

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION 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

**AQUIFER PROTECTION 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.

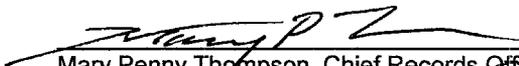
The Department of Environment and Natural Resources and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records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

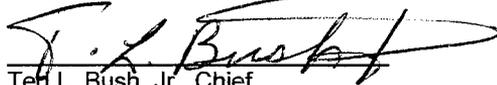
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 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

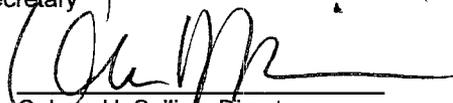
**AQUIFER PROTECTION SECTION**

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.

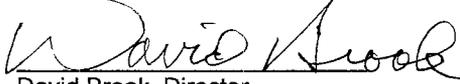
**APPROVAL RECOMMENDED**

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

  
Ted L. Bush, Jr., Chief  
Aquifer Protection Section

  
Colleen H. Sullins, Director  
Division of Water Quality

  
Robin Smith,  
Assistant Secretary for 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

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
ANIMAL FEEDING OPERATIONS**

**ITEM 33920. CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFO) DATABASE (ELECTRONIC) FILE.**

Electronic records concerning agricultural facilities and their designation as CAFO. Designation dates, site locations, request receipt dates, and other related data are entered into this electronic file.

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

**ITEM 33921. CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFO) FILE.**

Records in paper and electronic formats, including e-mail, concerning agricultural facilities and their designation as CAFO. File includes site descriptions, listing of livestock, correspondence to and from the facility, photographs, and other related records. Designation dates, site locations, request receipt dates, and other related data are entered into Concentrated Animal Feeding Operations (CAFO) Database (Electronic) File (Item 33921) 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. Destroy in office paper and electronic records when reference value ends.

**ITEM 46012. ANIMAL WASTE PERMIT FILE.**

Records in paper and electronic formats, including e-mail, concerning permits issued for animal waste systems. File includes permits, correspondence, maps, notices of violations, 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. Transfer paper records to the State Records Center after 7 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 transferred to the custody of the Archives. Transfer electronic records after 4 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
GROUNDWATER INVESTIGATIONS**

**ITEM 49408. RESEARCH STATION FILE.**

Records in paper and electronic formats, including e-mail, concerning studies conducted at research stations to determine quality and quantity of groundwater at specific regions (e.g. coastal plains, piedmont, and mountains, etc.). File includes requests for investigations, investigative reports, driller notes, geophysical and litho logic logs, aquifer test results, well construction records, measurement of water levels, water quality samplings results, correspondence, 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. Retain in office Groundwater Investigations Unit records permanently. Destroy in office paper and electronic records of Aquifer Protection Section (APS) central files concerning investigative requests that did not merit inclusion into investigative inventory after 5 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. Destroy in office paper and electronic records of Aquifer Protection Section (APS) central files concerning incomplete investigations after 10 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. Transfer APS central files paper records pertaining to closed investigations to the State Records Center after 15 years. Records will be held for the agency 10 additional years and then transferred to the custody of the Archives. Transfer APS central files electronic records pertaining to closed investigations to the State Records Center after 15 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
GROUNDWATER PLANNING**

**ITEM 49409. HYDROGEOLOGIC INVESTIGATIONS FILE.** Records in paper and electronic formats, including e-mail, concerning the Resource Evaluation Program (REP) and other studies undertaken by the Groundwater Planning Unit. Files includes requests for investigations, site descriptions, investigation reports, driller notes, geophysical and lithologic logs, aquifer test results, well construction records, measurement of water levels, water quality sampling results, correspondence, field notebooks and records of field activities related to an investigation, 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. Transfer paper closed investigative records to the State Records Center after 15 years. Records will be held in agency for 10 additional years and then transferred to the custody of the Archives. Transfer electronic closed investigative records after 15 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 17406. GROUNDWATER TECHNICAL FILE.** Records in paper and electronic formats, including e-mail, concerning the water resources of North Carolina. File includes reports of technical assistance rendered, water analyses, technical studies, correspondence, 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. Transfer paper records 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. Transfer electronic records to the State Records Center when reference value ends for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 49410. GRANTS FILE.** Records in paper and electronic formats, including e-mail, concerning state and federal grants for Planning Unit work. File includes grant applications, grant awards, correspondence, 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 remaining records after 5 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
GROUNDWATER PLANNING**

