

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT

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

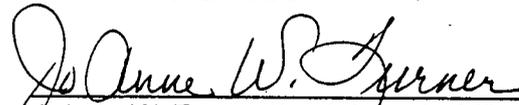
DIVISION OF COASTAL MANAGEMENT

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

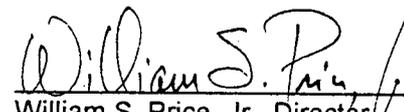
DIVISION OF COASTAL MANAGEMENT

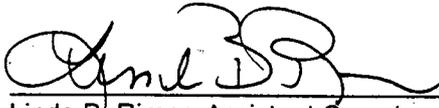
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


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


Roger N. Schechter, Director
Division of Coastal Management

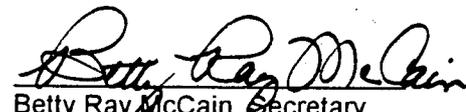

William S. Price, Jr., Director
Division of Archives and History



Linda B. Rimer, Assistant Secretary for Environmental Protection
Department of Environment, Health, and Natural Resources

APPROVED


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

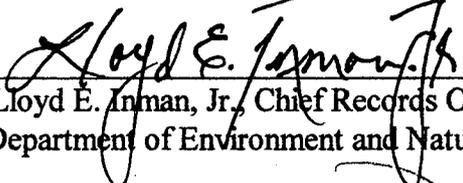

Betty Ray McCain, Secretary
Department of Cultural Resources

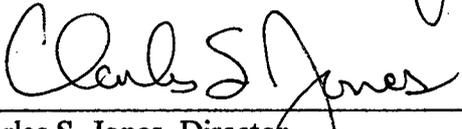
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

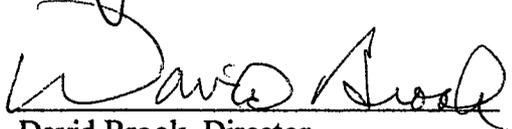
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
MAJOR PERMITS AND CONSISTENCY UNIT

Amend the program records retention and disposition schedule approved December 30, 1994 by adding Item 47880 and Item 47883 as shown on substitute page dated January 31, 2007.

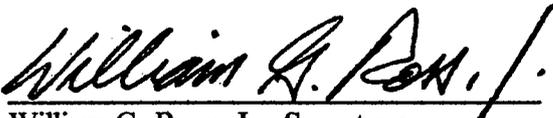
APPROVAL RECOMMENDED

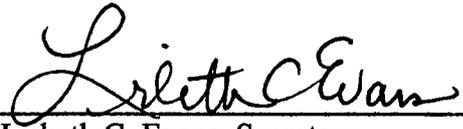

Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources


Charles S. Jones, Director
Division of Coastal Management


David Brook, 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 31, 2007

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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
DIRECTOR'S OFFICE**

ITEM 4077. ENFORCEMENT ACTIONS (CONTESTED) FILE.

Records concerning enforcement actions taken for violations of coastal management regulations which have been appealed or contested. File includes civil penalty assessments, correspondence, final orders, notices of appeal, waivers for administrative hearings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after all requirements of the assessment or settlement agreement are fulfilled. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 4110. COASTAL RESOURCES COMMISSION (CRC) MEETINGS FILE.

Records concerning each meeting of the CRC. File includes correspondence, agendas, meeting announcements, proposed regulations, 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 4112. COASTAL RESOURCES COMMISSION (CRC) MINUTES FILE.

Official minutes of meetings and public hearings of the CRC. File also includes audio tape recordings of meetings. Minutes of meetings are entered into Minutes Database (Electronic) File (Item 36623). Amended 2-14-03

DISPOSITION INSTRUCTIONS: Erase or reuse in office audio tapes 2 years after approval of transcribed minutes. Transfer remaining records to the State Records Center when reference 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. Transfer records currently being held in the State Records Center to the custody of the Archives 5 years after date received.

ITEM 24292. COASTAL RESOURCES ADVISORY COUNCIL FILE.

Records concerning the Coastal Resources Advisory Council. File includes meeting agendas, correspondence, listings of members, 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 24293. COASTAL RESOURCES COMMISSION (CRC) FILE.

Listings of members of the CRC.

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

ITEM 24308. LEGISLATIVE (FEDERAL AND STATE) FILE.

