

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

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

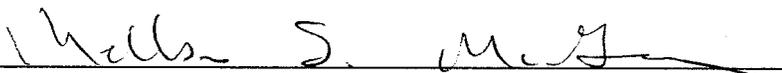
DIVISION OF LAND RESOURCES

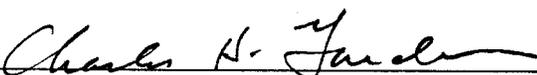
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

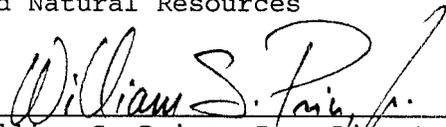
DIVISION OF LAND RESOURCES

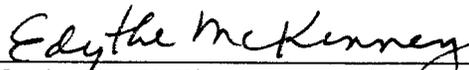
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

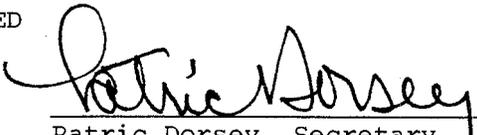

Melba S. McGee, Chief Records Officer
Department of Environment, Health, and Natural Resources


Charles H. Gardner, Director
Division of Land Resources


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


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.

November 18, 1991

HFH

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Environment, Health, and Natural Resources to Department of Environment and Natural Resources**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Environment, Health, and Natural Resources. 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

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

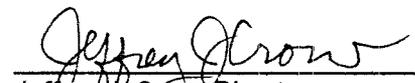
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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



Brenda Toudle, Chief Records Officer
Department of Environment and
Natural Resources

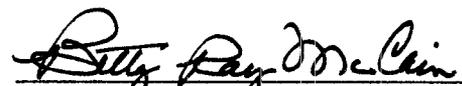


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Wayne McDevitt, Secretary
Department of Environment and
Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF LAND RESOURCES
GEOLOGICAL SURVEY SECTION

Amend the records retention and disposition schedule approved July 1, 1997 by adding the Items 44519 and 44520 as shown on substitute pages dated January 21, 2000.

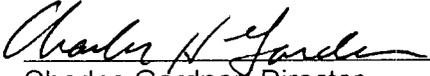
APPROVAL RECOMMENDED



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



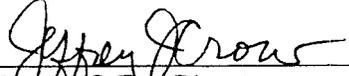
Richard Wooten, Acting Chief
Geological Survey Section



Charles Gardner, Director
Division of Land Resources

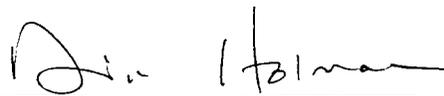


Robin Smith, Assistant Secretary
Environmental Protection

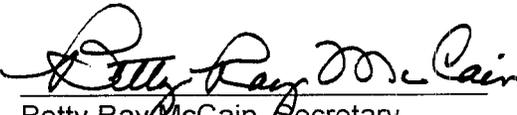


Jeffrey W. Crow, Director
Division of Archives and History

APPROVED



Bill Holman, Secretary
Department of Environment and Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF LAND RESOURCES
GEOLOGICAL SURVEY SECTION**

ITEM 17235. STUDENT GRANTS FILE.

Records concerning student grants for special geological research projects. File includes grant applications, approvals and disapprovals, theses and dissertations, reports, budgetary records, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office withdrawn, disapproved, or rejected grant proposals 1 year after withdrawal, disapproval, or rejection. Transfer each thesis and dissertation to the appropriate agency library when received. Destroy in office remaining records 1 year after receipt of thesis.

ITEM 17238. PHOTOGRAPHS AND NEGATIVES FILE.

Reference copies of photographic prints, negatives, and thin section slides showing mines, minerals, and other subjects relating to geology.

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 17239. AERIAL PHOTOGRAPHS FILE.

Aerial photographs of portions of the state. File also includes an index to photographs with listings of geological projects.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17240. MICA MAP FILE.

