

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
SURFACE WATER PROTECTION SECTION  
WETLANDS AND STORMWATER BRANCH  
WETLANDS, BUFFERS AND STORMWATERS COMPLIANCE PERMITS UNIT

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

**WETLANDS, BUFFERS AND STORMWATER COMPLIANCE PERMITS UNIT**

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.

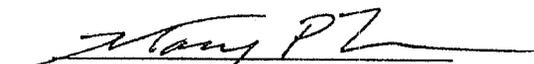
The Department of Environment and Natural Resources and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records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

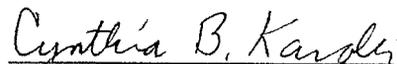
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than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

**WETLANDS, BUFFERS AND STORMWATER COMPLIANCE PERMITS UNIT**

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

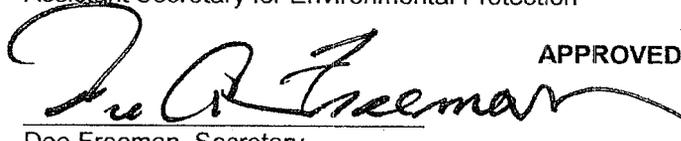
  
Cynthia B. Karoly, Supervisor  
Wetlands and Surface Water Branch

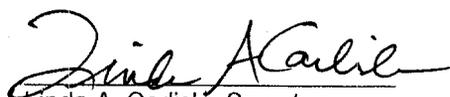
  
David L. Matthews, Head  
Surface Water Protection Section

  
Colleen H. Sullins, Director  
Division of Water Quality

  
Robin Smith,  
Assistant Secretary for Environmental Protection

  
David Brook, Director  
Division of Historical Resources

  
Dee Freeman, Secretary  
Department of Environment and Natural Resources

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 48568. WETLANDS, BUFFERS AND STORMWATER COMPLIANCE AND PERMITS FILE.**

Records in paper and electronic formats, including e-mail, concerning wetlands and buffers construction permits submitted under the 401 Water Quality Certification program co-administered by the Division of Water Quality, N.C. Department of Environment and Natural Resources (DENR) and the U.S. Army Corps of Engineers. File includes applications, correspondence, plans, permits, site maps, and other documentation.

**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. Scan paper records in office. Transfer electronic images to 401 Oversight and Express Permits Database (Electronic) File (Item 48569). Transfer paper records to the State Records Center after 1 year. Records will be held in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**ITEM 48569. WETLANDS, BUFFERS AND STORMWATER COMPLIANCE AND PERMITS DATABASE (ELECTRONIC) FILE.**

Electronic records of scanned copies of wetlands construction permits submitted under the 401 Water Quality Certification program co-administered by the Division of Water Quality, N.C. Department of Environment and Natural Resources and the U.S. Army Corps of Engineers. File includes scanned copies of applications, correspondence, plans, permits, site maps, and other documentation.

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