Records concerning legislative activities of the division. File includes reference copies of bills as introduced by the division, correspondence, current laws, reference copies of the Federal Register, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office laws and Federal Register when superseded or obsolete. Transfer remaining records 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.

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ITEM 24344. COASTAL MANAGEMENT GRANTS FILE.

Records concerning coastal management grants awarded to the division. File includes grant applications, award letters, correspondence, quarterly reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after termination of grant 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 33760. MOBIL OIL CORPORATION PROPOSED OFFSHORE DRILLING PROJECT CORRESPONDENCE AND MEETINGS FILE.

Reference copies of citizens' and special interest groups' complaint letters and replies from the Governor concerning Mobil Oil Corporation offshore drilling projects. File also includes transcripts of meetings and public hearings held by the division concerning the project. (Records transferred from Department of Administration, Office of Marine Affairs, Outer Continental Shelf Program.)

DISPOSITION INSTRUCTIONS: Transfer transcripts 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. Destroy in office remaining records after 3 years. Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 33761. MOBIL OIL CORPORATION PROPOSED OFFSHORE DRILLING PROJECT CHRONOLOGICAL NOTEBOOKS FILE.

Notebooks containing correspondence written by Mobil Oil Corporation and U.S. Department of the Interior, Mineral Management Services concerning proposed offshore drilling. (Records transferred from Department of Administration, Office of Marine Affairs, Outer Continental Shelf Program.)

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 33762. MOBIL OIL CORPORATION PROPOSED OFFSHORE DRILLING PROJECT LEGAL FILE.

Correspondence to and from the Office of the Attorney General concerning the legal components of the offshore drilling project. File also includes reference copies of Attorney General's opinions. (Records transferred from Department of Administration, Office of Marine Affairs, Outer Continental Shelf Program.)

DISPOSITION INSTRUCTIONS: Transfer correspondence 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. Destroy in office remaining records when administrative value ends.

ITEM 33764. OIL AND GAS ACTIVITIES FILE.

Reference copies of correspondence, newspaper articles, and other related records concerning the activities of Mobil Oil Corporation in its drilling for oil and gas in the Outer Continental Shelf. (Records transferred from Department of Administration, Office of Marine Affairs, Outer Continental Shelf Program.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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ITEM 33765. OIL AND GAS ACTIVITIES CHRONOLOGICAL NOTEBOOKS FILE.

Notebooks containing correspondence concerning North Carolina's participation in the Federal Offshore Leasing Program. (Records transferred from Department of Administration, Office of Marine Affairs, Outer Continental Shelf Program.)

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 33766. OTHER STATES' OIL AND GAS ACTIVITIES REFERENCE FILE.

Reference copies of records concerning other states' drilling activities in the Outer Continental Shelf. File includes transcripts of hearings, legal opinions, articles, and other related records. (Records transferred from Department of Administration, Office of Marine Affairs, Outer Continental Shelf Program.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36613. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning routine tasks and daily operations of the office. Electronic files include responses to requests for information, public hearing advertisements, correspondence, amendments to Coastal Resources Commission rules, and other related records. (Electronic database systems are maintained by Division of Coastal Management, Policy and Planning Section.)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 36614. APPEALS FILE.

Records concerning appeals of permit denials. File includes transcripts of hearings, consent orders and settlement agreements, correspondence, reference copies of permit applications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after issuance of finding by the Coastal Resources Commission. Records will be held for agency in the State Records Center 7 additional years and then transferred to the custody of the Archives.

ITEM 36617. COASTAL RESOURCES ADVISORY COUNCIL MINUTES FILE.

Official minutes of meetings of the Coastal Resources Advisory Council. Minutes of meetings are entered into Minutes Database (Electronic) File (Item 36623). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 36618. COASTAL RESOURCES COMMISSION (CRC) RULES FILE.

Rules adopted by the CRC. File also includes petitions for rulemaking; correspondence; notices of hearings; drafts of, and amendments to, rules; and other related records. Correspondence and amendments to rules are entered into Administrative Word Processing (Electronic) File (Item 36613). (Rules and amendments are submitted to the Office of Administrative Hearings and become part of the North Carolina Administrative Code.)

DISPOSITION INSTRUCTIONS: Transfer petitions, correspondence, and drafts of and amendments to rules 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. Destroy in office remaining records when administrative value ends.

