

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF ENVIRONMENTAL MANAGEMENT  
WATER QUALITY 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

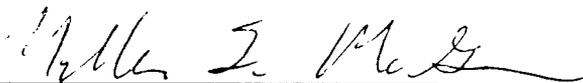
WATER QUALITY SECTION

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

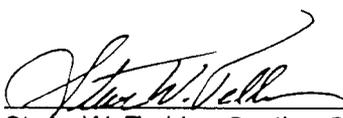
WATER QUALITY SECTION

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 This schedule is to remain in effect until superseded.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



Melba S. McGee, Chief Records Officer  
Department of Environment, Health, and Natural Resources



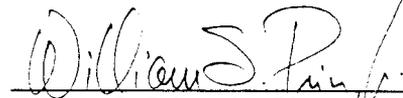
Steve W. Tedder, Section Chief  
Water Quality Section



A. Preston Howard, Jr., Director  
Division of Environmental Management

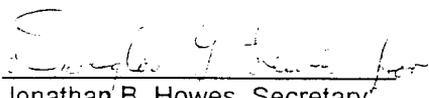


Linda Bray Rimer, Assistant Secretary for Environmental  
Protection, Department of Environment, Health, and  
Natural Resources



William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Jonathan B. Howes, Secretary  
Department of Environment, Health, and  
Natural Resources



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 23, 1993

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.

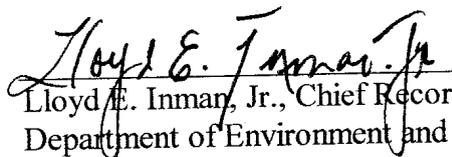
DWM

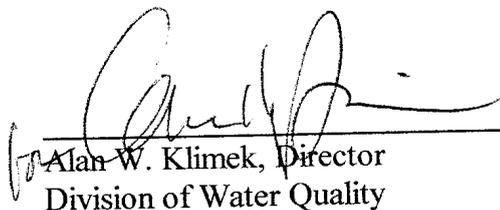
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

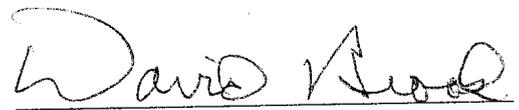
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF ENVIRONMENTAL MANAGEMENT  
WATER QUALITY SECTION  
WATER QUALITY OPERATIONS BRANCH

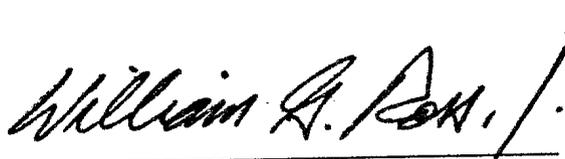
Amend the program records retention and disposition schedule approved July 1, 1997 by changing the description and disposition instructions for Item 17593 as shown on substitute page dated April 28, 2005.

APPROVAL RECOMMENDED

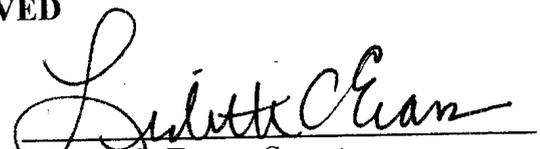
  
Lloyd E. Inman, Jr., Chief Records Officer  
Department of Environment and Natural Resources

  
Alan W. Klimek, Director  
Division of Water Quality

  
David Brook, Director  
Division of Historical Resources

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

APPROVED

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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WATER QUALITY SECTION  
ENVIRONMENTAL SCIENCES BRANCH**

**ITEM 17418. SPECIAL STUDIES FILE.**

Studies of river basins listing results of chemical, physical, and biological analyses; impacts of water treatment facilities; and other related information. File also includes scientific literature.

