

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR THE ENVIRONMENT  
DIVISION OF WASTE MANAGEMENT  
SUPERFUND 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

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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.

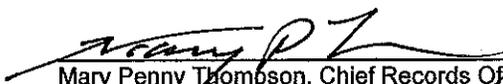
The Department of Environment and Natural Resources and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records 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.

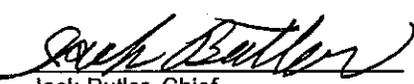
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 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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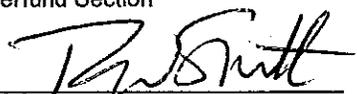
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

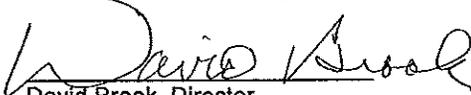
**APPROVAL RECOMMENDED**

  
Mary Penny Thompson, Chief Records Officer,  
And General Counsel/Assistant Secretary

  
Jack Butler, Chief  
Superfund Section

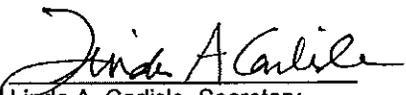
  
Dexter Matthews, Director  
Division of Waste Management

  
Robin Smith,  
Assistant Secretary for the Environment

  
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

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**ITEM 7892. COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION AND LIABILITY ACT (CERCLA) AND SUPERFUND PROGRAMS FILE.**

Records concerning the administration of CERCLA and Superfund programs and agreements. File includes reports, receipts, vouchers, invoices, correspondence, memorandums, depositions, affidavits, photographs, field notes, and other related records. (Comply with applicable provisions of 40 CFR Part 35 Subpart 0 Section 35.6705 and other federal regulations regarding maintenance and disposition of records.)

**DISPOSITION INSTRUCTIONS:** Function and records transferred to Known and Potential Contaminated Sites File (Item 47905).

**ITEM 47905. KNOWN AND POTENTIAL CONTAMINATED SITES FILE.**

Records in paper and electronic formats, including e-mail, concerning known or potentially contaminated sites subject to assessment and cleanup authorities implemented by the Superfund Section. Files include reports, various assessment and remediation plans, site notification forms, site ranking forms, correspondence, site inspection memoranda, sample analytical data, compliance and enforcement documents, work authorizations, invoices, hazardous waste manifests, program petition forms, agreements, permits, decision-related documents and other site related data. Pertinent information is entered into Inactive Hazardous Waste Sites Database (Electronic) File (Item 47906), Pre-Regulatory Landfill Sites Database (Electronic) File (Item 47907) and Certified and Potential Contaminated Dry-Cleaning Sites Database (Electronic) File (Item 49670). (Comply with applicable provisions of 40 CFR Part 35 Subpart 0 Section 35.6705 and other federal regulations regarding maintenance and disposition of records and G.S. 132.1.7 regarding confidentiality of sensitive public security information.)

**DISPOSITION INSTRUCTIONS:** Print electronic records, including e-mail, and interfile with related paper records or directly convert emails and electronic records to electronic storage. Retention of the electronic version 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. Scan paper records. Retain in office electronic records permanently. Update electronic records in office routinely. Transfer paper records to the State Records Center after scanning 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 upon resolution of issues involved. Records will be held for agency in the State Records Center 15 years and then transferred to the custody of the Archives. Destroy draft records when reference value ends.

**ITEM 47906. INACTIVE HAZARDOUS SITES DATABASE (ELECTRONIC) FILE.**

Electronic records concerning the assessment and remediation status of known and potentially contaminated sites managed by the Inactive Hazardous Sites Branch and synopsis data entered from Known and Potential Contaminated Sites File (Item 47905). (Comply with applicable provisions of G.S. 132.1.7 regarding confidentiality of sensitive public security information.)

**DISPOSITION INSTRUCTIONS:** Update in office routinely. Destroy in office when reference value ends.

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**ITEM 47907. PRE-REGULATORY LANDFILL SITES DATABASE (ELECTRONIC) FILE.**

Electronic records concerning assessment and remediation status of pre-regulatory landfills under the direction of the Inactive Hazardous Sites Branch and synopsized data from Known and Potential Contaminated Sites File (Item 47905). (Comply with applicable provisions of G.S. 132.1.7 regarding confidentiality of sensitive public security information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

**ITEM 47908. REGISTERED ENVIRONMENTAL CONSULTANT DATABASE (ELECTRONIC) FILE.**

Electronic records concerning the approval status of registered environmental consultants and synopsized data from Registered Environmental Consultant Applications (Reference) File (Item 47909). (Comply with applicable provisions of G.S. 132-1.10 regarding confidentiality of social security numbers and other personal data.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

**ITEM 47909. REGISTERED ENVIRONMENTAL CONSULTANT APPLICATIONS (REFERENCE) FILE.**

Records in paper and electronic formats, including e-mail, containing registered environmental consultant applications, amendments, and renewals. Files also include documents and correspondence related to registered environmental consultant compliance and enforcement. (Comply with applicable provisions of G.S. 132-1.10 regarding confidentiality of social security numbers and other personal data.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records or directly convert email and electronic records to electronic storage. Retention of the electronic version 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. Scan paper records. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy all remaining paper and electronic records when reference value ends.

**ITEM 49670. CERTIFIED AND POTENTIAL CONTAMINATED DRY-CLEANING SITES DATABASE (ELECTRONIC) FILE.**

Electronic records concerning the assessment and remediation status of known and potentially contaminated dry-cleaning sites and synopsized data from Known and Potential Contaminated Sites File (Item 47905). (Comply with applicable provisions of *North Carolina Session Laws 1997-392* and G.S. 132.1.7 regarding confidentiality of sensitive public security information.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

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**ITEM 49671. DRY-CLEANING FACILITY COMPLIANCE FILE.**

Records in paper and electronic formats, including e-mail, concerning active and abandoned dry-cleaning facilities and corresponding compliance history subject to state and federal compliance authorities implemented by the Dry-Cleaning Solvent Cleanup Act (DSCA) Compliance Unit of the Special Remediation Branch. Files include inspection and outreach reports, enforcement documents, correspondence, sampling analytical data and other related information. (Comply with applicable provisions of *North Carolina Session Laws 1997-392* and G.S. 132.1.7 regarding confidentiality of sensitive public security information.)

**DISPOSITION INSTRUCTIONS:** Print electronic records, including e-mail, and interfile with related paper records or directly convert emails and electronic records to electronic storage. Retention of the electronic version 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. Scan paper records. Retain in office electronic records permanently. Update electronic records in office routinely. Transfer paper records to the State Records Center after scanning if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon resolution of issues involved. Records will be held for agency in the State Records Center 15 years and then transferred to the custody of the Archives. Destroy draft records in office when reference value ends.

**ITEM 49672. DRY-CLEANING COMPLIANCE DATABASE (ELECTRONIC) FILE.**

Electronic records concerning the compliance status and history of dry-cleaning facilities and synopsis data from the Dry-Cleaning Facility Compliance File (Item 49671). (Comply with applicable provisions of *North Carolina Session Laws 1997-392* and G.S. 132.1.7 regarding confidentiality of sensitive public security information.)

**DISPOSITION INSTRUCTIONS:** Update in office routinely. Destroy in office when reference value ends.