DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
ASSISTANT SECRETARY'S OFFICE

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

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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 This schedule is to remain in effect until superseded.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

Edythe M. McKinney, 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
Natural Resources

Patricia Dorsey, Secretary
Department of Cultural Resources

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.

June 29, 1990

WCW

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
ASSISTANT SECRETARY'S OFFICE

ITEM 2507. WATER RESOURCES DIVISION FILE.
Records concerning the Water Resources Division. File includes correspondence, Water Resources Council Minutes, Water Resources Congress Minutes, information regarding projects and federal grants, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 17836. ENVIRONMENTAL MANAGEMENT DIVISION FILE.
Records concerning the Environmental Management Division. File includes correspondence, information regarding projects and federal programs, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 17837. LAND RESOURCES DIVISION FILE.
Records concerning Land Resources Division. File includes correspondence, reports concerning projects, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 17841. COASTAL MANAGEMENT DIVISION FILE.
Records concerning the Coastal Management Division. File includes Coastal Resources Commission minutes, correspondence, reports regarding projects, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 29734. CORRESPONDENCE FILE.
Correspondence written and received by the office and the assistant secretary.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 29736. RADIATION PROTECTION DIVISION FILE.
Records concerning the Radiation Protection Division. File includes correspondence, reports, information regarding projects and programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 29737. SOLID WASTE MANAGEMENT DIVISION FILE.
Records concerning the Solid Waste Management Division. File includes correspondence, reports, information regarding projects and programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 35220. OFFICE OF WASTE REDUCTION FILE.

Records concerning the Office of Waste Reduction. File includes correspondence, reports, synopses of projects and programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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.