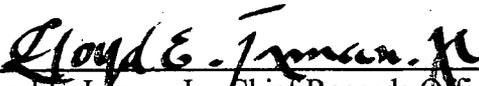


PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF ENVIRONMENTAL MANAGEMENT
ADMINISTRATIVE SERVICES
PERSONNEL OFFICE

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 33824 as shown on substitute page dated April 11, 2003.

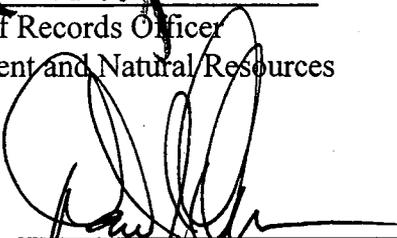
APPROVAL RECOMMENDED



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

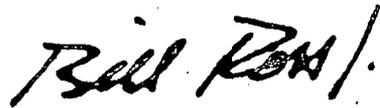


Harlan Frye, Director
Division of Human Resources



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

April 11, 2003

AWH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF ENVIRONMENTAL MANAGEMENT
ADMINISTRATIVE SERVICES
PERSONNEL OFFICE**

ITEM 33822. MONTHLY MANAGEMENT INFORMATION SYSTEM (MIS) PRINTOUTS FILE.

Computer printouts listing accounting fund codes, activity codes, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after released from all audits.

ITEM 33824. PERSONNEL (INACTIVE) FILE.

Records concerning former Division of Environmental Management personnel. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Records concerning personnel of the Division of Environmental Management dated prior to this schedule were transferred to the State Records Center as Item 2484 in Department of Environment, Health, and Natural Resources, Division of Personnel schedule.) Amended 4-11-03

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently being held for agency in the State Records Center 30 years from date of record.