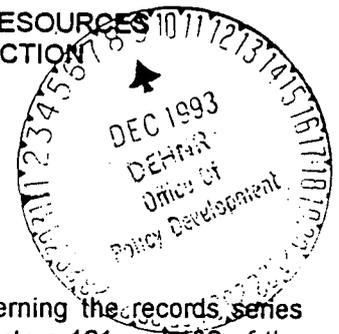


DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF RADIATION PROTECTION
ELECTRONIC PRODUCT RADIATION SECTION



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

ELECTRONIC PRODUCT RADIATION SECTION

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

ELECTRONIC PRODUCT RADIATION SECTION

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 This schedule is to remain in effect until superseded.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

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

Lanny L. Watkins

Lanny L. Watkins, Section Chief
Electronic Product Radiation Section

Dayne H. Brown

Dayne H. Brown, Director
Division of Radiation Protection

Linda B. Rimer

Linda B. Rimer, Assistant Secretary for
Environmental Protection, Department of Environment,
Health, and Natural Resources

William S. Price, Jr.

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

APPROVED

Jonathan B. Howes

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

Betty Ray McCain

Betty Ray McCain, Secretary
Department of Cultural Resources

November 24, 1993

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.

DWM

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF RADIATION PROTECTION
ELECTRONIC PRODUCT RADIATION SECTION**

ITEM 1753. TERMINATED REGISTRANTS FILE.

Records concerning registrants who no longer operate or service x-ray equipment. File includes registration applications, correspondence, inspection reports, registration and termination notices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 destroyed.

ITEM 7590. REGISTRANTS FILE.

Records concerning facilities which are registered to operate x-ray equipment. File includes registration applications, inspection reports, correspondence, registration notices, and other related records. Registration dates, names and addresses of facilities, registration numbers, dates of facilities' last inspection, inspectors' numbers, and other related data are entered into Electronic Product Database (Electronic) File (Item 35895) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office inspection reports, registration applications, and related correspondence when superseded by two subsequent inspection reports or registration applications and 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. Transfer remaining records to Terminated Registrants File (Item 1753) or Stored Registrants File (Item 7592) when registrant becomes terminated or equipment is stored.

ITEM 7592. STORED REGISTRANTS FILE.

Records concerning registered equipment that has been removed from service and stored. File includes applications, correspondence, inspection reports, storage notices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Registrants File (Item 7590) or Terminated Registrants File (Item 1753) when machine is returned to service or destroyed.

ITEM 7593. ELECTRONIC PRODUCT PROGRAM PRINTOUTS FILE.

Computer printouts listing names and addresses of facilities, registration numbers, dates of facilities' last inspection, inspectors' numbers, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 7595. SPECIAL PROJECTS FILE.

Records concerning special projects undertaken by the section. File includes investigation and statistical reports, listings of radiation measurements, 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF RADIATION PROTECTION
ELECTRONIC PRODUCT RADIATION SECTION**

ITEM 27926. TANNING FACILITIES FILE.

Records concerning facilities which are registered to operate tanning equipment. File includes registration applications, inspection reports, registration certifications, correspondence, and other related records. Registration dates, names and addresses of facilities, registration numbers, dates of facilities' last inspection, inspectors' numbers, and other related data are entered into Electronic Products Database (Electronic) File (Item 35895) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office inspection reports, registration applications, and related correspondence when superseded by two subsequent inspection reports or registration applications and 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. Transfer remaining records to Terminated Tanning Facilities File (Item 27927) when facility becomes terminated.

ITEM 27927. TERMINATED TANNING FACILITIES FILE.

Records concerning facilities which no longer operate or service tanning equipment. File includes registration applications, correspondence, inspection reports, registration and termination notices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 destroyed.

ITEM 27928. REGISTRATION OF SERVICES FILE.

Records concerning registered companies which service x-ray or tanning equipment. File includes applications, correspondence, completed forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Terminated Registrants File (Item 1753) or Terminated Tanning Facilities File (Item 27927) when company becomes terminated.

ITEM 35895. ELECTRONIC PRODUCTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning facilities which are registered to operate x-ray or tanning equipment. Registration dates, names and addresses of facilities, registration numbers, dates of facilities' last inspection, inspectors' numbers, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

ITEM 35896. MAMMOGRAPHY INSPECTIONS FILE.

Records concerning inspections of facilities which administer mammograms. File includes inspection reports, completed forms, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office inspection reports and related correspondence when superseded by two subsequent inspection reports 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. Transfer remaining records to the State Records Center after 2 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 destroyed.