

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

DIRECTOR'S OFFICE

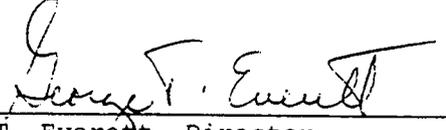
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

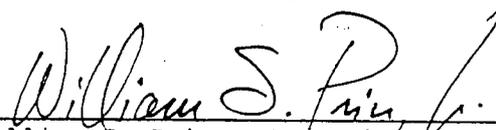
DIRECTOR'S OFFICE

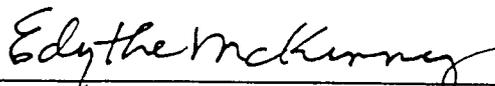
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

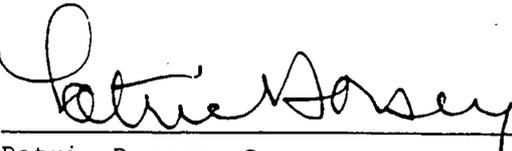
  
Melba S. McGee, Chief Records Officer  
Department of Environment, Health, and Natural Resources

  
George T. Everett, Director  
Division of Environmental Management

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

  
Edythe M. McKinney, Assistant Secretary for  
Environmental Protection, Department of Environment,  
Health, and Natural Resources

  
William W. Cobey, Jr., Secretary  
Department of Environment, Health,  
and Natural Resources

  
Patric 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 3, 1992

DWM

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

**ITEM 17326. REVENUE BOND CERTIFICATES FILE.**

Reference copies of certificates issued by the secretary of the Department of Environment, Health, and Natural Resources stating that facilities have the necessary environmental permits. File also includes memorandums supporting the certifications.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 31344. CORRESPONDENCE AND MEMORANDUMS FILE.**

Correspondence and memorandums written and/or received by the office concerning the administration and/or historical development of the division.

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.