

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

**ORGANIZATIONAL NAME CHANGE**

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from the **Department of Health and Human Services, Assistant Secretary for Health and State Health Director** to the **Department of Environment and Natural Resources, Assistant Secretary for Environmental Protection**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated July 1, 1997. 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

**ENVIRONMENTAL HEALTH DIVISION**

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. **Public records, including machine readable records, not listed in the schedule are not authorized to be destroyed.** The

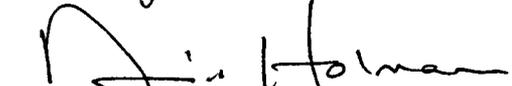
**ENVIRONMENTAL HEALTH DIVISION**

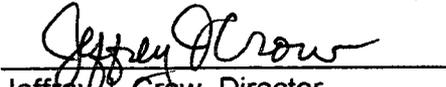
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

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

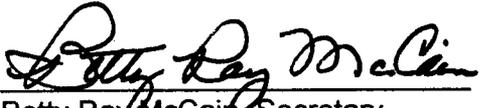
  
Linda Sewell, Director  
Environmental Health Division

  
William Holman, Assistant Secretary  
Environmental Protection

  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
Wayne McDevitt, Secretary  
Department of Environment and Natural Resources

  
Betty Ray McCair, Secretary  
Department of Cultural Resources

June 11, 1999

LLBH

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

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**ENVIRONMENTAL HEALTH DIVISION**

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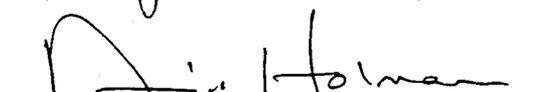
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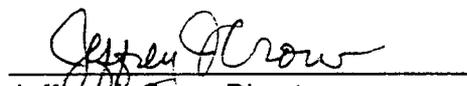
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**APPROVAL RECOMMENDED**

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

  
Linda Sewell, Director  
Environmental Health Division

  
William Holman, Assistant Secretary  
Environmental Protection

  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
Wayne McDevitt, Secretary  
Department of Environment and Natural Resources

  
Betty Ray McCair, Secretary  
Department of Cultural Resources

June 11, 1999

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.

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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

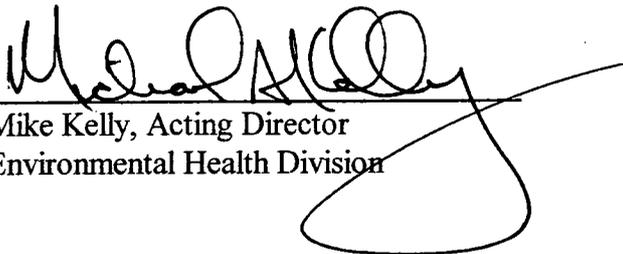
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
ENVIRONMENTAL HEALTH DIVISION  
PUBLIC WATER SUPPLY – PLAN REVIEW UNIT

Amend the program records retention and disposition schedule approved June 11, 1999 by changing the disposition instructions for Item 1788 as shown on substitute page dated October 22, 2003.

APPROVAL RECOMMENDED



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



Mike Kelly, Acting Director  
Environmental Health Division



Jeffrey J. Crow, Deputy Secretary  
Office of Archives and History

APPROVED



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



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

October 22, 2003

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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF ENVIRONMENTAL HEALTH  
RADIATION PROTECTION SECTION  
ADMINISTRATIVE**

**ITEM 3948. MINUTES FILE.**

Official minutes of meetings of the North Carolina Radiation Protection Commission. Amended 2-14-03

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. Transfer records currently being held in the State Records Center to the custody of the Archives 5 years from date received.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
ENVIRONMENTAL HEALTH DIVISION  
ENVIRONMENTAL HEALTH FILES**

**ITEM 1790. COUNTY FILE.**

Correspondence with local health departments concerning activities of the department. File also includes health inspectors' authorization forms, septic tank site evaluation forms, manpower studies and reports, citizens' complaints, reference copies of court decisions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper records dated prior to 1990 after 5 years. Scan paper records dated after 1989 in office onto optical disks immediately upon receipt. Transfer 1 backup copy of optical disks to an off-site location for security storage routinely. Transfer scanned paper records to the State Records Center after 3 months and after backup optical disks have been made for security storage, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 1791. DIVISION (REFERENCE) FILE.**

Reference copies of records concerning associations, agencies, staff members, commercial firms, and other organizations concerned with public health. File includes out-of-state and government correspondence, newsletters, invoices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records dated prior to 1990 to the State Records Center after 5 years. Records will be held for agency in the State Records Center 3 additional years and then destroyed. Scan paper records dated after 1989 in office onto optical disks immediately upon receipt. Transfer scanned paper records to the State Records Center after 3 months and after backup optical disks have been made for security storage, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 1792. SUBJECT FILE.**

Correspondence, rules, regulations, reports, plans, approvals, and other records concerning environmental health, solid and hazardous waste, and vector control.

