

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF SOLID WASTE MANAGEMENT  
RESIDENT INSPECTOR PROGRAM

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

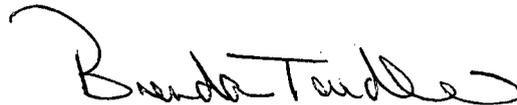
**RESIDENT INSPECTOR PROGRAM**

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

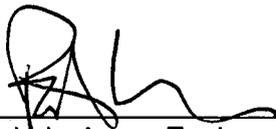
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

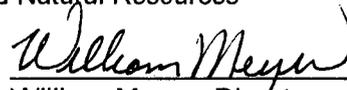
**APPROVAL RECOMMENDED**



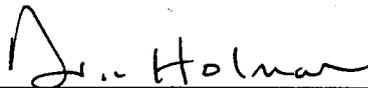
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Wayne McDevitt, Secretary  
Department of Environment and Natural Resources

APPROVED



Betty Ray McCain, Secretary  
Department of Cultural Resources

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**ITEM 37544. INSPECTIONS (INACTIVE FACILITIES MASTER) FILE.**

Records concerning inspections of hazardous waste generators, transporters, and storage treatment and disposal facilities which are inactive. File includes inspection reports, field notes, correspondence, photographs, incident reports, descriptions of processes, and other related records. (Comply with applicable provisions of G.S. 130A-304 and Article 24 of G.S. 66 regarding confidentiality of records.)

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 10 additional years and then destroyed.

**ITEM 37545. INSPECTIONS (ACTIVE FACILITIES MASTER) FILE.**

Records concerning inspections of hazardous waste generators, transporters, and storage treatment and disposal facilities. File includes inspection reports, field notes, correspondence, photographs, incident reports, descriptions of processes, and other related records. Correspondence, descriptions of inspections and incidents, and other related data are entered into Inspections Word Processing (Electronic) File (Item 37547). (Comply with applicable provisions of G.S. 130A-304 and Article 24 of G.S. 66 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to Inspections (Inactive Facilities Master) File (Item 37544) when facility ceases operations if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to Inspections (Inactive Facilities Master) File (Item 37544) after completion of action and resolution of issues involved.

**ITEM 37546. INSPECTIONS (PUBLIC VIEWING) FILE.**

Reference copies of Inspections (Inactive Facilities Master) File (Item 37544) and Inspections (Active Facilities Master) File (Item 37545) which are maintained for public access. Records concern inspections of hazardous waste generators, transporters, and storage treatment and disposal facilities. File includes inspection reports, correspondence, and other related records. (Records which are deemed confidential under the provisions of G.S. 130A-304 and G.S. 66 Article 24 are removed from the file before it is made available to the public.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 37547. INSPECTIONS WORD PROCESSING (ELECTRONIC) FILE.**

Machine readable records concerning inspections of hazardous waste generators, transporters, and storage treatment and disposal facilities. Electronic files include correspondence, descriptions of inspections and incidents, and other related records. (Comply with applicable provisions of G.S. 130A-304 and Article 24 of G.S. 66 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Backup electronic files to Division of Solid Waste Management Database (Electronic) File (Item 35064) routinely. Erase in office remaining records when administrative value ends.

**ITEM 37551. PROGRAM FEES COLLECTIONS FILE.**

Records concerning the collection of fees from hazardous waste facilities to fund the Resident Inspector Program. File includes cash receipts, facilities' monthly reports, reference copies of deposit slips, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years 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.