

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF WASTE MANAGEMENT
SOLID WASTE SECTION

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

SOLID WASTE 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.

The Department of Environment and Natural Resources and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Environment and Natural Resources agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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**

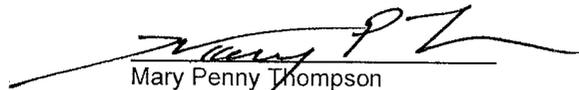
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Paul Crissman, Head
Solid Waste Section



Mary Penny Thompson
Chief Records Officer and General Counsel

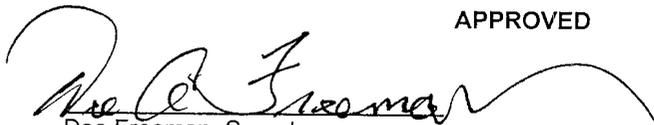


Dexter Matthews, Director
Division of Waste Management



David Brook, Director
Division of Historical Resources

APPROVED



Dee Freeman, Secretary
Department of Environment and Natural Resources



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF WASTE MANAGEMENT
SOLID WASTE SECTION
COMPOSTING AND LAND APPLICATION BRANCH**

ITEM 36345. SEPTAGE COMPLIANCE ORDERS FILE.

Compliance orders issued to firms which violate septage management regulations. File also includes notices of violation and listings of fines paid. Names of firms, settlement amounts, and other related data are entered into Septage Database (Electronic) File (Item 36350) and routinely updated.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to Solid Waste Facilities File (Item 8102).

ITEM 36346. SEPTAGE FIRMS' PERMITS FILE.

Annual permits in paper and electronic formats, including email, issued to firms to pump and transport septage. File includes applications, authorization forms, listings of payments of annual fees, invoices, correspondence and other related records. Names of firms, permit numbers, amounts of fees received, and other related data are entered into Septage Database (Electronic) File (Item 36350) and routinely updated.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 3 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records. Transfer remaining paper records to the State Records Center 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 3 additional years and then transferred to the custody of the Archives. Transfer remaining electronic records after 3 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 36350. BRANCH SEPTAGE DATABASE (ELECTRONIC) FILE.

Electronic records concerning septage firms, septage land applications sites, septage detention and treatment facilities, compost facilities, treatment and processing facilities, and notification sites. Names of septage firms, compost facilities, treatment and processing facilities, notification sites, permit numbers, amounts of fees received, settlement amounts, locations of sites, and other related data are entered into this electronic file.

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

ITEM 36351. BRANCH ELECTRONIC QUERIES DATABASE (ELECTRONIC) FILE.

Electronic records consisting of queries of septage firms, compost facilities, treatment and processing facilities, notification sites, permit numbers, permit expiration dates, balances owed for settlements, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**ITEM 36352. SEPTAGE LAND APPLICATION SITE AND DETENTION AND TREATMENT FACILITY
PERMITS FILE.**

Permits in paper and electronic formats issued to facilities to discharge septage onto land and store septage and treat septage. File includes applications, authorization forms, facilities' monthly logs, site drawings, and other related records. Permit numbers, locations of sites, numbers of gallons of septage facilities are allowed to discharge and other related data are entered into Septage Database (Electronic) File (Item 36350) and routinely updated.

DISPOSITION INSTRUCTIONS: Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Transfer remaining paper records to the State Records Center 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 transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

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ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF WASTE MANAGEMENT
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PERMITTING AND FIELD OPERATIONS BRANCH**

ITEM 8101. SOLID WASTE NON-PERMITTED FILE.

Records in paper and electronic formats, including email, concerning solid waste sites which do not meet the criteria of a permitted or notification site. File includes correspondence, inspection reports, complaint and warning letters, notices of violations, groundwater analyses, and other related records. Facility types, county names, and other related data are entered into Facilities Database (Electronic) File (Item 36342) and routinely updated.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Transfer remaining paper records to the State Records Center 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. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 8102. SOLID WASTE FACILITIES FILE.

