

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

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

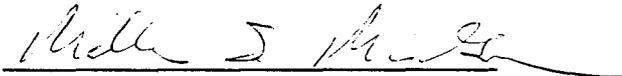
DIRECTOR'S OFFICE

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

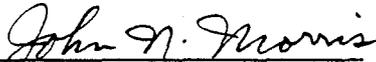
DIRECTOR'S OFFICE

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 This schedule is to remain in effect until superseded.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



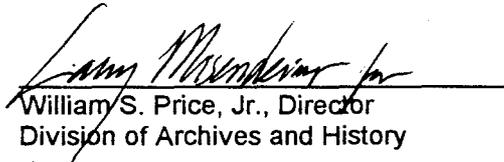
Melba S. McGee, Chief Records Officer  
Department of Environment, Health, and Natural Resources



John N. Morris, Director  
Division of Water Resources

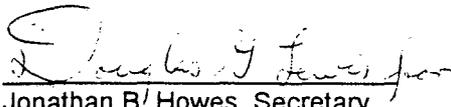


Linda B. Rimer, Assistant Secretary for  
Environmental Protection, Department  
of Environment, Health, and Natural  
Resources

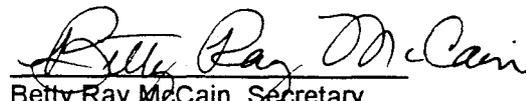


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary  
Department of Cultural Resources

November 24, 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

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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DIVISION OF WATER RESOURCES  
DIRECTOR'S OFFICE**

**ITEM 3771. RIVER BASINS FILE.**

Records concerning North Carolina's river basins. File includes reports, surveys, correspondence, newspaper clippings, environmental impact statements, management plans, models, photographs, maps, and other related records. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 36169).

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 17649. DIVISION ADMINISTRATIVE FILE.**

Reference copies of records concerning routine tasks and daily operations of the division. File includes policies and procedures for the department, publication guidelines, organizational charts, staff meeting notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 17655. READING FILE.**

Responses to requests for information, transmittal letters, and other related correspondence. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 36169).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 17658. STATE LEGISLATION FILE.**

Reference copies of bills and laws which may affect the division. File also includes reference copies of legislative study commission reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17659. FEDERAL AGENCIES FILE.**

Records concerning water management and hydroelectric projects performed in conjunction with federal agencies. File includes application procedures, project reviews, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after completion of project 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 Archives.

**ITEM 17660. U.S. GEOLOGICAL SURVEY (USGS) COOPERATIVE PROGRAMS FILE.**

Records concerning water usage and flow studies performed in conjunction with the USGS. File includes agreements, funding letters, expenditure reports, study reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after completion of study 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 Archives.

**ITEM 17661. WATER RESOURCES DEVELOPMENT PROJECTS FILE.**

Records concerning navigation, flood control, water supply, drainage, beach protection, and stream restoration projects undertaken by the division. File includes correspondence, reports, feasibility studies, environmental assessments, maps, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after completion of project 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 Archives.

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**ITEM 17662. CAPACITY USE INVESTIGATIONS FILE.**

Reference copies of records concerning capacity use permits issued by the Division of Environmental Management, Groundwater Section, Groundwater Operations Branch. File includes technical analyses, notices of public hearings, minutes of meetings of the Environmental Management Commission, capacity use permit logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17663. NORTH CAROLINA-VIRGINIA LITIGATION FILE.**

Records concerning litigation arising from a proposed pipeline from Lake Gaston to Virginia Beach, Virginia. File includes river basin and water usage studies, reports, correspondence, interrogatories, pleadings, maps, press releases, and other related records. (Comply with applicable provisions of G.S. 132-1.1 regarding confidentiality of records.)

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

**ITEM 17664. RIVER BASINS AND SPECIAL TECHNICAL STUDIES FILE.**

Records concerning technical studies of river basins. File includes water supply and drought study reports, models, task force reports, water management plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to River Basins File (Item 3771) 3 years after completion of study.

**ITEM 36168. CARY-APEX LITIGATION FILE.**

Records concerning litigation arising from a proposal by the towns of Cary and Apex to draw water from Jordan Lake. File includes interrogatories, transcripts of public hearings, correspondence, prehearing statements, and other related records. (Comply with applicable provisions of G.S. 132-1.1 regarding confidentiality of records.)

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

**ITEM 36169. CORRESPONDENCE WORD PROCESSING (ELECTRONIC) FILE.**

Machine readable records concerning correspondence from the Director's Office. Correspondence is entered into this electronic file.

DISPOSITION INSTRUCTIONS: Copy electronic files from hard drive to floppy disk. Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office electronic files on hard drive and floppy disks when administrative value ends.

**ITEM 36170. DIRECTOR'S ADMINISTRATIVE FILE.**

Records maintained by the Director concerning the administration of the division. File includes correspondence, biographical sketches, reference copies of state and federal policies and procedures, goals and objectives for the division, and other related records. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 36169).

DISPOSITION INSTRUCTIONS: Transfer correspondence, biographical sketches, and goals and objectives 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. Destroy in office remaining records when administrative value ends.

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**ITEM 36173. TITLE III GRANTS FILE.**

Records concerning grants received by the division under Title III of the Water Resources Planning Act. File includes requests for assistance, guidelines, grant applications, annual reports, award letters, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after termination of grant 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 Archives.

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HYDROLOGY AND MANAGEMENT SECTION**

**ITEM 17673. WATER RESOURCES INVESTIGATIONS FILE.**

Records concerning Division of Water Resources investigations and studies. File includes reports of technical assistance rendered, technical studies, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer pertinent material 3 years after completion of investigation or study to the River Basin File, Director's Office. Destroy in office remaining records after 3 years.

**ITEM 17674. DATA PROCESSING MAGNETIC MATERIAL FILE.**

Computer disks containing information used in investigations and studies conducted by the Division of Water Resources.

DISPOSITION INSTRUCTIONS: Transfer 1 year after completion of investigation or study to magnetic tape storage area at the Triangle Universities Computer Consortium in Research Triangle Park.

**ITEM 17675. DAM SAFETY FILE.**

Records concerning instream flow recommendations and other comments by the Division of Water Resources on dam safety projects prepared by Land Quality Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.