DISPOSITION INSTRUCTIONS: Transfer inactive and closed records to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 8044. CLEAN WATER BOND PROJECT FILE.**

Grant applications, grant offers from the State Health Director, certificates of eligibility, correspondence, and other records concerning the grants.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1972-77 records immediately. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Transfer records thereafter to the State Records Center after 10 years. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 8045. DREDGE AND FILL PERMITS FILE.**

Copies of applications for dredging or filling of coastal waters.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 8046. ENVIRONMENTAL IMPACT STATEMENT FILE.**

Reports concerning the environmental implications of federally-funded construction projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
ENVIRONMENTAL HEALTH DIVISION  
PUBLIC WATER SUPPLY BRANCH - PLAN REVIEW UNIT**

**ITEM 8057. OFFICE ADMINISTRATION FILE.**

Reference copies of purchase orders, requisitions, and equipment inventories.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
ENVIRONMENTAL HEALTH DIVISION  
SANITATION BRANCH**

**ITEM 8069. ACTIVE SANITARIANS FILE.**

Records concerning each local sanitarian certified as an authorized agent of the Department of Environment, Health, and Natural Resources to enforce state sanitation laws and rules relating to inspection, grading, and placarding of establishments; and to enforce state laws and rules relating to sewage disposal.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Sanitarians File when sanitarian becomes inactive.

**ITEM 8070. INACTIVE SANITARIANS FILE.**

Records concerning each former sanitarian certified as an authorized agent. File includes the individual's card from the Sanitarian Card File.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 8071. SANITARIAN CARD FILE.**

Alphabetical card file concerning authorized sanitarians.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Sanitarians File when sanitarian becomes inactive.

**ITEM 8072. SANITATION PROGRAM ADMINISTRATOR'S FILE.**

Departmental directives, Attorney General's opinions, speeches, program descriptions, and other information used in the administration of the Sanitation Branch.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 8074. READING FILE.**

Reference (blue) copies of all letters typed for the Sanitation Branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 8075. MONTHLY REPORTS AND SCORE SHEETS FROM LOCAL HEALTH DEPARTMENTS FILE.**

Monthly reports concerning environmental health activities and inspection forms received from local health departments.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 8076. STATE CORRECTIONAL UNITS FILE.**

Inspections and reports of state correctional units made by district sanitarians.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 8078. DISTRICT SANITARIAN REPORTS FILE.**

Monthly reports sent to district sanitarians listing the number of inspections performed in each county within a district.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 8079. ANNUAL TABULATED MONTHLY REPORT OF ENVIRONMENTAL HEALTH ACTIVITIES FILE.**

Annual tabulations of monthly reports of environmental health activities for each county. File includes information concerning the type of establishment, number of inspections made each month, number of establishments in operation, and number of selected activities conducted in the on-site sewage program.

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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
ENVIRONMENTAL HEALTH DIVISION  
SANITATION BRANCH**

**ITEM 8082. SANITARIAN'S TRAINING FILE.**

Pre-tests and post-tests given to sanitarian trainees. File includes Sanitarian Trainee Weekly Activity Reports, Sanitarian Trainee Evaluation Reports, correspondence concerning training funds, lists of persons completing orientation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 8084. VOLUME CONTROL AND UTILIZATION REPORT FOR GRADE "A" MILK FILE.**

Reports submitted by Interstate Milk Shippers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 8086. MILK SURVEY CARD FILE.**

Cards listing data on milk surveys in each county.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 8088. ASSISTANT ADMINISTRATOR'S REFERENCE FILE.**

Reference copies of correspondence, survey reports, information from other states, conference materials, equipment brochures, news items, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 8091. SOIL SCIENTIST'S FILE.**

Records concerning soil and sewage programs in North Carolina. File includes information regarding societies, conferences, and workshops; soils and sewage information; local regulations; and technical literature regarding sewage systems. File also includes correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
ENVIRONMENTAL HEALTH DIVISION  
VECTOR CONTROL BRANCH**

**ITEM 8094. POND CARD FILE.**

Cards listing owners, pond permit numbers, purpose and size of ponds, dates of applications, and dates of permits (if issued).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 8095. SALT MARSH MOSQUITO CONTROL FILE.**

Applications for state aid for mosquito control. File includes monthly reports of water management, monthly reports on mosquito control, and reports on monies spent.

DISPOSITION INSTRUCTIONS: Transfer to Engineering File in Environmental Health Files 1 year following project year.

**ITEM 8096. MOSQUITO DATA LIGHT TRAP COLLECTIONS FILE.**

Light trap collections forms listing locations of traps, counties involved, and species trapped. File includes annual summaries compiled from the forms.

DISPOSITION INSTRUCTIONS: Destroy in office light trap collections forms when reference value ends. Retain annual summaries in office permanently.

**ITEM 8097. BEDDING INDEX-ALPHABETICAL FILE.**

Cards listing bedding manufacturers, sanitizers, and stamp exemption permits.

DISPOSITION INSTRUCTIONS: Destroy in office after information is input into terminal.

**ITEM 8098. BEDDING INDEX-NUMERICAL FILE.**

Cards listing N.C. registration, N.C. manufacturers with out-of-state registration numbers, stamp exemptions, and stamp exemption permit numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after information is input into terminal.

**ITEM 8099. BEDDING LEDGER FILE.**

Ledger listing receipts of payments from bedding manufacturers for licenses, stamps, and stamp exemption permits.

DISPOSITION INSTRUCTIONS: Destroy in office 4 years from date of last entry, if released from all audits.