DISPOSITION INSTRUCTIONS: Destroy in office scientific literature when administrative value ends. Transfer remaining records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 33901. BASIN PLANS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning organisms and water samples collected from North Carolina's river basins and sub-basins. Electronic files include community structures, benthos collections, basin reports, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

**ITEM 33902. BASIN REPORTS FILE.**

Reports listing results of analyses of fish, benthos, and water sample collections. Results of analyses of samples are entered into Basin Plans Database (Electronic) File (Item 33901) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 33903. BENTHOS COLLECTION FILE.**

Completed forms listing taxonomic identifiers, abundance of organisms collected, species, sub-basins, habitats, and other related information. Abundance of organisms collected, species, sub-basins, and other related data are entered into Basin Plans Database (Electronic) File (Item 33901) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 33904. BIOCIDES REVIEW FILE.**

Records concerning biocidal additives in cooling towers. File includes reviews listing recommendations, types and amounts of biocides used, sizes of water flows in cooling towers, sizes of receiving streams, toxicity levels, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 33905. BIOLOGICAL LABORATORIES CERTIFICATION FILE.**

Records concerning laboratories certified by the Division of Environmental Management to perform biological processes of wastewater analysis. File includes applications for certification, correspondence, standard operating procedures, reviews of standard operating procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office standard operating procedures after 10 years. Destroy in office remaining records after 5 years.

**ITEM 33906. COMMUNITY STRUCTURE FILE.**

Listings of fish collected from North Carolina's river basins. Species, numbers of fish collected, locations of collection sites, river basins, and other related data are entered into Basin Plans Database (Electronic) File (Item 33901) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 33907. CORRESPONDENCE FILE.**

Correspondence to and from the Environmental Sciences Branch concerning projects and activities. DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ENVIRONMENTAL SCIENCES BRANCH**

**ITEM 33909. FACILITIES FILE.**

Records concerning wastewater treatment and other water discharge facilities and their regulation. File includes correspondence; portions of permits which establish discharge limits; maps; full-range chronic toxicity tests; results of chemical, physical, and biological analyses; scientific literature; and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 33910. FULL-RANGE CHRONIC TOXICITY TESTS FILE.**

Records concerning the testing of water samples for toxicity. File includes results of analyses of water samples, maps, final reports, and other related records. Facility names, results of analyses, test types, collection sites, names of collectors, and other related data are entered into Test Log Database (Electronic) File (Item 33915) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Facilities File (Item 33909) upon completion of toxicity tests.

**ITEM 33911. INTENSIVE SURVEY REPORTS FILE.**

Reports listing results of studies of streams containing waste treatment discharge.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 33913. PHYTOPLANKTON FILE.**

Completed forms listing phytoplanktons found in water samples.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 33914. QUALITY ASSURANCE FILE.**

Records concerning toxicity testing and culturing quality. File includes standard operating procedures, test logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 33915. TEST LOG DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the testing of water samples for toxicity. Facility names, results of analyses, test types, collection sites, names of collectors, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

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PERMITS AND ENGINEERING BRANCH**

**ITEM 2650. AUTHORIZATION TO CONSTRUCT BLUEPRINTS FILE.**

Blueprints for wastewater treatment/disposal systems which discharge domestic or industrial waste into surface waters. File also includes agency use copies of microfilm of blueprints.

DISPOSITION INSTRUCTIONS: Transfer blueprints to appropriate Regional Office of the Water Quality Section when authorization to construct is granted. Destroy in office agency use copies of microfilm of blueprints when reference value ends. Destroy blueprints currently stored in the State Records Center 15 years from date received.

**ITEM 2651. AUTHORIZATION TO CONSTRUCT SPECIFICATIONS FILE.**

Approved specifications for wastewater treatment/disposal systems which discharge domestic or industrial waste into surface waters.

DISPOSITION INSTRUCTIONS: Transfer to appropriate Regional Office of the Water Quality Section when authorization to construct is granted.

**ITEM 2652. CERTIFICATE OF APPROVAL BLUEPRINTS FILE.**

Blueprints for industrial wastewater treatment facilities which do not discharge waste into the surface waters and do not need any other permits. File also includes microfilm of blueprints.

DISPOSITION INSTRUCTIONS: Transfer to appropriate Regional Office of the Water Quality Section when certificate of approval is issued. Destroy in office microfilm of blueprints when reference value ends.

