

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

The 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

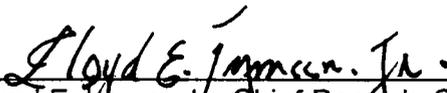
GROUNDWATER SECTION

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

GROUNDWATER SECTION

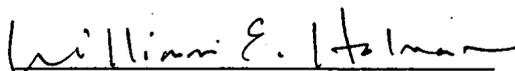
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

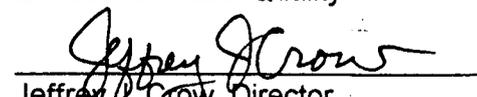
APPROVAL RECOMMENDED


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

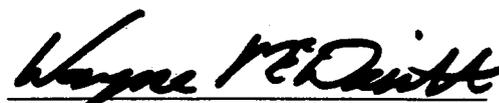

Arthur Mouberry, Chief
Groundwater Section

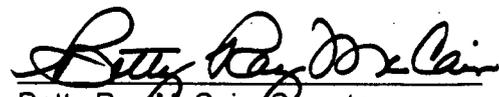

Tommy Stevens, Interim Director
Division of Water Quality


William Holman, Assistant Secretary
Environmental Protection


Jeffrey D. Crow, Director
Division of Archives and History

APPROVED


Wayne McDevitt, Secretary
Department of Environment and Natural Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

April 2, 1999

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

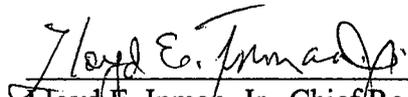
LLBH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

Amend the program records retention and disposition schedule approved July 1, 1997 by adding Item 47425 as shown on substitute page dated March 30, 2005.

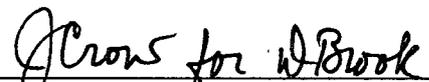
APPROVAL RECOMMENDED



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

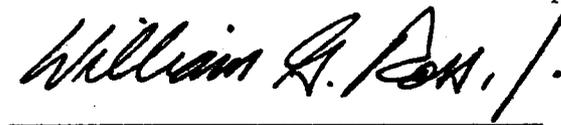


Alan W. Klimek, Director
Division of Water Quality

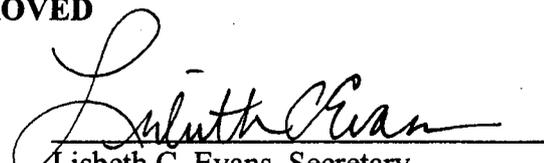


David Brook, Director
Division of Historical Resources

APPROVED



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



Lisbeth C. Evans, Secretary
Department of Cultural Resources

March 30, 2005

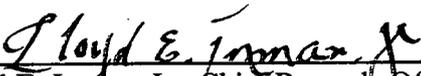
AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

Amend the program records retention and disposition schedule approved April 2, 1999 by changing the disposition instructions for Item 2643 and adding Item 46874 as shown on substitute page dated August 12, 2003.

APPROVAL RECOMMENDED



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



Alan W. Klimek, Director
Division of Water Quality

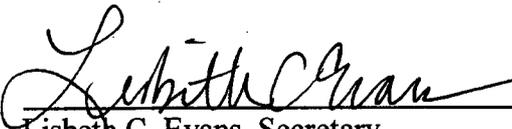


Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED



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



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 12, 2003

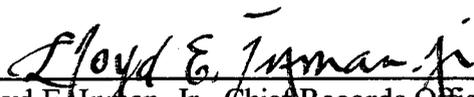
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

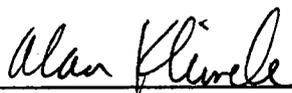
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF WATER QUALITY
GROUNDWATER SECTION
OPERATION BRANCH

Amend the program records retention and disposition schedule approved April 2, 1999 by changing the description and disposition instructions for Items 37521, 42517, 42519, and 42520 as shown on substitute page dated July 14, 2003.

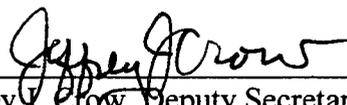
APPROVAL RECOMMENDED



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



Alan W. Klimek, Director
Division of Water Quality

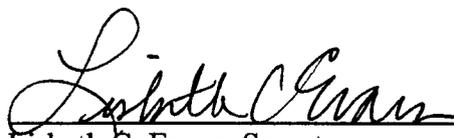


Jeffrey V. Crow, Deputy Secretary
Office of Archives and History

APPROVED



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



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 14, 2003

AWH

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

ITEM 2643. PUMP INSTALLER REGISTRATION FILE.

