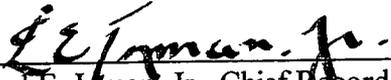


PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF WATER QUALITY
DIRECTOR'S OFFICE

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 2979 as shown on substitute page dated February 28, 2003.

APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources



Alan W. Klimek, Director
Division of Water Quality



David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

February 28, 2003

AWH

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

ITEM 2979. ENVIRONMENTAL MANAGEMENT COMMISSION MINUTES FILE.

Official minutes of meetings of the Environmental Management Commission. File also includes agendas, attachments, and other related records concerning the Civil Penalty Remission Committee. (The Civil Penalty Remission Committee is incorporated into the Environmental Management Commission in accordance with G.S. 143B-282.1.) Amended 2-28-03

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 3 years to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed.