

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES

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

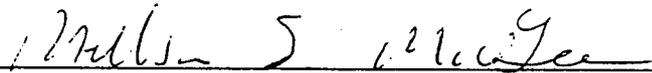
DIVISION OF MARINE FISHERIES

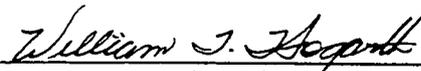
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

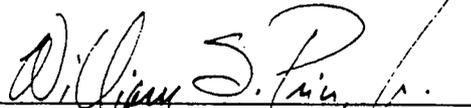
DIVISION OF MARINE FISHERIES

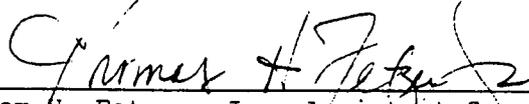
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

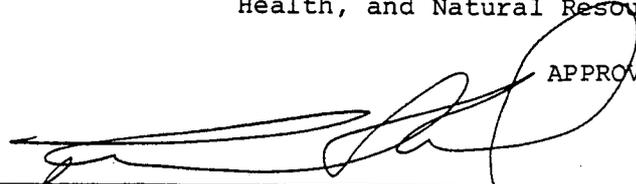
APPROVAL RECOMMENDED

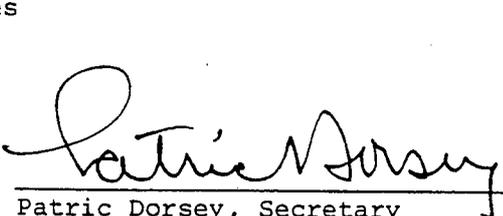

Melba S. McGee, Chief Records Officer
Department of Environment, Health, and Natural Resources


W. T. Hogarth, Director
Division of Marine Fisheries


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


Tom H. Fetzer, Jr., Assistant Secretary for
Natural Resources, Department of Environment,
Health, and Natural Resources


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


Patricia Dorsey, Secretary
Department of Cultural Resources

APPROVED

November 18, 1991

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.

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETRY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES

Amend the records retention and disposition schedule approved July 1, 1997 by adding the items 41846 and 41847 as shown on substitute pages dated January 29, 1999.

APPROVAL RECOMMENDED



Lennette Sherwood, Interim Chief Records Officer
Department of Environment and Natural Resources



Preston P. Pate, Jr., Director
Division of Marine Fisheries



Dewey Botts, Assistant Secretary
Natural Resources

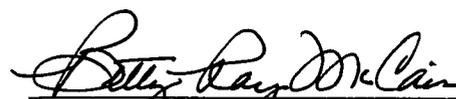


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Wayne McDevitt, Secretary
Department of Environment and Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

January 29, 1999

LLBH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
ADMINISTRATION SECTION
ADMINISTRATIVE SUPPORT OFFICE**

ITEM 17520. DIVISION OF MARINE FISHERIES ADMINISTRATIVE FILE.

Records concerning division administration. File includes personnel action records, policies, procedures, correspondence, and intradepartmental memorandums. (Comply with provisions of G.S. 126-22, G.S. 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer records concerning personnel actions to appropriate personnel file after 1 year. Destroy in office remaining records when reference value ends.

ITEM 17523. TEMPORARY POSITIONS FILE.

Records concerning temporary positions in the division. File includes Forms T-1 and T-2, position descriptions, and memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 17529. CORRESPONDENCE FILE.

Correspondence received or created by the division which is not filed in other subject files.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17534. CONFISCATED EQUIPMENT FILE.

Records concerning confiscated equipment. File includes legal advertisements for the sale of confiscated equipment, bid information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 17535. FEDERAL PROJECTS FILE.

Requests for federal reimbursements.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
ADMINISTRATION SECTION
CONSULTANT'S OFFICE**

ITEM 17539. SOUTH ATLANTIC FISHERIES MANAGEMENT COUNCIL FILE.

Records concerning fisheries management. File includes records used to develop plans for fisheries management in the 200-mile zone in the Atlantic Ocean and Gulf of Mexico.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
ADMINISTRATION SECTION
DIRECTOR'S OFFICE**

ITEM 17512. MARINE FISHERIES COMMISSION MINUTES FILE.

Official minutes of the proceedings of the Marine Fisheries Commission. File includes official public notices, agendas, public comments, tapes of meetings, and official actions of the Commission.

DISPOSITION INSTRUCTIONS: Transfer immediately minutes with supporting papers to the State Records Center to be microfilmed for security and returned. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage. Transfer returned records when reference value ends to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase tapes in office after 6 months.

ITEM 17513. MARINE FISHERIES ADVISORY COMMITTEE (MFAC) FILE.

Records concerning the activities of the MFAC Committee.

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 17515. INTERNAL DEPARTMENTAL APPROVAL FILE.

Records concerning the obtaining of internal approvals for projects within the division. File includes completed copies of Form 101 requesting approval.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17516. GENERAL ASSEMBLY FILE.

