DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
ASSISTANT SECRETARY'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

ASSISTANT SECRETARY'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

ASSISTANT SECRETARY'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 This schedule is to remain in effect until superseded.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

Thomas Fetzer, Assistant Secretary for Natural Resources
Department of Environment, Health, and Natural Resources

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

APPROVED

William W. Cobey, Jr., Secretary
Department of Environment, Health, and Natural Resources

Patric Dorsey, Secretary
Department of Cultural Resources

August 8, 1991

HFH

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ASSISTANT SECRETARY FOR NATURAL RESOURCES
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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.

August 8, 1991

HFF

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
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ITEM 2508. DIVISION OF FOREST RESOURCES FILE.

Records concerning the Division of Forest Resources. File includes reference copies of environmental impact statements, information regarding various projects and studies, and other related records. File also includes correspondence.

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

ITEM 2509. DIVISION OF MARINE FISHERIES FILE.

Records concerning the Division of Marine Fisheries. File includes reference copies of environmental impact statements, proposals, reports, information regarding various projects, and other related records. File also includes correspondence.

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

ITEM 17840. CORRESPONDENCE (ADMINISTRATION AND MANAGEMENT) FILE.

Correspondence written and/or received by the Assistant Secretary for Natural Resources concerning the administration, management, and historical development of the Natural Resources area. File includes mission statements, information regarding departmental issues and the departments reorganization and consolidation, correspondence from federal agencies and the Office of the Governor, 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 17842. DIVISION OF SOIL AND WATER CONSERVATION FILE.

Records concerning the Division of Soil and Water Conservation. File includes reference copies of program information, state and federal reports, environmental impact statements, proposals, and other related records. File also includes correspondence.

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

ITEM 17848. NORTH CAROLINA ZOOLOGICAL PARK FILE.

Records concerning the North Carolina Zoological Park. File includes reference copies of reports, proposals, environmental impact statements, and other related records. File also includes correspondence.

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

ITEM 17855. DIVISION OF PARKS AND RECREATION FILE.

Records concerning the Division of Parks and Recreation. File includes reference copies of environmental impact statements, program information, and other related records. File also includes correspondence.

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

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ITEM 31714. LEGISLATIVE FILE.
Legislative bills and other legislative information concerning the department.
DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 31716. WETLANDS FILE.
Records concerning the management of North Carolina's wetlands. File includes correspondence, environmental assessments, reports regarding wetland's issues, 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 32093. CORRESPONDENCE AND MEMORANDUMS (OFFICE ADMINISTRATION) FILE.
Routine correspondence written and/or received by the office concerning day-to-day operations.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.