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DIRECTOR'S OFFICE**

ITEM 36622. MAILING LISTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning mailing lists of recipients of Coastal Resources Commission meeting minutes and rules. Names and addresses are entered into this electronic file. (Electronic database systems are maintained by Division of Coastal Management, Policy and Planning Section.)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

ITEM 36623. MINUTES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning meetings of the Coastal Resources Commission and the Coastal Resources Advisory Council. Minutes of meetings are entered into this electronic file. (Electronic database systems are maintained by Division of Coastal Management, Policy and Planning Section.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

ITEM 36625. PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning each position in the division. Employees' starting and separation dates, position numbers, amounts of salary increases, and other related data are entered into this electronic file. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records. Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

ITEM 36627. REPORT MANAGEMENT AND DISTRIBUTION SYSTEM DATABASE (ELECTRONIC) FILE.

Machine readable records concerning changes to the budget. Revisions to the budget 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 36628. REQUESTS FOR INFORMATION FILE.

Requests for information received by the office. Responses to requests for information are entered into Administrative Word Processing (Electronic) File (Item 36613).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 36631. VARIANCES FILE.

Records concerning variances to permits issued by the division. File includes requests for variances, correspondence, Coastal Resources Commission orders, withdrawal letters, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after issuance of order by the Coastal Resources Commission or withdrawal by requester. Records will be held for agency in the State Records Center 7 additional years and then transferred to the custody of the Archives.

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DIRECTOR'S OFFICE**

ITEM 38019. OUTER CONTINENTAL SHELF (OCS) ACTIVITIES FILE.

Records concerning federal OCS lease sales. File includes correspondence involving comments and official state positions involving the sale of offshore tracts along the North Carolina coast, assessment reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after termination of lease agreements 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.

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ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
MAJOR PERMITS AND CONSISTENCY UNIT**

ITEM 47880. FEDERAL CONSISTENCY PROGRAM FILE.

Records in paper and electronic formats concerning approvals or denials of proposed projects submitted by applicants in North Carolina's twenty coastal counties. File includes applications, maps, photographs, environmental assessments, construction plans, project reviews, division's final written action on proposed project, correspondence, and other related records. Portions of data are entered into the Federal Consistency Program Database (Electronic) File (Item 47883). Amended 1-31-07

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records of approved projects after 20 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. Destroy in office paper and electronic records of denied projects after 10 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.

ITEM 47883. FEDERAL CONSISTENCY PROGRAM DATABASE (ELECTRONIC) FILE.

Electronic records concerning the monitoring of proposed projects from receipt to completion. Electronic file includes names of applicants, dates of applications, descriptions of projects, and dates of final actions. Data is entered into this database from the Federal Consistency Program File (Item 47880). (File maintenance and backup procedures conducted by Geographic Information Systems Unit.) Amended 1-31-07

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 20 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
PERMITS AND ENFORCEMENT SECTION**

ITEM 3191. MAJOR PERMITS FILE.

Major permits issued by the division for coastal development projects. File also includes approved and denied applications, correspondence, plans for development, and other related records. Permit numbers, dates of issuance and expiration of permits, locations of projects, descriptions of renewals or modifications to permits, and other related data are entered into Coastal Area Management Act (CAMA) Tracking System Database (Electronic) File (Item 36632) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer inactive permits and related records to the State Records Center after 8 years. Records will be held for agency in the State Records Center 12 additional years and then transferred to the custody of the Archives. Destroy in office denied applications and related records after 5 years.

ITEM 24299. STATE AGENCIES CORRESPONDENCE FILE.

Correspondence to and from the section and other state agencies concerning permitting activities and coastal development projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 24300. FEDERAL AGENCIES CORRESPONDENCE FILE.

Correspondence to and from the section and federal agencies concerning permitting activities and coastal development projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 36632. COASTAL AREA MANAGEMENT ACT (CAMA) TRACKING SYSTEM DATABASE (ELECTRONIC) FILE.

Machine readable records concerning major permits issued by the division for coastal development projects. Permit numbers, dates of issuance and expiration of permits, locations of projects, descriptions of renewals or modifications to permits, 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 36633. MAJOR PERMIT PRINTOUTS FILE.

Bi-weekly and monthly computer printouts listing numbers of permits issued and denied, numbers of permits pending approval, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to requester when generated.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
POLICY AND PLANNING SECTION**

ITEM 2567. LAND USE PLANS FILE.

