Electronic) File (Item 36906) and routinely updated.

DISPOSITION INSTRUCTIONS: Retain in office records concerning completed cases involving civil penalties or litigation permanently. Destroy in office remaining records when administrative value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 25683. SEDIMENTATION POLLUTION CONTROL FILE.

Reference copies of records concerning erosion control measures taken at construction sites within the area of jurisdiction of the regional office. File includes reviews and approvals of plans, notices of violation, inspection reports, and other related records. Inspection dates, locations, project status, and other related data are entered into Sediment Inventory Database (Electronic) File (Item 37236) and routinely updated. County names, plan receipt and approval dates, project names, comments, and other related data are entered into Plan Review Tracking Database (Electronic) File (Item 36906) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Sedimentation Pollution Control File (Item 25684) upon receipt of final inspection report if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to Inactive Sedimentation Pollution Control File (Item 25684) after completion of action and resolution of issues involved.

ITEM 25684. INACTIVE SEDIMENTATION POLLUTION CONTROL FILE.

Reference copies of records concerning completed erosion control measures taken at construction sites within the area of jurisdiction of the regional office. File includes reviews and approvals of plans, notices of violation, final inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office records concerning completed cases involving civil penalties or litigation permanently. Destroy in office remaining records after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF LAND RESOURCES**

ITEM 25685. MINE RECLAMATIONS FILE.

Reference copies of records concerning active permitted mines, mines which have been reclaimed or closed, and enforcement actions for mining violations. File includes erosion control and reclamation plans, inspection reports, photographs, and other related records. Inspection dates, locations, descriptions and conditions of mines, and other related data are entered into Mine Inventory Database (Electronic) File (Item 36903) and routinely updated. County names, plan receipt and approval dates, project names, comments, and other related data are entered into Plan Review Tracking Database (Electronic) File (Item 36906) and routinely updated.

DISPOSITION INSTRUCTIONS: Retain in office records concerning completed cases involving civil penalties or litigation permanently. Destroy in office remaining records when administrative value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 36898. DAM INVENTORY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the inspection of dams in the region. Inspection dates, locations, descriptions and conditions of dams, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 36899. ENFORCEMENT TRACKING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning enforcement actions for mining, dam safety, and sedimentation control violations. Project names, county names, dates of actions, status of cases, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 36900. ENVIRONMENTAL POLICY ACT REPORTS FILE.

Reference copies of Environmental Policy Act reports listing the status of environmental impact statement reviews.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36901. LAND QUALITY REFERENCE FILE.

Reference copies of policies and procedures for the department and Raleigh Regional Office and rules and regulations concerning dams, mines, and sedimentation control.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36902. LOCAL PROGRAMS FILE.

Reference copies of records concerning local governments or municipalities which have delegated programs in sedimentation control. File includes field notes, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36903. MINE INVENTORY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the inspection of mines in the region. Inspection dates, locations, descriptions and conditions of mines, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF LAND RESOURCES**

ITEM 36906. PLAN REVIEWS TRACKING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the tracking of dam-, #sedimentation-, and mine-related activities. County names, plan receipt and approval dates, project names, comments, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 36908. TOPOGRAPHIC MAPS FILE.

U.S. Geological Survey topographic quadrangle maps showing dams and mining activities in the region.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36909. VIDEO TAPES FILE.

Video tape recordings of dam, mine, and sedimentation site inspections. File also includes training and instructional video tape records.

DISPOSITION INSTRUCTIONS: Erase or reuse in office when administrative value ends.

ITEM 37236. SEDIMENT INVENTORY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the inspection of sediment control sites in the region. Inspection dates, locations, project status, and other related data are entered into this electronic file. (Electronic files reside on the Raleigh Regional Office's local area network (LAN).)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF MATERNAL AND CHILD HEALTH
IMMUNIZATIONS SECTION**

ITEM 37345. ANNUAL IMMUNIZATION REPORTS FROM DAY-CARE CENTERS FILE.

Reference copies of annual reports submitted by day-care centers listing names of facilities, children's names and social security numbers, children's dates of birth, dates of children's vaccinations, and other related information. (Comply with applicable provisions of G.S. 130A-153 regarding limited access to records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37346. CORRESPONDENCE (IMMUNIZATIONS SECTION CENTRAL OFFICE AND LOCAL HEALTH DEPARTMENTS) FILE.

Correspondence and memorandums to and from the Immunizations Section central office and local health departments concerning immunization reports, students' exemptions, changes in reporting, and other related subjects.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37347. IMMUNIZATIONS BRANCH REFERENCE FILE.

