

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION
DIVISION OF WATER RESOURCES
WATER PROJECTS 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

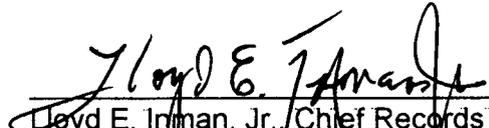
WATER PROJECTS SECTION

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

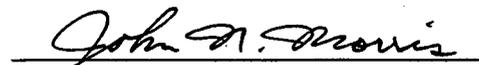
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

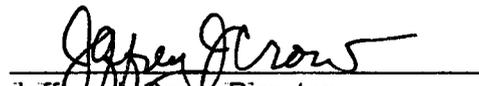
APPROVAL RECOMMENDED


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

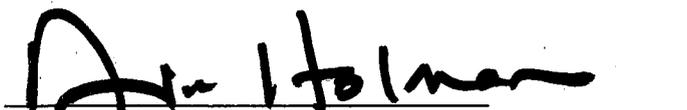

John Sutherland, Chief
Water Projects Section

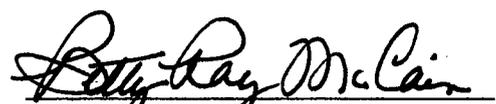

John Morris, Director
Division of Water Resources


Robin Smith, Assistant Secretary
Environmental Protection


Jeffrey Crow, Director
Division of Archives and History

APPROVED


Bill Holman, Secretary
Department of Environment and Natural Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

September 29, 2000

LLBH

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ITEM 17666. WATER RESOURCES PROJECTS GRANTS FILE.

Records concerning statewide water resources projects. File includes completed applications for grant funds, correspondence, project reports, and other related records. Reports list needs and benefits of projects, costs, environmental impacts, projections for water usage, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning non-approved grants after 1 year, 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. Destroy in office remaining records after 10 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.

ITEM 17667. PROJECT REVIEWS FILE.

Reviews and comments of projects undertaken by various federal, state, and local agencies. File also includes reference copies of environmental impact statements.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17668. IN-STREAM FLOW DATA FILE.

Records in paper and machine readable formats concerning the effect of water resources projects on the flow of streams in North Carolina. File includes study results and recommendations, correspondence, computer generated printouts listing results of in-stream flow analyses, and other related records. Results of in-stream flow analyses are entered into Hydrology Database (Electronic) File (Item 36174) and routinely updated. (File maintenance and backup procedures are conducted by the Water Allocation Section.)

DISPOSITION INSTRUCTIONS: Retain in office machine readable records permanently. Destroy in office computer generated printouts when superseded or obsolete. Transfer remaining records to the State Records Center after 15 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 17669. HYDROELECTRIC FILE.

Records concerning the licensing of hydroelectric projects performed in conjunction with the Federal Energy Regulatory Commission (FERC). File includes reviews of license applications, listings of findings and recommendations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning projects that are not completed 10 years after last activity. Transfer to the State Records Center remaining records after 25 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 17670. AQUATIC WEED CONTROL DATABASE (ELECTRONIC) FILE.

Machine readable records concerning aquatic weed control projects. Electronic file includes details about infested locations, treatment plans, control methods used, requests for assistance, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Retain in office remaining records permanently.

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ITEM 17671. STREAM WATCH GROUPS FILE.

Records concerning environmental groups which monitor and protect streams. File includes applications, newsletters, correspondence, and other related records. Contact information, stream(s) monitored, and other related data is entered into the Stream Watch Groups Database (Electronic) File (Item 44666), and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after group becomes inactive.

ITEM 36174. HYDROLOGY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning water resources and hydroelectric projects and their effect on stream flows. Results of in-stream flow analyses are entered into this electronic file. File includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Retain in office remaining records permanently.

ITEM 36175. U.S. GEOLOGICAL SURVEY (USGS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning stream flow models. Results of stream surveys, stream velocities, profiles of channel cross-sections, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services. Electronic files on hard drive are backed up periodically to magnetic tape via Novell File Server located in the Hydrology and Management Section.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 44654. AQUATIC WEED CONTROL AGREEMENTS FILE.

Reference copies of agreements with cooperating governments to conduct aquatic weed control services.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 44655. AQUATIC WEED CONTROL BILLINGS FILE.

Reference copies of records concerning billings to cooperating governments for aquatic weed control services. File includes reference copies of invoices, work logs listing work done, time spent and travel expenses, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 44656. AQUATIC WEED CONTROL COUNCIL FILE.

Records concerning agency's informal advisory council. File includes meeting agendas, minutes, handouts, correspondence, and other related records. File also includes work plans for the coordination of treatment efforts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 44658. GASTON LAKE FILE.

Records concerning the hydrilla infestation of Gaston Lake. File includes memorandums, correspondence, maps, draft budgets for treatments, notes from public meetings, reference copies of news clippings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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.

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ITEM 44659. HYDRILLA FILE.

Records in paper and machine readable formats concerning hydrilla infestations. File includes lists of infested locations, treatment plans, control methods used, post-treatment conditions, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Retain in office remaining records permanently.

ITEM 44660. MINIMUM FLOW RULEMAKING FILE.

Records concerning the development of the administrative rule 15A NCAC 2K.0501-.0504. File includes draft reports and rules, public comments, technical analyses, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 44662. RIVER ASSESSMENT FILE.

Records concerning citizen assessment of scenic and recreational quality of state rivers. File includes completed assessment forms, brochures, evaluation criteria development records, maps, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 44663. RIVER ASSESSMENT VOLUNTEERS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning contact information for river assessment volunteers. File includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records when superseded or obsolete.

ITEM 44664. SLIDES FILE.

Photographic slides of rivers and streams in the state.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 44665. STREAM WATCH CITIZEN WATER QUALITY REPORT FORMS FILE.

Completed forms submitted by members of Stream Watch groups concerning the monitoring of the conditions of streams. Forms include water quality, biological diversity, current weather conditions, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 44666. STREAM WATCH GROUPS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning each registered Stream Watch group. Electronic file includes contact information, stream(s) monitored, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records 5 years after group becomes inactive.

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ITEM 44669. WATER EDUCATION FOR TEACHERS (PROJECT W.E.T.) WORKSHOPS FILE.

Records concerning training workshops conducted and sponsored by the agency in the Water Education for Teachers (Project W.E.T.) program. File includes sign-up sheets, maps, evaluations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 44670. WEBSITE (ELECTRONIC) FILE.

Machine readable records concerning the agency's presence on the World-Wide Web (WWW). Electronic file includes contact information, program descriptions, and other related records. (File maintenance and backup procedures are conducted by the Water Allocation Section.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.