Reference copies of Senate bills, House bills, and ratified bills concerning the Division of Marine Fisheries and/or the Department of Environment, Health, and Natural Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 17517. DIRECTOR'S ADMINISTRATIVE FILE.

Records concerning the Division of Marine Fisheries. File includes correspondence and policies and records concerning the Marine Fisheries Commission, records of public hearings and public meetings, 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 17518. RESOLUTION FILE.

Resolutions concerning the Division of Marine Fisheries and the Marine Fisheries Commission.

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 17519. CORRESPONDENCE FILE.

Correspondence prepared by or for the division director's signature or for the signature of the Governor, the Secretary of the Department of Environment, Health, and Natural Resources, the Deputy Secretary, and department heads.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
ADMINISTRATION SECTION
INFORMATION AND EDUCATION**

ITEM 17540. INFORMATION AND EDUCATION SUBJECT FILE.

Records concerning the division's public relations program. File includes correspondence and historical information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 17543. N.C. SALTWATER FISHING CITATION PROGRAM FILE.

Records concerning the Outstanding Angling Achievement Program. File includes data for biological evaluations, lists of entries, lists of fish that exceed the minimum weights that are eligible for citations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
ADMINISTRATION SECTION
LICENSES**

ITEM 17544. COMMERCIAL FISHING LICENSES FILE.

Official copies of commercial fishing licenses. File includes fishing licenses for vessels; oyster, scallop, and clam dealers' licenses; and ocean fishing pier licenses.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after released from all audits.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
ADMINISTRATION SECTION
WAREHOUSE**

ITEM 17551. ACCOUNTS PAYABLE CORRESPONDENCE REFERENCE FILE.

Record copies of monthly reports, credit card information, boat and car registration records, and Fixed Asset System inventory information concerning accounts payable.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
DEVELOPMENT SECTION**

ITEM 17577. TURTLE EXCLUDER DEVICES AND/OR TRAWL EFFICIENCY DEVICES (TEDS) EVALUATION DATA FILE.

Records concerning TEDs. File includes literature on the development of TEDs, proposals for grants-in-aid to conduct evaluations of various TEDs, up-to-date project reports on completed studies, and on-going progress reports from other states and institutions from Gulf and South Atlantic states.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17578. OYSTER REHABILITATION PROGRAM FILE.

Records concerning the oyster rehabilitation efforts in the state. File includes shellfish data on spatfall, maps of management areas, and historical records. (File is used to determine the success of oyster rehabilitation program and for preparing activity reports.)

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 17579. CULTCH MATERIAL PURCHASING AND STOCK PILING FILE.

Records concerning the procuring and stockpiling of shell material to be used in the oyster rehabilitation program. File includes land use agreements, permits, vendor files, contracts, and billing forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17581. VESSEL OPERATIONS FILE.

Records concerning the maintenance of section vessels. File includes haulout specifications, blueprints, and vessel histories. (File is used to provide information for modifications and major overhauls.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 17583. SHELLFISH BOTTOM LEASE FILE.

Shellfish bottom lease files. File includes current, terminated, and denied leases.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after lease is denied or terminated. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 17585. READING FILE.

Outgoing office correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17586. SHELLFISH LEASE LEDGERS FILE.

Ledger sheets providing information concerning shellfish fishing leases. Information concerning each lease includes name and address of lease owner, lease number, total acres of lease, granting date for lease, description of lease location, renewal date, rent payment debit, and credit for each year.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after lease program ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
DEVELOPMENT SECTION**

ITEM 17587. SHELLFISH LEASE PRODUCTION REPORTS AND THREE-YEAR AVERAGES FILE.

Shellfish lease production reports and averages of bushels of oysters and/or clams per leased acre per year averaged over the most recent 3-year period. (File is used to begin action to terminate the lease for failure to produce the quota.)

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 17588. PERMIT TO TAKE OYSTERS FROM PRIVATE GARDENS DURING THE CLOSED SEASON FILE.

Permits issued to take oysters from private gardens during the closed season.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17589. PERMIT TO TRANSPLANT OYSTERS FROM SEED OYSTER MANAGEMENT AREAS FILE.

Official permits to relay oysters from seed oyster management areas to private shellfish leases.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17590. MECHANICAL HARVESTING PERMITS-DEEDED, GRANTED, OR LEASED BOTTOM FILE.

Official copies of mechanical harvesting permits for deeded, granted, or leased bottoms.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17591. MECHANICAL HARVESTING PERMITS-PUBLIC BOTTOM FILE.

Official copies of mechanical harvesting permits for public ocean bottoms.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17592. SHELLFISH RELAYING PERMITS FILE.

Shellfish relaying permits arranged in alphabetical order by each permittee's last name.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
OPERATIONS SECTION**

ITEM 17552. NORTH CAROLINA COASTAL FISHING REGULATIONS FILE.

Reference copies of regulations passed by the Marine Fisheries Commission and filed with the North Carolina Attorney General's office and the Legislative Services Section of the General Assembly.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17553. ARREST RECORDS FILE.