Original copies of maps and descriptions of mines throughout the state. File also includes World War II-period correspondence relating to mineral resources in the state.

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 17241. TOPOGRAPHIC MAP FILE.

Original copies of maps showing elevation, culture shapes and forms of land, and flood-prone areas in the state.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17242. ORTHO-PHOTO QUADS FILE.

Original photographic prints of aerial views of the entire state. File also includes other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17243. LUDA LAND USE MAP FILE.

Reference copies of maps provided by the U.S. Department of the Interior and the U.S. Geological Survey Unit detailing land use and land coverage.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17245. UNPUBLISHED GEOLOGICAL AND GEOPHYSICAL MAP FILE.

Original copies of unpublished maps of portions of the state.

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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF LAND RESOURCES
GEOLOGICAL SURVEY SECTION**

ITEM 17246. NORTH CAROLINA GEOLOGICAL SURVEY PUBLICATIONS FILE.

Reference copies of books concerning early North Carolina geology in general and to ore and gold deposits in particular.

DISPOSITION INSTRUCTIONS: Transfer when reference value ends to the Documents Section, North Carolina State Library. Destroy in office remaining records when reference value ends.

ITEM 17247. GEOPHYSICAL LOGS/EXPLORATORY OIL WELLS FILE.

Original copies of data concerning underground strata.

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 17248. MANUSCRIPTS FILE.

Original copies of manuscripts, plates, and photographic negatives used for section publications.

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 17250. OPEN FILES REPORT FILE.

Original copies of unpublished U.S. Geological Survey manuscripts. File also includes geological maps, reports, and correspondence received from other agencies.

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 17251. U.S. BUREAU OF MINES FILE.

Original and duplicate copies of records concerning section dealings with the U.S. Bureau of Mines. File includes manuscripts, consultant reports, correspondence, publications, and other related data.

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 44520. GEOLOGIC MATERIALS DOCUMENTATION FILE.

Records concerning soil, sediment, and rock samples produced during characterization by contractors to the Low-Level Radioactive Waste Management Authority and transferred to the Geological Survey Section (refer to Item 1754). File includes borehole and core hole records and logs, photographs, maps, and other related records. Amended 1-21-00

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF LAND RESOURCES
GEOLOGICAL SURVEY SECTION
COASTAL PLAIN OFFICE**

ITEM 17172. DEPARTMENT OF TRANSPORTATION (DOT) DATA FILE.

Reference copies of documents concerning boring and profiles generated by DOT and utilized for highway and bridge construction.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 17174. GEOLOGIC DATA FILE.

Official and reference copies of data concerning consultants' reports and unpublished reports generated by the section, other agencies, or private industry. Reports pertain to the geology of the coastal plain and are grouped into active and inactive files.

DISPOSITION INSTRUCTIONS: Transfer active files to inactive file when no longer active. Transfer inactive files 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 17175. GEOLOGY SUBJECT FILE.

Official copies of correspondence concerning various geological subjects. File includes or concerns information on types of minerals, reports, consultant requests, and other related documents pertaining to geological studies and findings.

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 17176. MAPS FILE.

Official and reference copies of geologic, topographic, structure contour, and other types of maps used by the section in its study of geology.

DISPOSITION INSTRUCTIONS: Destroy reference copies of maps in office when agency need ends. Transfer official copies of maps 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 17177. NON-OIL AND GAS WELLS DATA FILE.

Official and reference copies of data concerning geophysical logs, sample descriptions, and graphic lithologic logs. File includes documents pertaining to wells drilled in the state that were not classified as oil and gas exploration or production wells.

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 17179. OIL AND GAS WELLS DATA FILE.

Official and reference copies of data concerning geophysical logs, sample descriptions, and graphic lithologic logs. File includes documents pertaining to wells that were classified as oil and gas exploration or production wells.

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 17180. REPOSITORY FILE.

Official and reference copies of correspondence and other data concerning acquisition, curation, loaning, and disposition of repository materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.