

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF AIR QUALITY
TECHNICAL SERVICES SECTION

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

TECHNICAL SERVICES SECTION

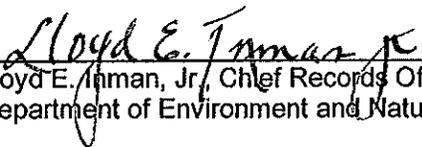
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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.**

The

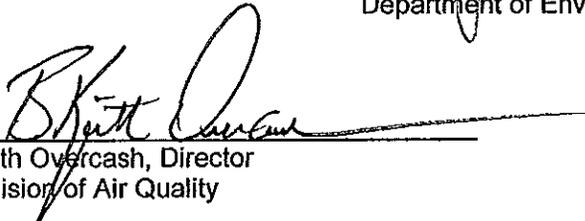
TECHNICAL SERVICES SECTION

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 This schedule is to remain in effect until superseded.

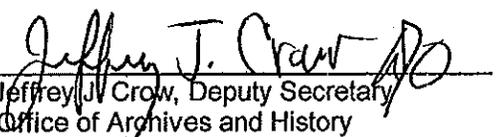
APPROVAL RECOMMENDED



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

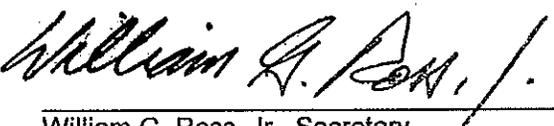


Keith Overcash, Director
Division of Air Quality

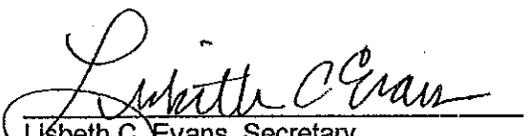


Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED



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



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 23, 2003

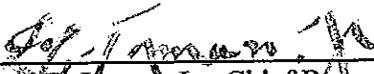
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF AIR QUALITY
TECHNICAL SERVICES SECTION
MOBILE SOURCE COMPLIANCE

Amend the program records retention and disposition schedule approved July 23, 2003 by changing the disposition instructions for Item 17373 as shown on substitute page dated November 5, 2003.

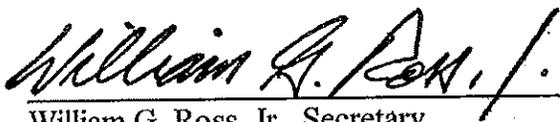
APPROVAL RECOMMENDED


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


Keith Overcash, Director
Division of Air Quality


Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED


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


Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 5, 2003

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF AIR QUALITY
TECHNICAL SERVICES SECTION
MOBILE SOURCE COMPLIANCE

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

MOBILE SOURCE COMPLIANCE

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.

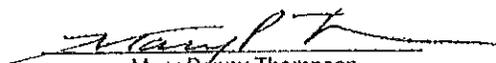
The Department of Environment and Natural Resources and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Environment and Natural Resources agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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. The

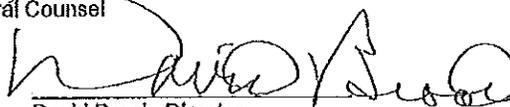
MOBILE SOURCE COMPLIANCE

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


Mary Panny Thompson,
Chief Records Officer and General Counsel


Sheila C. Holman, Director
Division of Air Quality


David Brook, Director
Division of Historical Resources

APPROVED


Dee Freeman, Secretary
Department of Environment and Natural Resources


Linda A. Carlisle, Secretary
Department of Cultural Resources

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF AIR QUALITY
TECHNICAL SERVICES SECTION
MOBILE SOURCE COMPLIANCE

ITEM 17373. INSPECTION AND MAINTENANCE AUTOMOBILE EMISSION ANALYSIS REPORTS FILE.

Reports in paper and electronic formats listing results of automobile emission analyses for each county. File includes county names, makes and years of automobiles, vehicle identification numbers, carbon monoxide levels, automobiles inspected and failed for each county, and other related data.

DISPOSITION INSTRUCTIONS: Retain paper records in regional office for 1 year, and then transfer to Central Office. Destroy in office paper records after 5 years. Destroy in office electronic records when reference value ends.