**ITEM 2653. CERTIFICATE OF APPROVAL SPECIFICATIONS FILE.**

Approved specifications for industrial wastewater treatment facilities which do not discharge waste into the surface waters and do not need any other permits.

DISPOSITION INSTRUCTIONS: Transfer to appropriate Regional Office of the Water Quality Section when certificate of approval is issued.

**ITEM 3494. NON-DISCHARGE SPECIFICATIONS FILE.**

Approved specifications for wastewater treatment/disposal systems which do not discharge domestic or pretreated industrial waste into surface waters.

DISPOSITION INSTRUCTIONS: Transfer to appropriate Regional Office of the Water Quality Section when specifications are approved.

**ITEM 3695. NON-DISCHARGE PERMIT BLUEPRINTS FILE.**

Blueprints for wastewater treatment/disposal systems which do not discharge domestic or pretreated industrial waste into surface waters. File also includes agency use copies and silver (camera) original copies (stored in the security vault) of microfilm of blueprints and aperture cards which are currently stored for agency in the State Records Center.

DISPOSITION INSTRUCTIONS: Transfer blueprints to appropriate Regional Office of the Water Quality Section when permit is issued. Destroy aperture cards currently stored in the State Records Center 15 years from date created. Destroy blueprints currently stored in the State Records Center 15 years from date received. Destroy microfilm currently stored in the security vault after 15 years from date records were filmed.

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PERMITS AND ENGINEERING BRANCH**

**ITEM 17509. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMITS FILE.**

Permits issued to facilities which discharge industrial waste or other wastewater treatment products. File also includes applications, correspondence, water and facility classifications, and other related records. Permit numbers, facility names, discharge limits, and other related data are entered into Permit Writing System (Electronic) File (Item 33916) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer official copy of each permit to County Permits File (Item 2604) in the Division of Environmental Management, Administrative Services, Records Management Unit when issued. Transfer correspondence to Division of Environmental Management Correspondence File (Item 2602) in the Division of Environmental Management, Administrative Services, Records Management Unit when permit is issued. Retain in office 1 duplicate copy of each approved permit permanently. Destroy in office remaining records after 5 years.

**ITEM 17510. NON-DISCHARGE PERMITS FILE.**

Permits issued to wastewater treatment facilities which do not discharge domestic or pre-treated industrial waste into surface waters. File also includes certificates of approval, applications, correspondence, water and facility classifications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy of each permit to County Permits File (Item 2604) in the Division of Environmental Management, Administrative Services, Records Management Unit when issued. Transfer correspondence to Division of Environmental Management Correspondence File (Item 2602) in the Division of Environmental Management, Administrative Services, Records Management Unit when permit is issued. Retain in office 1 duplicate copy of each approved permit permanently. Destroy in office remaining records after 5 years.

**ITEM 33916. PERMIT WRITING SYSTEM (ELECTRONIC) FILE.**

Machine readable records concerning the issuance of National Pollutant Discharge Elimination System (NPDES) permits. Permit numbers, facility names, discharge limits, and other related data are entered into this electronic file.

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

**ITEM 33917. STORMWATER AND PROCESS WATER GENERAL PERMITS FILE.**

Statewide permits issued for the discharge of stormwater and process water into streams. File also includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy of each permit to County Permits File (Item 2604) in the Division of Environmental Management, Administrative Services, Records Management Unit when issued. Transfer correspondence to Division of Environmental Management Correspondence File (Item 2602) in the Division of Environmental Management, Administrative Services, Records Management Unit when permit is issued. Retain in office 1 duplicate copy of each approved permit permanently. Destroy in office remaining records after 5 years.

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TECHNICAL SUPPORT BRANCH**

**ITEM 17419. WATER QUALITY MODELLING FILE.**

Records concerning the simulated behavior of surface waters and their reaction to pollutants. File includes models; contractual studies; correspondence; results of chemical, physical, and biological analyses; and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 17420. CONSTRUCTION GRANT ALLOCATION (PROJECT 201) FILE.**

Area studies concerning waste water discharge needs.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Sub-Basin Allocation File (Item 17422) immediately.