Records maintained by the office for reference purposes. File includes books, newsletters, journals, morbidity and mortality reports, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37348. IMMUNIZATION REPORTS FILE.

Reference copies of reports submitted by schools listing total enrollment, number of children not immunized within 30 days of first attendance, number of children receiving medical or religious exemptions, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37349. MEDICAL EXEMPTIONS FILE.

Reference copies of letters from physicians requesting that students be exempt from specific immunizations for medical reasons.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37350. RELIGIOUS EXEMPTIONS FILE.

Reference copies of letters from parents requesting that students be exempt from specific immunizations based on religious beliefs.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF MATERNAL AND CHILD HEALTH
NUTRITION SERVICES SECTION**

ITEM 37321. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning routine tasks and daily operations of the office. Electronic files include correspondence, county health departments' fiscal data, listings of program participants, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37322. CORRESPONDENCE (ROUTINE) FILE.

Reference copies of correspondence to and from county health departments, the central office, and other agencies concerning follow-ups to visits; appointment confirmations; Women, Infants, and Children (WIC) program participant complaints; and other related subjects.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37323. COUNTY DATA REPORTS FILE.

Reference copies of monthly, quarterly, and annual reports listing numbers of participants in county health department programs, descriptions of services given, numbers of participants for whom Medicaid is billed, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37324. PROGRAM MONITORING REPORTS FILE.

Reference copies of monitoring reports listing reviews of county health departments' maternal and child health programs, aspects of programs which are out-of-compliance, responses from agencies, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37325. TECHNICAL ASSISTANCE REPORTS FILE.

Reference copies of reports listing technical assistance provided to county health departments, summaries of discussions, names of specific agencies, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF MATERNAL AND CHILD HEALTH
WOMENS HEALTH/CHILDREN AND YOUTH SECTION**

ITEM 37326. COMMITTEE REPORTS FILE.

Reference copies of records concerning committees with which employees of the office are affiliated. File includes meeting announcements, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37327. CORRESPONDENCE (ROUTINE) FILE.

Reference copies of correspondence to and from county health departments, the central office, and other agencies concerning procedures, upcoming meetings, programs, and other related subjects.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37328. COUNTY CONTRACT ADDENDA FILE.

Reference copies of contract addenda and budget requests for county health department programs.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37329. HEALTH SERVICES INFORMATION SYSTEM (HSIS) PRINTOUTS FILE.

Computer printouts listing numbers of participants in county health department programs, types of services provided, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37330. LEAVE FILE.

Records concerning leave taken by employees of the office. File includes monthly leave reports and semiannual leave recapitulations.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37331. PERFORMANCE MANAGEMENT SYSTEM (PMS) FILE.

Reference copies of records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37332. PROGRAM MANUALS FILE.

Reference copies of manuals listing procedures, goals, recommendations for quality assurance, screening protocols, and other related information for county health department programs.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

ITEM 37333. PROGRAM MONITORING REPORTS FILE.

Reference copies of monitoring reports listing reviews of county health departments' maternal and child health programs, aspects of programs which are out-of-compliance, responses from agencies, and other related information.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Health and Human Services, Division of Public Health.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
DIVISION OF SOIL AND WATER CONSERVATION**

ITEM 25688. SOIL AND WATER CONSERVATION DISTRICTS FILE.

Reference copies of records concerning soil and water conservation districts within the jurisdiction of the regional office. File includes correspondence, reports, lists of contacts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25689. COOPERATING AGENCIES FILE.

Reference copies of records concerning state and federal agencies with which the division is involved. File includes statistical summaries, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37264. DIVISION OF SOIL AND WATER CONSERVATION PROGRAMS FILE.

Reference copies of records concerning programs of the division. File includes correspondence and memorandums, descriptions of programs, reports, lists of contacts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37266. ENVIROTHON FILE.

Records concerning environmental education programs conducted by the office. File includes applications, sample tests, correspondence, lists of contacts, educational resource materials, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 37267. MINUTES FILE.

Reference copies of minutes of meetings of soil and water conservation districts within the jurisdiction of the regional office.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ADMINISTRATION
RALEIGH REGIONAL OFFICE
LOCAL HEALTH SERVICES**

ITEM 37315. CORRESPONDENCE (ROUTINE) FILE.

Reference copies of correspondence to and from county health departments, the central office, and other agencies concerning procedures, upcoming meetings, programs, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37320. PROGRAM MONITORING REPORTS FILE.

Reference copies of monitoring reports listing reviews of county health departments' maternal and child health programs, aspects of programs which are out-of-compliance, responses from agencies, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.