

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
BUSINESS OPERATIONS GROUP

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.

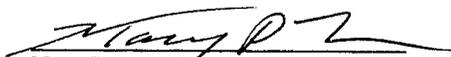
The Department of Environment and Natural Resources and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records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

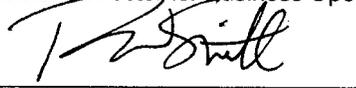
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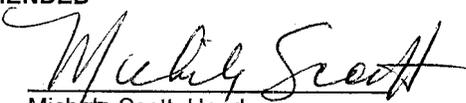
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

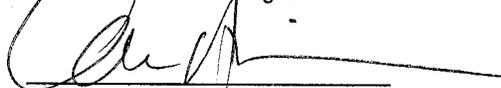
**APPROVAL RECOMMENDED**

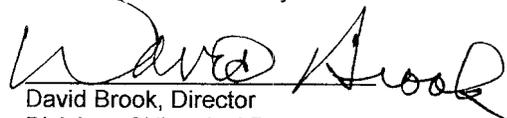
  
Mary Penny Thompson,  
Chief Records Officer and General Counsel

  
David A. Goodrich,  
Assistant Director for Business Operations

  
Robin Smith,  
Assistant Secretary for Environmental Protection

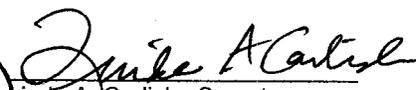
  
Michele Scott, Head  
Information Processing Unit

  
Coleen H. Sullins, Director  
Division of Water Quality

  
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 2644. WELL RECORDS (GW1) FILE.**

Records in paper and electronic records, including e-mail, concerning the construction, repair, and abandonment of wells. File includes reports submitted by well contractors listing names of owners, locations, construction details, pump rates, depths, and other related records. Data is entered into the Well Records IBEAM Database (Electronic) File (Item 48017).

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. 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. Transfer to State Records Center after 1 year. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**ITEM 48017. WELL RECORDS IBEAM DATABASE (ELECTRONIC) FILE.**

Electronic records concerning the construction, repair, and abandonment of wells. Electronic file includes names of well owners, locations of wells, construction details, pump rates, depths, and other related data. Data is entered into this database from Well Records File (Item 2644).

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

**ITEM 46874. WELL CONTRACTOR CERTIFICATION FILE.**

Records concerning the certification of well contractors in North Carolina. File includes applications, correspondence, and other related records. (File was known as Well Driller Registration File prior to January 1, 2000.) (Agency personnel will prepare and arrange records and make and insert targets for microfilming prior to boxing records for transfer to the State Records Center.) Amended 8-12-03

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Environmental Health, Well Contractor Certification Board.

**ITEM 47425. WELL ABANDONMENT (GW30) FILE.**

Records concerning wells in the state that have been abandoned. File includes well locations, owners' names and addresses, topography, sealing materials, dates wells abandoned, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.