**ITEM 49411. PROGRAM PLANS FILE.** Records in paper and electronic formats, including e-mail, of the Groundwater Planning Unit's present and future operating plans. File includes budgetary records, correspondence, memoranda, meeting minutes, 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. Transfer paper records 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. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 49412. CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, of correspondence to and from the Groundwater Planning Unit concerning projects and activities.

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. Transfer paper records 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. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 49413. QUALITY ASSURANCE FILE.** Records in paper and electronic formats, including e-mail, concerning testing and culturing quality related to water quality sampling methods. File includes standard operating procedures, test logs, 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. Transfer paper records 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. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 49414. SCIENTIFIC LITERATURE FILE.** Records in paper and electronic formats of scientific literature pertaining to the establishment of standard operating procedures for hydrogeologic studies.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 49415. TECHNICAL REFERENCE FILE.** Records in paper and electronic formats of technical reference manuals concerning computer operating systems, software packages, computer programming languages, vendor products and similar subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
GROUNDWATER PLANNING**

**ITEM 49416. HYDROGEOLOGIC SUPPLY AND EQUIPMENT FILE.** Records in paper and electronic formats, maintained for instruction and/or reference purposes. File includes manufacturing catalogs, shop/parts manuals and publications for hydrogeology supplies and equipment. Supplies and equipment include preventive maintenance and repair of scientific equipment, drilling machinery and associated equipment, geophysical equipment and vehicles, and activities involving measurement of water levels of sampling for water quality.

**DISPOSITION INSTRUCTIONS:** Destroy in office when superseded or obsolete.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
GROUNDWATER PROTECTION**

**ITEM 17396. WELL CONSTRUCTION PERMITS FILE.** Records in paper and electronic formats, including e-mail, concerning the construction of wells. File includes applications, blueprints, correspondence, pump test results, permits, and other related records. Original records maintained at Regional Offices.

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. Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 17398. INJECTION WELL PERMITS FILE.** Records in paper and electronic formats, including e-mail, concerning permits for the injection of substances into the subsurface via wells. File includes applications, reviews of the potential impact on groundwater quality, findings and recommendations of field investigations, site maps, correspondence, permits, injection test results, final 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. Destroy in office records concerning unsuccessful applications after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. Retain all active underground injection control permit files. Transfer deemed permitted and rescinded or otherwise inactive remaining records to the State Records Center after 2 years. Records will be held for agency 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 49417. UNDERGROUND INJECTION CONTROL (UIC) U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) CORRESPONDENCE FILE.**

Records in paper and electronic formats, including e-mail, concerning correspondence with EPA in regards to federal grants. File includes grant application submittals; quarterly and annual reports; annual financial status reports, work plans, 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. Transfer paper records to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center when reference value ends for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
GROUNDWATER PROTECTION**

**ITEM 49418. AQUIFER PROTECTION SPECIAL STUDIES FILE.** Records in paper and electronic formats, including e-mail, concerning APS initiated studies and/or reviews of documents for other state agencies, Divisions, or actions outside the Aquifer Protection Section to determine the impact of a specific activity on the waters of the state. File includes permit applications, findings and recommendations of studies, environmental impact statement (EIS), projects for the Office of Legislative and Intergovernmental Affairs, and other similar 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. Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 17405. COMPLIANCE MONITORING/GROUNDWATER QUALITY FILE.** Records concerning water quality in selected wells. File includes completed water quality forms which are used to determine compliance with groundwater standards, and completed groundwater action logs which provide summaries of permittee information. Facility and project names, results of analyses of samples, site descriptions, permit numbers, and other related data are entered into Permits and Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated.