Land use plans submitted by local governments listing policies for development, specifications for land development, and other related information. File also includes drafts of land use plans. Inventories of land use plans are entered into Land Use Plans Database (Electronic) File (Item 36639) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office drafts when plan is approved. Transfer remaining records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2568. SPECIAL ISSUES FILE.

Records concerning coastal management issues and studies. File includes research and study reports, other states' policies, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after study is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2569. AREAS OF ENVIRONMENTAL CONCERN (AEC) FILE.

Records concerning natural fragile areas designated by the Coastal Resources Commission as AEC's. File includes correspondence, maps, policies and procedures, 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 24305. LAND USE PLANNING GRANT CONTRACTS FILE.

Official and reference copies of records concerning grants awarded to local governments for the development of land use plans and projects. File includes grant contracts, applications, correspondence, requisitions, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after termination of grant 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 24307. MINOR PERMIT GRANT CONTRACTS FILE.

Official and reference copies of records concerning grants awarded to local governments to administer the implementation and enforcement of minor permit programs. File includes grant contracts, final reports, applications, requisitions, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after termination of grant 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 24309. ESTUARINE SANCTUARY PROGRAM STATE ADVISORY COMMITTEES FILE.

Records concerning state and local committees that advise the division on the Estuarine Sanctuary Program. File includes minutes.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to the Wilmington Office of the Division of Coastal Management.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
POLICY AND PLANNING SECTION**

ITEM 24310. ESTUARINE SANCTUARY REVIEW PANEL FILE.

Records concerning the panel of scientists that reviews proposals for research on the coast. File includes a copy of the summary of comments on proposals sent to Washington, D.C. and records of meetings.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to the Wilmington Office of the Division of Coastal Management.

ITEM 36634. BEACH ACCESS AND CAPITAL IMPROVEMENT PRINTOUTS FILE.

Reference copies of computer printouts listing expenditures and balances for beach access and capital improvement grant projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36635. BEACH ACCESS GRANT CONTRACTS FILE.

Records concerning grants awarded to local governments to build or improve public beach and water accesses. File includes grant contracts, applications, correspondence, requisitions, final reports, and other related records. Grant contract numbers, names of counties where projects are located, descriptions of projects, amounts paid and spent, and other related data are entered into Public Access Database (Electronic) File (Item 36642) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after termination of grant 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 36636. CORRESPONDENCE (ROUTINE) FILE.

Routine correspondence concerning requests for beach access signs, requests for information, and other related subjects. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 36637).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36637. CORRESPONDENCE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning correspondence written by the section. Electronic files include requests for beach access signs, responses to requests for information, and other related records.

DISPOSITION INSTRUCTIONS: Erase in office when reference value ends.

ITEM 36638. DIVISION OF COASTAL MANAGEMENT DATABASE (ELECTRONIC) FILE.

Machine readable records concerning programs of the division. Electronic database systems are utilized by personnel in the Permits and Enforcement Section, Policy and Planning Section, and Director's Office. (Electronic database systems are connected via a local area network (LAN) and utilize FoxPro Database Management System to share applications and data. Electronic files of the LAN are backed up routinely to magnetic tape using a Novell File Server.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically.

ITEM 36639. LAND USE PLANS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning supplies of local governments' land use plans. Inventories of land use plans are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
POLICY AND PLANNING SECTION**

ITEM 36640. LOCAL GOVERNMENT MINOR PERMIT RESOLUTIONS FILE.

Memorandums of understanding between the Coastal Resources Commission and local governments for the administration of minor permit programs.

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

ITEM 36641. MINUTES (SCANNED) FILE.

Minutes of meetings of the Coastal Resources Commission which have been scanned onto rewriteable optical disk. (Minutes are scanned and indexed to provide employees of the division with search capabilities through the Novell File Server.)

DISPOSITION INSTRUCTIONS: Return minutes to Coastal Resources Commission (CRC) Minutes File (Item 4112) in the Director's Office after verification of scanned image and completion of indexing and quality control procedures. Update in office optical disks routinely.

ITEM 36642. PUBLIC ACCESS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning grants awarded to local governments to build or improve public beach and water accesses. Grant contract numbers, names of counties where projects are located, descriptions of projects, amounts paid and spent, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Erase in office electronic files concerning each grant contract 5 years after termination of grant 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF COASTAL MANAGEMENT
PUBLIC INFORMATION OFFICE**

ITEM 24306. NEWS RELEASES FILE.

News releases concerning activities of the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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.