

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER RESOURCES  
WATER SUPPLY ASSISTANCE 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

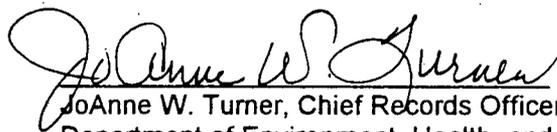
WATER SUPPLY ASSISTANCE SECTION

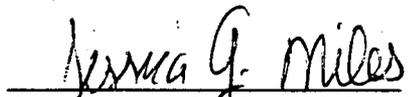
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

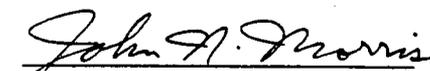
WATER SUPPLY ASSISTANCE SECTION

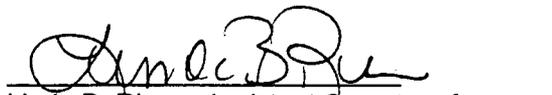
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

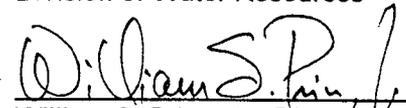
APPROVAL RECOMMENDED

  
JoAnne W. Turner, Chief Records Officer  
Department of Environment, Health, and Natural Resources

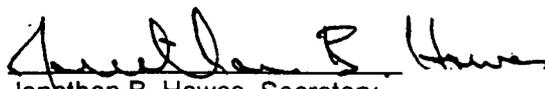
  
Jessica Miles, Section Chief  
Water Supply Assistance Section

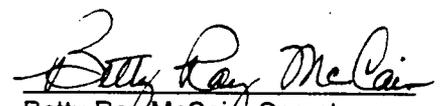
  
John N. Morris, Director  
Division of Water Resources

  
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

August 19, 1994

DWM

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
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WATER SUPPLY ASSISTANCE SECTION**

**ITEM 17676. WATER USE AND PROJECTIONS FILE.**

Records used to establish long-term patterns of water usage. File includes reports of water usage and projected future usage for municipal, industrial, and agricultural water supply systems; surveys; descriptions of development projects; 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 17677. WATER SUPPLY ASSISTANCE FILE.**

Records concerning public water supply systems in North Carolina. File includes future expansion plans, reports on technical assistance, reviews of public water supply systems, correspondence, 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 36394. REGISTRATION OF WATER WITHDRAWALS AND TRANSFERS FILE.**

Completed registration forms submitted by firms or individuals who wish to withdraw at least 1,000,000 gallons of water per day from water sources. Registrants' names and addresses, amounts of average and maximum daily usage, names of river basins, locations to which water is discharged, and other related data are entered into Registration of Water Withdrawals and Transfers Database (Electronic) File (Item 36395) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) 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 36395. REGISTRATION OF WATER WITHDRAWALS AND TRANSFERS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning firms or individuals who withdraw at least 1,000,000 gallons of water per day from water sources. Registrants' names and addresses, amounts of average and maximum daily usage, names of river basins, locations to which water is discharged, and other related data are entered into this electronic file. (Electronic files on hard drive are backed up periodically to magnetic tape via a Novell File Server located in the Hydrology and Management Section.)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

**ITEM 36396. STATE WATER SUPPLY PLANS FILE.**

Plans submitted by local governments listing amounts of projected and historical water usage and other related information. Names of river basins, amounts of water used, storage capacities of reservoirs, and other related data are entered into State Water Supply Plans Database (Electronic) File (Item 36397) and routinely updated.

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 36397. STATE WATER SUPPLY PLANS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning local governments' water supply plans. Names of river basins, amounts of water used, storage capacities of reservoirs, and other related data are entered into this electronic file. (Electronic files on hard drive are backed up periodically to magnetic tape via a Novell File Server located in the Hydrology and Management Section.)

DISPOSITION INSTRUCTIONS: Update in office electronic files routinely.

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**ITEM 36398. MAPS FILE.**

Maps maintained by the section. File includes United States Geological Survey (USGS) quadrangle maps of North Carolina, South Carolina, and Virginia; regional maps of coastal areas; river basin study report maps and corresponding indices; sketch maps used for compiling reports; reference copies of maps used to respond to requests for information; maps indicating water levels of wells around the state; aerial photographs of North Carolina counties showing reservoirs, inlets, and other bodies of water; official river basin map of North Carolina with certification from the Secretary of State; survey maps showing profiles of groundwater flows; maps showing cities' water systems and reservoirs; and other related maps.

**DISPOSITION INSTRUCTIONS:** Transfer river basin study report maps and corresponding indices, aerial photographs, official river basin map with certification from the Secretary of State, survey maps showing profiles of groundwater flows, and maps showing cities' water systems and reservoirs 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. Destroy in office remaining maps when reference value ends.