

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF AIR QUALITY
DIRECTOR'S OFFICE

Program Records Retention and Disposition Schedule

The Program 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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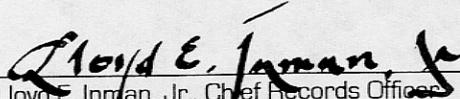
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

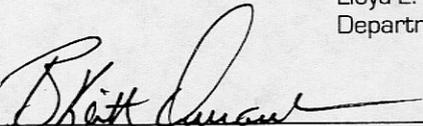
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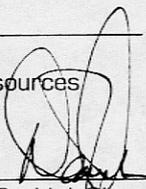
DIRECTOR'S OFFICE

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 This schedule is to remain in effect until superseded.

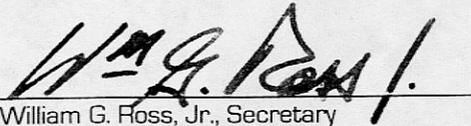
APPROVAL RECOMMENDED

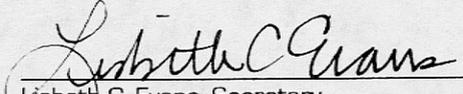

Lloyd E. Innman, Jr., Chief Records Officer
Department of Environment and Natural Resources


Keith Overcash, Acting Director
Division of Air Quality


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

July 31, 2002

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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF AIR QUALITY**

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Item 17358. AIR QUALITY SUBJECT FILE. Records in paper and electronic formats concerning air quality issues. File includes reference copies of legislation, federal regulations, correspondence concerning local air quality programs, grants, ambient monitoring, permits, planning records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

Item 17364. ADMINISTRATIVE FILE. Records concerning the administration of the air quality program. File includes correspondence, binding agreements with other states, policies and procedures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 17378. LOCAL PROGRAMS CORRESPONDENCE FILE. Reference copies of correspondence to and from counties concerning their air quality programs.

DISPOSITION INSTRUCTIONS: Records transferred to Air Quality Subject File (Item 17358).

Item 44326. COMPLETED PROJECTS FILE. Reference copies of records prepared by the graphic designer for other units of the division. File includes source materials, finished products, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Stock Graphics File (Item 44332).

Item 44327. NEWS RELEASES FILE. Reference copies of news releases issued by the agency.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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Item 44328. PUBLIC COMMENT FILE. Records in paper and electronic formats concerning correspondence received and generated by the agency with high public interest. File includes correspondence, memorandums, reference copies of publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records after 2 years.

Item 44329. PUBLIC INFORMATION REFERENCE FILE. Reference copies of records concerning air quality issues of interest to the general public. File includes news clippings, memorandums, correspondence, and other related records. Records no longer being created.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 44331. SIGNATURE READING FILE. Reference copies of records in paper and electronic formats for the director's signature. File includes memorandums, correspondence, and other related records. File also includes reference copies of records prepared for signature by the Assistant Secretary for Environmental Protection, the secretary of the department, and the governor.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 4 years.

Item 44332. STOCK GRAPHICS FILE. Records in paper, electronic, and photographic formats used in the development of agency publications, presentations, and other graphics. File includes photographic negatives, reference copies of publications, memorandums, source materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

