

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

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

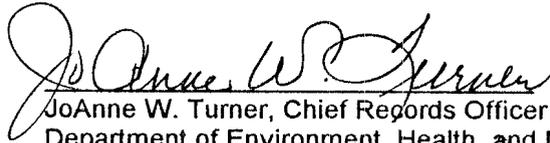
ASSISTANT DIRECTOR FOR ADMINISTRATION

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

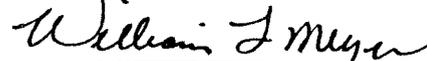
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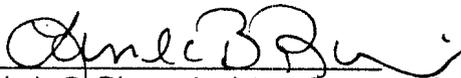
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

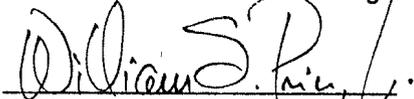
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources


Brenda C. Rivers, Assistant Director for
Administration, Division of Solid Waste Management


William L. Meyer, Director
Division of Solid Waste Management


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

August 22, 1994

This schedule was modified to
comply with the provisions of the
General Statutes for State Agency Records,
effective October 1, 2000.
Remaining items retain the
original date shown herein.

DWM

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

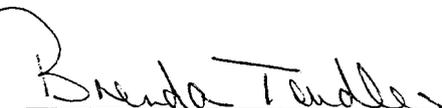
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

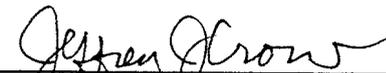
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

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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.

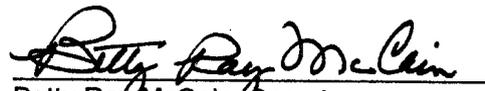
APPROVAL RECOMMENDED


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

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

ITEM 35050. ACCOUNTING CODE SHEETS FILE.

Reference copies of accounting code sheets for disbursed accounts.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 35055. CONFIDENTIAL PERSONNEL CASES FILE.

Reference copies of records concerning personnel-related legal actions. File includes disciplinary reports, equal employment opportunity reports, court documents, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after case is closed.

ITEM 35060. PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning positions of the division. Employees' names, position numbers, beginning and separation dates, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services.)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

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ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF SOLID WASTE MANAGEMENT
ASSISTANT DIRECTOR FOR ADMINISTRATION
COMPUTER SYSTEMS BRANCH**

ITEM 35064. DIVISION OF SOLID WASTE MANAGEMENT DATABASE (ELECTRONIC) FILE.

Machine readable records concerning programs of the division. Electronic database systems are utilized by personnel in the Resident Inspector Program, Hazardous Waste Section, Solid Waste Section, and Superfund Section. (Electronic database systems are connected via a local area network (LAN). Electronic files on hard drives of the LAN are backed up routinely to rewriteable compact disk using a Novell File Server.)

DISPOSITION INSTRUCTIONS: Retain in office end-of-day compact disks permanently and update daily. Transfer end-of-week and end-of-month compact disks to an off-site location for backup storage. Agency representative will update periodically by replacing end-of-week and end-of-month compact disks stored off-site with disks containing more current data. Return superseded end-of-week and end-of-month compact disks to backup cycle.

ITEM 35065. HISTORY REPORTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning histories of hazardous waste sites. Descriptions of events affecting sites are entered into this electronic file by personnel in the Hazardous Waste Section. (Electronic database systems are connected via a local area network (LAN). Electronic files on hard drives of the LAN are backed up routinely to magnetic tape using an IBM LAN Server.)

DISPOSITION INSTRUCTIONS: Retain in office end-of-day magnetic tapes permanently and update daily. Transfer end-of-week and end-of-month magnetic tapes to an off-site location for backup storage. Agency representative will update periodically by replacing end-of-week and end-of-month magnetic tapes stored off-site with tapes containing more current data. Return superseded end-of-week and end-of-month magnetic tapes to backup cycle.

ITEM 35066. INFORMATIONAL PRINTOUTS AND REPORTS FILE.

Computer printouts and reports generated by the branch as responses to requests for information.

DISPOSITION INSTRUCTIONS: Transfer to requester when generated.

ITEM 35067. SOFTWARE AND UTILITY PROGRAMS (ELECTRONIC) FILE.

Floppy disks containing software and utility programs for the division's electronic database. Software includes Lotus, WordPerfect, DBase IV, Display Write IV, Higgins, Harvard Graphics, and other related programs. File also includes custom software programs developed by the branch. (Software programs received as floppy disks are loaded into the division's electronic database via a Novell File Server. Custom software programs are written directly to hard drive and are accessible through the "source" directory. All software programs are automatically backed up during the backup procedures of Division of Solid Waste Management Database (Electronic) File (Item 35064).)

DISPOSITION INSTRUCTIONS: Transfer floppy disks containing original software programs to an off-site location for security storage. Agency representative will update as software programs become superseded or obsolete.