Records in paper and electronic formats, including email, concerning permitted and notified solid waste sites management facilities. Files includes correspondence, final permit documents, compliance orders, construction quality assurance reports, inspection reports, complaint and warning letters, notices of violations, groundwater analyses, and other related records. Permit numbers, facility types, county names, and other related data are entered into Facilities Database (Electronic) File (Item 36342) and routinely updated.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Transfer remaining paper records to the State Records Center 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 transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 8103. SOLID WASTE FACILITY PLANS FILE.

Plans and site maps in paper and electronic formats concerning solid waste management facilities.
DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Solid Waste Facilities Files (Item 8102).

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ITEM 36341. NOTIFICATION SITES FILE.

Records in paper and electronic formats concerning notification sites. File includes inspection reports and notifications to operators informing them that they may begin receiving and handling waste. Locations of sites, county names, and other related data are entered into Facilities Database (Electronic) File (Item 36342) and routinely updated.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Septage Land Application Site and Detention and Treatment Facility Permits File (Item 36352).

ITEM 36342. FACILITIES DATABASE (ELECTRONIC) FILE.

Electronic records concerning solid waste management facilities. Fields include facility types, county names, permit numbers, locations of landfills, record and document identification numbers for data and document tracking system, and other related data.

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

ITEM 36343. POST-CLOSURE FILE.

Records in paper and electronic formats, including email concerning solid waste management facilities which have closed and are being monitored by the branch. File includes post-closure plans, monitoring and inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Transfer remaining paper records to the State Records Center 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 15 additional years and then transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 49351. PERMITS (REFERENCE) FILE.

Records in paper and electronic formats, including email concerning the development of permits issued to facilities for solid waste management. File includes draft permits, applications, correspondence, permits, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office records in paper and electronic formats when reference value ends.

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ITEM 36376. ANNUAL REPORTS DATABASE (ELECTRONIC) FILE.

Electronic records concerning local governments' and disposal facilities' annual reports. Permit numbers, county names, amounts of waste received, and other related data are entered into this electronic file.

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

ITEM 36377. DESIGNATED GEOGRAPHIC AREAS FILE.

Records concerning the establishment of localities as designated geographic areas, which allows them to establish flow control to regulate where solid waste is disposed. File includes localities' plans, approval letters, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Transfer remaining paper records to the State Records Center 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 transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 36378. ENVIRONMENTAL ASSESSMENTS/FINDINGS OF NO SIGNIFICANT IMPACT (EA/FONSI) FILE.

Reviews, with findings and recommendations, of environmental impact statements.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36379. SCRAP TIRES SITES CLEANUP PROGRAM FILE.

Records in paper and electronic formats, including e-mail, concerning the cleanup of scrap tire sites. File includes contracts and agreements with firms to clean up the sites, listings of costs, proposals for the development of cleanup projects, inventories of sites, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated, which. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Transfer scanned records after 1 year to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

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ITEM 36380. ILLEGAL SITES FILE.

Records concerning illegal scrap tire sites. File includes inventories of sites, photographs, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Scrap Tire Sites Cleanup Program File (Item 36379).

ITEM 36381. LANDFILL OPERATORS TRAINING PROGRAM FILE.

Records in paper and electronic formats concerning the training and certification of landfill operators. File includes reference copies of training manuals, listings of operators who have completed training, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36382. LOCAL GOVERNMENT PLANS (REFERENCE) FILE.

Records in paper and electronic formats of reference copies of local governments' plans for managing solid waste.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36384. MEDICAL WASTE TECHNOLOGIES (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, pertaining the review and approval of medical waste disposal technologies. File includes summaries of processes, rules and regulations, requests for information, correspondence, listings of approved technologies, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office requests for information after 2 years. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36385. REGULATORY DEVELOPMENT FILE.

Records in paper and electronic formats, including e-mail, concerning the development of rules and regulations for the disposal of solid waste. File includes drafts of rules and regulations, transcripts of public hearings, listings of comments on rules and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Remaining paper records will be held for agency in the State Records Center 15 additional years and then transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

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ITEM 36386. SCRAP TIRE HAULERS (REFERENCE) FILE.

Records in paper and electronic formats including e-mail, concerning individuals certified to haul scrap tires. File includes applications, certificates, correspondence, and other related records. Haulers' names, identification and certification numbers, and other related data are entered into Scrap Tire Haulers Database (Electronic) File (Item 36387) and routinely updated.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records when reference value ends.

