

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

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

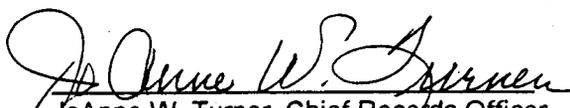
OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR

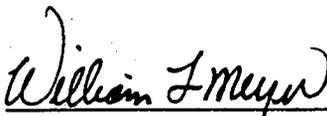
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

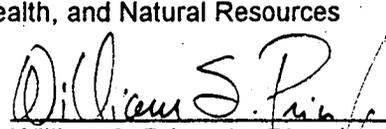
OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR

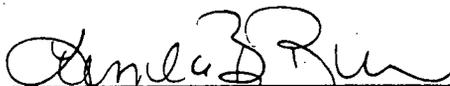
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

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

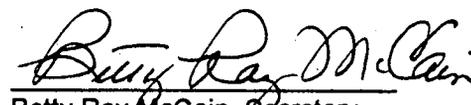
  
William L. Meyer, Director  
Division of Solid Waste Management

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

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

APPROVED

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

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

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

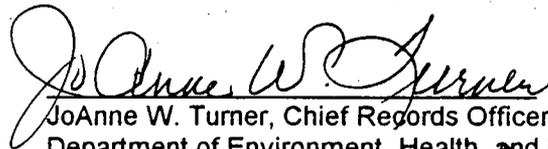
ASSISTANT DIRECTOR FOR ADMINISTRATION

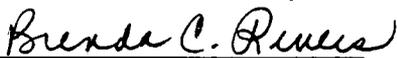
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

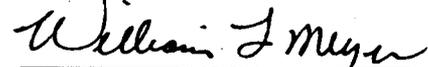
ASSISTANT DIRECTOR FOR ADMINISTRATION

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.

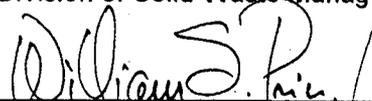
APPROVAL RECOMMENDED

  
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

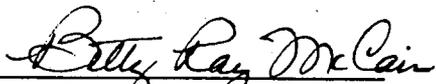
  
William L. Meyer, Director  
Division of Solid Waste Management

  
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

DWM

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF SOLID WASTE MANAGEMENT  
OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR**

**ITEM 28774. CORRESPONDENCE FILE.**

Correspondence to and from state or federal agencies concerning activities of the division. File also includes correspondence concerning facilities regulated by sections of the division. Correspondence is entered into Administrative Word Processing (Electronic) File (Item 36176).

DISPOSITION INSTRUCTIONS: Transfer correspondence concerning facilities to appropriate section of the division after 3 years. Transfer remaining correspondence to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 36176. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.**

Machine readable records concerning daily activities of the office and itineraries of the Director and Deputy Director. Electronic files include correspondence, itineraries and schedules, and other related records. (Electronic database systems are maintained by Assistant Director for Administration, Computer Systems Branch.)

DISPOSITION INSTRUCTIONS: Copy electronic files containing correspondence from hard drive to floppy disk daily. Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office electronic files on hard drive and floppy disks when reference value ends. Update in office remaining electronic files routinely.

**ITEM 36181. LEGISLATIVE FILE.**

Reference copies of records concerning legislation which may affect the division. File includes bills, daily bulletins, legislative study commission reports, drafts of bills as introduced by the division, and other related records.

DISPOSITION INSTRUCTIONS: Transfer drafts of bills 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. Destroy in office remaining records after 5 years.

**ITEM 36183. SPEECHES FILE.**

Speeches made by the Deputy Director of the division.

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.