**ITEM 17422. SUB-BASIN ALLOCATION FILE.**

Records concerning waste load allocations for sub-basins. File includes waste load limit derivations, correspondence, listings of allocations for sub-basins, listings of National Pollutant Discharge Elimination System (NPDES) dischargers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17423. INTENSIVE SURVEY REPORTS FILE.**

Reference copies of reports listing results of studies of streams containing waste treatment discharge.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17429. STREAM FLOW DATA FILE.**

Records concerning monitoring stations which measure stream flows. File includes maps, requests for information from the United States Geological Survey (USGS), and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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WATER QUALITY OPERATIONS BRANCH**

**ITEM 2655. WASTEWATER TREATMENT PLANT OPERATORS FILE.**

Records concerning the certification of operators of wastewater treatment plants. File includes applications, renewal forms, test results, and other related records. Operators' names and status, classifications of facilities, test results, and other related data are entered into Wastewater Treatment Plant Operators Database (Electronic) File (Item 33928) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after operator becomes inactive. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 17593. MINUTES FILE.**

Official minutes of meetings of the Wastewater Treatment Plant Operators Certification Commission. File also includes attachments and addenda. Amended 4-28-05

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the original 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 5 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 returned to agency after microfilming. Retain in office microfilmed paper records permanently. 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.

**ITEM 17594. OIL AND HAZARDOUS MATERIALS SPILLS INVESTIGATION REPORTS FILE.**

Investigation reports listing locations of oil and hazardous materials spills, types of materials spilled, those responsible for spills, damage caused by spills, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 17595. SPECIAL ORDERS BY CONSENT (SOC) FILE.**

Records concerning enforceable schedules for facilities to comply with permitted discharge levels. File includes SOC's, requests for SOC's, correspondence, town council resolutions, compliance reports, and other related records. Request dates, issuance dates, penalty assessments, and other related data are entered into Special Orders by Consent (SOC) Tracking System Database (Electronic) File (Item 33927) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after order expires. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

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

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

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

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WATER QUALITY OPERATIONS BRANCH**

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

Records concerning agricultural facilities and their designation as CAFO's. File includes site descriptions, listings 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 33920) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 33922. FISH KILLS INVESTIGATION REPORTS FILE.**

Investigation reports listing locations of fish kills, hazardous materials causing fish kills, results of investigations, and other related information. File also includes Wildlife Resources Commission reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 33923. JUDICIAL ORDERS BY CONSENT (JOC) FILE.**

Records concerning court-sanctioned, enforceable schedules for facilities to comply with permitted discharge levels. File includes JOC's, correspondence, town council resolutions, compliance reports, and other related records. Request dates, issuance dates, penalty assessments, and other related data are entered into Judicial Orders by Consent (JOC) Tracking System Database (Electronic) File (Item 33924) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after order expires. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 33924. JUDICIAL ORDERS BY CONSENT (JOC) TRACKING SYSTEM DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning court-sanctioned, enforceable schedules for facilities to comply with permitted discharge levels. Request dates, issuance dates, penalty assessments, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

**ITEM 33926. SPECIAL ORDERS BY CONSENT (SOC) RECEIPTS FILE.**

Receipts for payments of SOC application fees.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 33927. SPECIAL ORDERS BY CONSENT (SOC) TRACKING SYSTEM DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning enforceable schedules for facilities to comply with permitted discharge levels. Request dates, issuance dates, penalty assessments, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

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WATER QUALITY OPERATIONS BRANCH**

**ITEM 33928. WASTEWATER TREATMENT PLANT OPERATORS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the certification of operators of wastewater treatment plants. Operators' names and status, classifications of facilities, test results, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 33930. WATER QUALITY ENFORCEMENT ACTIONS (OPEN) FILE.**

Records concerning enforcement actions taken against facilities which violate water quality regulations. File includes complaints, assessments, transcripts of hearings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Water Quality Enforcement Actions (Closed) File (Item 33931) when case is closed.

