

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF POLLUTION PREVENTION AND ENVIRONMENTAL ASSISTANCE

Program Records Retention and Disposition Schedule

The Program 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* 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 This schedule is to remain in effect until superseded.

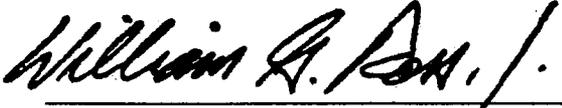
APPROVAL RECOMMENDED


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APPROVED


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Department of Environment and
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Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 26, 2003

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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF POLLUTION PREVENTION AND ENVIRONMENTAL ASSISTANCE**

ITEM 35918. VENDORS FILE.

Records concerning vendors of waste reduction equipment. File includes correspondence to and from vendors, brochures, and other related records. Manufacturers' names, vendors' names and addresses, and other related data are entered into Vendors Database (Electronic) File (Item 35919) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35932. VENDORS FILE.

Records concerning vendors of waste reduction equipment. File includes correspondence to and from vendors, brochures, and other related records. Manufacturers' names, vendors' names and addresses, and other related data are entered into Vendors Database (Electronic) File (Item 35933) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35951. INFORMATION CLEARINGHOUSE PRINTOUTS FILE.

Computer printouts listing literature available in the information clearinghouse.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35966. READING FILE.

Correspondence to and from industries and local governments concerning waste reduction and activities or programs of the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 35967. SPEECHES (REFERENCE) FILE.

Newspaper and magazine articles and publications used for speeches concerning the functions of the Office of Waste Reduction or the department.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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DIVISION OF POLLUTION PREVENTION AND ENVIRONMENTAL ASSISTANCE
ADMINISTRATION**

ITEM 35909. ADMINISTRATIVE DATABASE (ELECTRONIC) FILE.

Electronic records concerning routine tasks and daily operations of the section. Electronic file includes reports, correspondence, publications, form letters, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

ITEM 35912. NATIONAL ROUNDTABLE OF STATE WASTE REDUCTION PROGRAMS FILE.

Records concerning the National Roundtable of State Waste Reduction Programs, which meets biannually to exchange ideas and information. File includes meeting minutes, descriptions of other states' programs, correspondence, 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 35921. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Electronic records concerning routine tasks and daily operations of the section. Electronic file includes mailing lists, reports, publications, form letters, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Administrative Database (Electronic) File (Item 35909).

ITEM 35936. SECTION ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Electronic records concerning routine tasks and daily operations of the office. Electronic file includes mailing lists, reports, publications, form letters, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Administrative Database (Electronic) File (Item 35909).

ITEM 35948. HISTORIES FILE.

Records concerning the development, planning, and history of the Office of Waste Reduction. File includes program plans, conference minutes, 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 35952. MANUALS FILE.

Instruction and programming manuals for office computer equipment and software packages.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35955. ORGANIZATION CHARTS FILE.

Charts indicating administrative lines of responsibility.

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.

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COMMUNITY BUSINESS ASSISTANCE SECTION**

ITEM 35914. POLLUTION PREVENTION RESEARCH AND EDUCATION GRANTS FILE.

Records concerning grants awarded to institutions to undertake waste reduction projects for industries or waste streams. File includes cost projections, funded and non-funded proposals, correspondence, contracts, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office non-funded proposals after 4 years. Transfer remaining records to the State Records Center after 4 years 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 35924. LOCAL GOVERNMENT RECYCLING PROGRAMS FILE.

Records concerning recycling programs of counties, towns, and regional governments. File includes descriptions of programs, annual reports, 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 35925. DIRECTORY OF MARKETS FOR RECYCLABLE MATERIALS DATABASE (ELECTRONIC) FILE.

Electronic records concerning contact information for all commercial and industrial recyclers serving North Carolina. Electronic file includes names, mailing addresses, telephone and FAX numbers, and email addresses for recyclers and their staffs. Data is entered into this database by office staff. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

ITEM 35927. SOLID WASTE REDUCTION TRUST FUND GRANTS FILE.

Records concerning grants awarded to local and regional governments, non-profit organizations, and institutions to implement innovative solid waste reduction demonstration projects and to undertake recycling programs. File includes grant proposals, award letters, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years 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 35928. SOLID WASTE MANAGEMENT TRUST FUND RECYCLING ASSISTANCE GRANTS FILE.

Records concerning grants awarded to local governments to undertake recycling programs. File includes grant proposals, award letters, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to the Solid Waste Reduction Trust Fund Grants File (Item 35927).

