

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

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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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

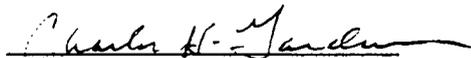
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

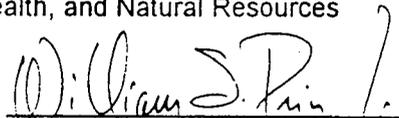
APPROVAL RECOMMENDED



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



Charles H. Gardner, Director  
Division of Land Resources



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

APPROVED



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



Betty Ray McCain, Secretary  
Department of Cultural Resources

June 28, 1993

DWM

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.

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**ITEM 2709. DIRECTOR'S ADMINISTRATIVE FILE.**

Records concerning the administration of the Division of Land Resources. File includes memorandums, reference copies of press releases, divisional correspondence, listings of goals and objectives, 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 17055. DIRECTOR'S SUBJECT FILE.**

Records concerning projects and activities of the Division of Land Resources and subjects of interest to the director. File includes correspondence, reference copies of agreements and legislation, awards selection criteria, reference copies of meeting minutes of various advisory committees, and other related records.

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.

**ITEM 17160. OUTER CONTINENTAL SHELF (OCS) FILE.**

Records concerning the OCS. File includes correspondence, environmental studies, leasing procedures, drafts of resolutions, reference copies of policy committee reports, and other related records.

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 17163. ASSOCIATION OF AMERICAN STATE GEOLOGISTS (AASG) FILE.**

Records concerning the AASG. File includes reference copies of meeting minutes and agendas, correspondence, maps, photographs, committee reports, reference copies of legislation, 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 17164. ENVIRONMENTAL MANAGEMENT COMMISSION (EMC) FILE.**

Records concerning the EMC. File includes reference copies of minutes of meetings, state environmental reports, Environmental Protection Agency (EPA) policies, state environmental policy acts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 34854. CORRESPONDENCE FILE.**

Drafts of correspondence prepared for the Secretary of the Department of Environment, Health, and Natural Resources, the Lieutenant Governor, and the Governor. File also includes activity reports of sections within the Division of Land Resources.

DISPOSITION INSTRUCTIONS: Transfer drafts of correspondence to the State Records Center after 3 years. 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 reference value ends.

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**ITEM 34855. FORMER DIRECTOR'S REFERENCE FILE.**

Records concerning subjects of interest to the former director of the Division of Land Resources and maintained for reference purposes. File includes correspondence to and from various organizations and associations, mineral studies, proposals of other states to participate in the Interstate Mining Compact Commission, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. 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.

**ITEM 34856. HAZARDOUS AND LOW-LEVEL WASTE FILE.**

Records concerning hazardous and low-level waste. File includes reports characterizing hazardous and low-level waste, reference copies of minutes of committee meetings, drafts of site proposals for hazardous waste disposal facilities, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 34857. INTERSTATE MINING COMPACT COMMISSION (IMCC) FILE.**

Records concerning the IMCC. File includes reference copies of meeting minutes, correspondence, listings of reclamation awards given, reference copies of audit reports and financial statements, and other related records.

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.

**ITEM 34858. LAND QUALITY FILE.**

Records concerning land quality in North Carolina. File includes reference copies of minutes of meetings of the North Carolina Mining Commission and the North Carolina Sedimentation Control Commission, listings of enforcement activities, reference copies of ordinances and proposed legislation, dam safety approvals, listings of penalty payments, and other related records.

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.