ITEM 36387. SCRAP TIRE HAULERS DATABASE (ELECTRONIC) FILE.

Electronic records concerning individuals certified to haul scrap tires. Haulers' names, identification and certification numbers, and other related data are entered into this electronic file.

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

ITEM 36388. TIRE PROGRAM GRANTS FILE.

Records in paper and electronic formats, including e-mail, concerning grants awarded to counties to manage tire programs. File includes award letters, grants, correspondence, final activity reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Transfer paper records to the State Records Center 5 years after termination of grant 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. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 36389. WHITE GOODS MANAGEMENT GRANTS FILE.

Records in paper and electronic formats, including e-mail, concerning grants awarded to local governments for the management of white goods (refrigerators, stoves, etc.). File includes local governments' plans, reports, correspondence, grants, award letters, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Transfer paper records to the State Records Center 5 years after termination of grant 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 transferred to the State Records Center will be held for 5 additional years and then transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

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ITEM 49352. ANNUAL FACILITY REPORTS FILE.

Annual reports submitted in paper and electronic formats by solid waste facilities listing names of facilities, yearly waste tonnage and other information. Permit numbers, county names, amount of waste received, and other related data are entered into the Annual Reports Database (Electronic File (Item 36376) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer 10 copies of each report in either paper or electronic format to the State Documents Clearinghouse, State Library of North Carolina. Transfer remaining paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 15 additional years and then transferred to the custody of the Archives. Transfer electronic records after 5 years to the Electronic Records Branch for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

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ITEM 8104. TAX CERTIFICATIONS FILE.

Records in paper and electronic formats, including email, concerning businesses which are given tax exemptions for initiating recycling programs. File includes requests for tax certifications, tax certifications, listings of machinery and equipment, and other related records. Company names and addresses, names of counties, tax certification numbers, and other related data are entered into Tax Certifications Database (Electronic) File (Item 36373) and routinely updated. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; and IRS 1075, Exhibit 3; Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Transfer remaining paper records 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 transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 36354. ACCOUNTING CODE SHEETS FILE.

Reference copies of accounting code sheets listing fund numbers, amounts, purchase order numbers, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36355. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning daily operations of the section. Electronic files include correspondence, itineraries, requests for purchases, and other related records. (Electronic database systems are maintained by Assistant Director for Administration, Computer Systems Branch.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36358. GRANTS (REFERENCE) FILE.

Reference copies of records concerning grants awarded to the division. File includes grants, award letters, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after superseded or obsolete.

ITEM 36361. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE.

Records concerning the occupational safety and health of the section's employees. File includes physicians' and employees' assessment reports. (Comply with applicable provisions of G.S. 8-53 regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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ITEM 36362. OFFICE ADMINISTRATION FILE.

Records concerning routine tasks and daily operations of the section. File includes inventories of office equipment, organizational charts, purchasing procedures, records retention and disposition schedules and records transfer forms, section head's itineraries, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office records transfer forms permanently. Destroy in office remaining records when superseded or obsolete.

ITEM 36368. SOLID WASTE FACILITIES CONTACTS DATABASE (ELECTRONIC) FILE.

Electronic records concerning contacts at solid waste facilities. Permit numbers, county names, facility types, names of contacts, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36369. SOLID WASTE FACILITIES CONTACTS PRINTOUTS FILE.

Computer printouts listing permit numbers, county names, facility types, names of contacts, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 36370. SOLID WASTE SECTION CHIEF'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including email, consisting of correspondence, to facilities, U.S. Environmental Protection Agency, and other state agencies concerning activities of the section.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule which requires that e-mail shall be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Scan paper records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer scanned records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of scanned records. Transfer remaining paper 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 transferred to the custody of the Archives. Transfer remaining electronic records after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 36373. TAX CERTIFICATIONS DATABASE (ELECTRONIC) FILE.

Electronic records concerning businesses which are given tax exemptions for initiating recycling programs. Company names and addresses, names of counties, tax certification numbers, and other related data are entered into this electronic file. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; and IRS 1075, Exhibit 3; Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

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