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COMMUNITY BUSINESS ASSISTANCE SECTION**

**ITEM 35929. STATE AND LOCAL CONTACTS FOR RECYCLING INFORMATION DATABASE
(ELECTRONIC) FILE.**

Electronic records concerning contact information for government and nonprofit recycling programs. Electronic file includes names, mailing addresses, telephone and FAX numbers, and email addresses for agencies, organizations, and their staffs. Data is entered into this database by office staff. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

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INDUSTRIAL ASSISTANCE SECTION**

ITEM 35913. POLLUTION PREVENTION CHALLENGE GRANTS FILE.

Records concerning matching grants awarded to industries to undertake pollution prevention projects. File includes cost projections, funded and non-funded proposals, correspondence, contracts, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office non-funded proposals after 4 years. Transfer remaining records to the State Records Center after 4 years 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 35915. TECHNICAL ASSISTANCE FILE.

Records concerning technical assistance given to industries, institutions, or citizens. File includes requests for technical assistance, staff recommendations, reports of on-site waste audits, and other related records. Clients' names and addresses, descriptions of technical assistance given, and other related data are entered into Technical Assistance Tracker Database (Electronic) File (Item 35916) and routinely updated.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 35916. TECHNICAL ASSISTANCE TRACKER DATABASE (ELECTRONIC) FILE.

Electronic records concerning clients requesting and receiving technical assistance. Clients' names and addresses, descriptions of technical assistance given, and other related data are entered into this database from the Technical Assistance File (Item 35915). (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 35919. VENDORS DATABASE (ELECTRONIC) FILE.

Electronic records concerning vendors and distributors of pollution prevention technology, machinery, tools, and services. Electronic file includes company names, vendors' names and addresses, and other related data that are entered into this database by field staff. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

ITEM 35930. COMMERCIAL TECHNICAL ASSISTANCE FILE.

Records concerning technical assistance given to industries, institutions, or citizens. File includes requests for technical assistance, staff recommendations, reports of on-site waste audits, and other related records. Clients' names and addresses, descriptions of technical assistance given, and other related data are entered into Client Technical Assistance Tracker Database (Electronic) File (Item 35931) and routinely updated.

DISPOSITION INSTRUCTIONS: Records transferred to Technical Assistance File (Item 35915).

ITEM 35931. CLIENT TECHNICAL ASSISTANCE TRACKER DATABASE (ELECTRONIC) FILE.

Electronic records concerning clients requesting and receiving technical assistance. Clients' names and addresses, descriptions of technical assistance given, and other related data are entered into this database from Technical Assistance File (Item 35915). (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Records transferred to Technical Assistance Tracker Database (Electronic) File (Item 35916).

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ITEM 35933. EQUIPMENT VENDORS DATABASE (ELECTRONIC) FILE.

Electronic records concerning vendors of waste reduction equipment. Manufacturers' names, vendors' names and addresses, and other related data are entered into this database. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Records transferred to Vendors Database (Electronic) File (Item 35919).

ITEM 35939. CAPACITY ASSURANCE FILE.

Records concerning North Carolina's capacity to handle hazardous waste. File includes capacity assurance plans, other states' plans, reference copies of meeting minutes from the National Governors' Association, publications, 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 35945. GRANT PROPOSALS (FUNDED) FILE.

Proposals for grants which are funded by the Environmental Protection Agency (EPA) or other grant-giving institutions. File also includes applications and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years 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 35946. GRANT PROPOSALS (NOT FUNDED) FILE.

Proposals for grants which were not funded by the Environmental Protection Agency (EPA) or other grant-giving institutions. File also includes applications and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) 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 35949. INFORMATION CLEARINGHOUSE FILE.

Reference copies of records maintained by the division for reference purposes. File includes technical papers, newspaper and magazine articles, publications, conference proceedings, video tapes, and other related records. Bibliographic data is entered into Information Clearinghouse Database (Electronic) File (Item 35950) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35950. INFORMATION CLEARINGHOUSE DATABASE (ELECTRONIC) FILE.

Electronic records concerning waste reduction subjects. Bibliographic data from Information Clearinghouse File (Item 35949) is entered into this database. (Electronic database systems are maintained for use by staff and the general public for literature searches.) (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

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ITEM 35960. PHOTOGRAPHS AND SLIDES FILE.

Records in paper and electronic formats of slides, photographs, voice/sound recordings, and film clips used for training, document preparation, and reference. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

ITEM 35970. VIDEO TAPES FILE.

Video tapes used by the division to give technical assistance to industries, local governments, and the general public.

DISPOSITION INSTRUCTIONS: Records transferred to Information Clearinghouse File (Item 35949).