DISPOSITION INSTRUCTIONS: Function and records transferred to Annual, Quarterly, and Monthly Non-Discharge Reports File (Item 35674).

**ITEM 34046. AQUIFER PROTECTION SECTION ENFORCEMENT ACTIONS (OPEN) FILE.** Records in paper and electronic formats, including e-mail, concerning pending enforcement actions taken against facilities, which violate water quality regulations related to the duties of the Aquifer Protection Section. File includes collection complaints, judgments, assessments, transcripts of hearings, and other related records. Name of facilities, permit information, description of violations, dates of civil penalty assessments, penalty amounts, and other related data are entered into Division of Water Quality BIMS Database (Electronic) File and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Aquifer Protection Section Enforcement Actions (Closed) File (Item 34047) when findings and decisions are made and after all requirements of the assessment or settlement agreement are fulfilled.

**ITEM 34047. AQUIFER PROTECTION SECTION ENFORCEMENT ACTIONS (CLOSED) FILE.**

Records in paper and electronic formats, including e-mail, concerning completed enforcement actions taken against facilities, which violate water quality regulations related to the duties of the Aquifer Protection Section. File includes collection complaints, judgments, assessments, transcripts of hearings, and other related records. File also includes records transferred from the Office of the Secretary, Office of General Counsel, Completed Closed Case of Enforcement Action file (Item 34046).

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. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
GROUNDWATER PROTECTION**

**ITEM 49583. ANNUAL, QUARTERLY, AND MONTHLY NATIONAL POLLUTANT DISCHARGE**

**ELIMINATION SYSTEM (NPDES) MONITORING REPORTS FILE.** Annual, quarterly, and monthly reports in paper and electronic formats submitted by wastewater treatment facilities, wastewater recycle, and reclaimed water users which do not discharge domestic or pre-treated industrial waste into surface waters.

**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. Transfer paper records to the State Records Center after 2 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
LAND APPLICATION**

**ITEM 35674. ANNUAL, QUARTERLY, AND MONTHLY NON-DISCHARGE REPORTS FILE.** Annual, quarterly, and monthly reports in paper and electronic formats submitted by wastewater treatment facilities, wastewater recycle, and reclaimed water users which do not discharge domestic or pre-treated industrial waste into surface waters.

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. Transfer paper records to the State Records Center after 2 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 17407. AQUIFER PROTECTION SECTION WASTE DISPOSAL PERMITS FILE** Records in paper and electronic formats of permits concerning non-discharge wastewater systems, waste disposal facilities' operation of surface and subsurface (permitted under Article 21) disposal, wastewater recycle, and reclaimed water utilization systems, and all other waste and disposal systems. File includes permits, reviews of the potential impact on groundwater quality, findings and recommendations of investigations, site maps, correspondence, and other related records. Dates of receipt of applications for permits, review dates, and other related data are entered into the Basin wide Information Management System (BIMS) database.

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 concerning unissued permits 2 years after date of application. Transfer remaining paper records to the State Records Center after 8 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
AQUIFER PROTECTION SECTION  
SECTION CHIEF'S OFFICE**

**ITEM 17386. AQUIFER PROTECTION SECTION READING AND SIGNATURE FILE.** Records in paper and electronic formats, including e-mail, concerning the administration of the office. File includes reports, memorandums, correspondence, directives, 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. Transfer paper records to the State Records Center after 2 years. . Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records to the State Records Center when reference value ends for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

**ITEM 17390. POLICIES AND PROCEDURES (REFERENCE) FILE.** Reference copies of current policies and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 17393. AQUIFER PROTECTION SECTION (REFERENCE) FILE.** Records in paper and electronic formats maintained by the Aquifer Protection Section for reference purposes. File includes publications, reports, new articles, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.