Records concerning the registration of pump installers in North Carolina. File includes applications, correspondence, and other related records. Pump installers' names, addresses, and telephone numbers; application dates; and other related data are entered into Permits and Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated. (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: Transfer to the State Records Center after 3 years to be microfilmed for security storage. Paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored for the agency in the State Records Center after completion of microfilming and all quality control procedures. A duplicate copy of microfilm may be purchased and retained by the agency. Destroy microfilm in agency and the State Records Center after 25 years.

ITEM 17396. WELL CONSTRUCTION PERMITS FILE.

Records concerning the construction of wells. File includes applications, blueprints, correspondence, pump test results, permits, and other related records. Permittees' names, site locations, permit numbers, permit issue dates, and other related data are entered into Permits And Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated.

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

ITEM 17397. CAPACITY USE PERMITS FILE.

Permits issued for the capacity use of groundwater. File also includes applications, correspondence, water level reports, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Division of Water Resources.

ITEM 17398. INJECT WELL PERMITS FILE.

Records concerning applications for permits for the injection of waste water into the subsurface via wells. File includes applications, correspondence, injection test results, and other related records. Tracking of the permit process and permit approval or denial is entered into Permits and Compliance Unit PARADOX Database (Electronic) File (Item 34045).

DISPOSITION INSTRUCTIONS: 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. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Transfer remaining records to the State Records Center when permitted sites become inactive. Records will be held for agency 10 additional years and then transferred to the custody of the Archives.

ITEM 17400. GEOPHYSICAL LOGS FILE.

Records concerning the subsurface conditions of monitored well areas. File includes geological and hydrological test results and logs of each monitored area. Well numbers, locations, and depths; geological and hydrological test results; and other related data are entered into Permits And Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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

ITEM 17404. LITHOLOGIC LOGS FILE.

Records concerning materials penetrated by well borings. File includes geological descriptions of the materials, descriptions of water samples taken from tested wells, and other related records.

Descriptions of materials, depths of samples, and other related data are entered into Permits And Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 17407. WASTE DISPOSAL PERMITS FILE.

Records concerning waste disposal facilities' operation of surface or subsurface 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 Permits And Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning unissued permits 2 years after date of application. Transfer remaining records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 34043. GEOPHYSICAL LOGS PRINTOUTS FILE.

Computer printouts listing well numbers, locations, and depths; geological and hydrological test results; and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 34045. PERMITS AND COMPLIANCE UNIT PARADOX DATABASE (ELECTRONIC) FILE.

Machine readable records concerning programs of the agency. Electronic file includes well driller and pump installer registrations, well construction details, well construction permittees' names, ambient monitoring site descriptions, waste disposal review dates, enforcement action information, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically. Retain electronic file in office permanently.

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

ITEM 34046. GROUNDWATER ENFORCEMENT ACTIONS (OPEN) FILE.

Records concerning enforcement actions taken against facilities which violate groundwater regulations. File includes collection complaints, judgements, assessments, transcripts of hearings, and other related records. Names of facilities, descriptions of violations, dates of civil penalty assessments, penalty amounts, and other related data are entered into Permits And Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Groundwater Enforcement Actions (Closed) File (Item 34047) when finding and decision are made and after all requirements of the assessment or settlement agreement are fulfilled.

ITEM 34047. GROUNDWATER ENFORCEMENT ACTIONS (CLOSED) FILE.

Records concerning completed enforcement actions taken against facilities which violate groundwater regulations. File includes collection complaints, judgements, 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 2513).

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.

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: Transfer closed files to the State Records Center after 3 years to be microfilmed for security storage. Paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored for the agency in the State Records Center after completion of microfilming and all quality control procedures. A duplicate copy of microfilm may be purchased and retained by agency. Destroy microfilm in agency and the State Records Center after 25 years.

ITEM 47425. WELL ABANDONMENT 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. Amended 3-30-05

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.

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

ITEM 17402. PUMP TESTS FILE.

Records concerning well and aquifer pumping tests. File includes results of pump tests listing wells' and aquifers' locations, amounts of water pumped, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17406. GROUNDWATER TECHNICAL FILE.

Records 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: Retain in office permanently.

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

ITEM 17386. GROUNDWATER SECTION ADMINISTRATIVE FILE.

Records concerning the administration of the office. File includes reports, memorandums, correspondence, directives, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF WATER QUALITY
GROUNDWATER SECTION**

ITEM 37977. OIL TERMINAL FACILITY APPLICATIONS FILE.

Records concerning the registration of oil terminal facilities in North Carolina. File includes applications, site maps, registration certificates, spill prevention plans, and other related records.
Amended 6-30-03

DISPOSITION INSTRUCTIONS: Transfer applications, site maps, and spill prevention plans to the appropriate Division of Water Quality regional office immediately after registration certificates are issued by the Groundwater Section. Destroy in office remaining records when superseded or obsolete.