ITEM 35221. NORTH CAROLINA ANALYZER SYSTEM (NCAS) SPECIFICATIONS AND CERTIFICATIONS FILE.

Records in paper and electronic formats concerning the certification of approved emissions analyzers. File includes specifications for instruments, reviews of specifications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after equipment is no longer in use.

ITEM 46733. MOBILE SOURCES COMPLIANCE DATABASE (ELECTRONIC) FILE.

Electronic records concerning facilities compliance with vapor recovery regulations, and vehicle compliance with smoking vehicle regulations, heavy duty truck idling, and tank truck regulations. File includes names of facilities, facilities/owner names, inspections results, compliance status, complaint information, and other related data. Data is entered into this database from Mobile Sources Compliance File (Item 46734).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 46734. MOBILE SOURCES COMPLIANCE FILE.

Records in paper and electronic formats, including e-mail, concerning facilities compliance with Mobile Source Compliance regulations. File includes reports listing results of inspections and compliance status, inspection reports, correspondence, and other related records. Names of facilities, owners' names, results of inspections, compliance status, and smoking vehicle letters are entered into Mobile Sources Compliance Database (Electronic) File (Item 46733) and routinely updated.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed and after two years or when reference value ends. Destroy in office electronic records after 10 years.

ITEM 46736. TANK TRUCK CERTIFICATION COMPLIANCE DATABASE (ELECTRONIC) FILE.

Electronic records concerning tank truck repair facilities compliance with Tank Truck Certification regulations. Electronic file includes names of facilities, tank truck owners' names, results of inspections, compliance status, and other related data. Data is entered into this database from Tank Truck Certification Compliance File (Item 46735). (File maintenance and backup procedures are conducted by division's Information Technology Services.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Mobile Sources Compliance Database (Electronic) File (Item 46733).

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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MOBILE SOURCE COMPLIANCE**

ITEM 47693. SMOKING VEHICLE LETTERS FILE.

Correspondence sent to owners of vehicles who have smoking vehicle complaints. File also includes inspection records, meeting notes, and other related records. Data is entered into Smoking Vehicle Letters Database (Electronic) File (Item 47696).

DISPOSITION INSTRUCTIONS: Function and records transferred to Mobile Sources Compliance File (46734).

ITEM 47694. INSPECTION AND MAINTENANCE AUTOMOBILE EMISSIONS ANALYSIS DATABASE (ELECTRONIC) FILE.

Electronic records listing the results of automobile emission analysis for each county. Electronic file includes county names, makes and years of automobiles, vehicle identification numbers (VIN), Department of Transportation, Division of Motor Vehicles automobile inspection records for each county, and other related data. Data is entered into this database by automobile inspections' analyzers throughout the state.

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 10 years.

ITEM 47695. TRANSPORTATION CONFORMITY REVIEW FILE.

Records in paper and electronic formats, including e-mail, pertaining national air quality standards relating to new road/transportation projects. Files include correspondence, meeting notes, conformity analysis, transportation improvement plans, publications, maps, regulations, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 Issued July 7, 2009 by Governor Beverly Perdue. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed and when reference value ends. Destroy in office electronic records after 10 years.

ITEM 47696. SMOKING VEHICLE LETTERS DATABASE (ELECTRONIC) FILE.

Electronic records listing data on vehicle owners that have smoking vehicle complaints. Electronic file includes inspection records, correspondence, meeting notes, and other related data. Data is entered into this database from Smoking Vehicle Letters File (Item 47693). (File maintenance and backup procedures are conducted by division's Information Technology Services.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Mobile Source Compliance Database (Electronic) File (Item 46733).

ITEM 49928. MOBILE SOURCE GRANTS, CONTRACTS, AND AGREEMENTS FILE.

Records in paper and electronic formats, including e-mail, concerning divisional grants regarding reductions from on and off road mobile source related emissions and other sources pertaining to National Air Quality Standards for primary ozone (O3) and fine particulate matter (PM2.5). Files include contracts, correspondence, grant proposals, invoices, meeting notes, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed and when reference value ends. Destroy in office 5 years after expiration of contract, 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.