**ITEM 33931. WATER QUALITY ENFORCEMENT ACTIONS (CLOSED) FILE.**

Records concerning completed enforcement actions taken against facilities which violate water quality regulations. File includes complaints, assessments, transcripts of hearings, findings and decisions, and other related records. File also includes records transferred from Completed Closed Case of Enforcement Action File (Item 2513) in Department of Environment, Health, and Natural Resources, Office of the Secretary, Office of General Counsel. (These records are dated prior to 1991.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 20 additional years and then transferred to the custody of the Archives.

**ITEM 33932. .5% SALES TAX DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning municipalities which use .5% of sales taxes to improve wastewater and water treatment facilities. Denial or approval dates, status of municipalities, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

**ITEM 33933. .5% SALES TAX FILE.**

Records concerning municipalities which use .5% of sales taxes to improve wastewater and water treatment facilities. File includes letters of request from municipalities, financial reports, approval or denial letters, and other related records. Denial or approval dates, status of municipalities, and other related data are entered into .5% Sales Tax Database (Electronic) File (Item 33932) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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WATER QUALITY PLANNING BRANCH**

**ITEM 17416. PROGRAM PLANS FILE.**

Plans listing goals which the Water Quality Section hopes to achieve, how it will allocate funds, its priorities, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 17494. REGIONAL COUNCIL OF GOVERNMENT FILE.**

Records received from each regional government council concerning water quality management. File includes correspondence, proposals, project descriptions, grant agreements, contracts, 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.

**ITEM 17496. ACTIVE COMMITTEES INFORMATION FILE.**

Records concerning public meetings on water pollution problems in North Carolina streams.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 17497. WATER QUALITY PLANNING BRANCH SUBJECT FILE.**

Records concerning water quality. File includes correspondence, standards and classifications, histories of permit fees, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17498. WATER QUALITY RECLASSIFICATION FILE.**

Records concerning surface water quality reclassification. File includes correspondence with local governments, public notices, hearing transcripts, studies to support or deny the reclassification, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 17499. WATER QUALITY PLANNING BRANCH CORRESPONDENCE FILE.**

Correspondence to and from the branch concerning projects and activities.

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.

**ITEM 17511. COASTAL DEVELOPMENT PERMITS AND 401 WATER CERTIFICATION REVIEWS FILE.**

Reference copies of permits issued by the Division of Coastal Management for coastal development. File also includes applications, field investigation reports, correspondence, public notices, reviews of water certification processes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence to Division of Environmental Management Correspondence File (Item 2602) in the Division of Environmental Management, Administrative Services, Records Management Unit when review is completed. Transfer field investigation reports 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. Destroy in office remaining records after 3 years.

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WATER QUALITY PLANNING BRANCH**

**ITEM 33934. WATER SUPPLY ORDINANCES FILE.**

Records concerning the protection of downstream water supplies by local governments. File includes reference copies of ordinances, correspondence, comments and approvals, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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WATER QUALITY SECTION CHIEF'S OFFICE**

**ITEM 17412. WATER QUALITY SECTION READING FILE.**

Outgoing correspondence and memorandums to and from the Water Quality Section Chief's Office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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.

**ITEM 17414. ENVIRONMENTAL PROTECTION AGENCY (EPA) FILE.**

Records concerning the section's association with the EPA. File includes correspondence, construction grants, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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DIVISION OF WATER QUALITY  
WATER QUALITY SECTION  
TECHNICAL SUPPORT BRANCH**

**ITEM 17430. TOPOGRAPHICAL MAPS FILE.**

Topographical maps of North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 33918. SUB-BASIN MAPPING FILE.**

Records concerning the mapping of North Carolina's river sub-basins. File includes listings of National Pollutant Discharge Elimination System (NPDES) dischargers and their locations, maps, permit references, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. 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  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT**

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

Records in paper and electronic formats concerning permits issued for animal waste systems. File includes permits, correspondence, maps, notices of violations, and other related records. (Comply with applicable provisions of G.S. 132-1.2 regarding confidentiality of patent information.) Amended 8-19-02

DISPOSITION INSTRUCTIONS: Destroy in office electronic copy after paper copy has been generated. Transfer paper records to the State Records Center after 5 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 5 additional years and then transferred to the custody of the State Archives.