Reports on uniform citation forms and prosecution report forms for all violations of marine fisheries laws and regulations. File includes suspension and revocation records.

DISPOSITION INSTRUCTIONS: Destroy in office 25 years from date of last arrest.

ITEM 17557. PROCLAMATIONS FILE.

Certified proclamations describing areas opened/closed for taking of various seafood. (File is used for reference purposes in preparing current proclamations.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17558. OPERATIONS CORRESPONDENCE REFERENCE FILE.

General correspondence concerning permits, regulations, budgets, operations, policies, and commissions.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
RESEARCH SECTION**

ITEM 2717. COMPUTER TAPE BACKUP FILE.

Machine readable tapes containing a master list of commercial fishing licenses and environmental and biological information concerning species of fish.

DISPOSITION INSTRUCTIONS: Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically.

ITEM 17564. FEDERAL AID DOCUMENTS FILE.

Official copies of federal-aid documents. File includes Forms NRCD-101 and BD-606, project agreements, program narratives, statements of work, and other supporting information for individual federal-aid projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after termination of project. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 17565. FEDERAL AID ADMINISTRATIVE FILE.

Records concerning financial-aid programs. File includes federal aid certifications, audit reports, correspondence, 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 17566. GENERAL RESEARCH SECTION FILE.

Records received or created by the Research Section. File includes weekly activity reports; research vessel information; speeches; and records concerning administration, legislation, policies, and special projects.

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 17568. HABITAT ALTERATION PERMIT REVIEW FILE.

Records concerning Coastal Area Management Act (CAMA), Environmental Impact Statements (EIS), Environmental Assessment (EA), Corps of Engineers (COE), and National Pollutant Discharge Elimination System (NPDES) habitat alteration permit applications. File includes division comments and recommendations for approval or denial.

DISPOSITION INSTRUCTIONS: Transfer original permits when received to the Division of Coastal Management. Destroy in office remaining records after 2 years.

ITEM 17571. ATLANTIC STATES MARINE FISHERIES COMMISSION FILE.

Records concerning meetings and correspondence.

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 17572. INTERSTATE FISHERIES MANAGEMENT PLAN PROGRAM FILE.

Records concerning cooperative Atlantic Coastal States Fishery Management programs. File includes reports and recommendations on management programs.

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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
RESEARCH SECTION**

ITEM 17573. RESEARCH SECTION FIELD DATA COLLECTION FILE.

Data sheets providing environmental and biological information concerning species of fish.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 17574. NORTH CAROLINA GENERAL CANVAS DATA FILE.

Records providing annual data concerning the number of fishermen and types of fishing craft operating in state waters. File includes information on types and quantity of gear employed and the number of seafood processors in the industry. (Comply with provisions of G.S. 113-164 regarding confidentiality of individual business records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years and 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 17575. NORTH CAROLINA COMMERCIAL FISHERY LANDINGS DATA FILE.

Monthly records concerning commercial fishing in the state. Information concerning fish caught includes pounds and value listed by species, location of water where caught, county landed, gear used, and distance of catch from shore. (File is used to compile the total pounds and value of commercial fishery landings.) (Comply with provisions of G.S. 113-164 regarding confidentiality of individual business 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 17576. NORTH CAROLINA COMMERCIAL SHRIMP LANDINGS DATA FILE.

Weekly records concerning shrimping in the state. Information concerning shrimp caught includes pounds and value by shrimp species, count and size, location of water where caught, county landed, gear used, and distance of catch from shore. (File used to compile the total pounds and value of commercial shrimp landings.) (Comply with provisions of G.S. 113-164 regarding confidentiality of individual business 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
STATISTICS SECTION**

ITEM 41846. TRIP TICKETS FILE.

Records concerning quantity and species of fish caught by commercial fishers. File includes forms executed in duplicate. Duplicate copy is used for data entry to the Trip Ticket Commercial Fisheries Database (Electronic) File (Item 41847). (Comply with applicable provisions of G.S. 113-163 regarding confidentiality of records.) Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer duplicate copy to off-site storage after 3 months. Transfer original form to off-site storage after 2 years. Records will be held in off-site storage for 7 years and then destroyed.

ITEM 41847. TRIP TICKET COMMERCIAL FISHERIES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning quantity and species of fish caught by commercial fishers. File includes detailed census information about each fisher's catches. (Comply with applicable provisions of G.S. 113-163 regarding confidentiality of records. Database is maintained by the Information Technology Section.) Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer 1 copy of backup records to off-site storage facility routinely. Agency representative will update periodically. Retain electronic file in office permanently.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF MARINE FISHERIES
SUBMERGED LANDS PROGRAM OFFICE**

ITEM 7094. NON-205 COUNTIES FILE.

Records concerning submerged lands claims not within General Statute 113-205 jurisdiction. File includes correspondence, maps, copies of recorded instruments pertaining to claimed areas, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after termination of all claims 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 7103. GENERAL STATUTE 113-205 SUBMERGED LANDS CLAIMS FILE.

Official copies of records concerning submerged lands claims. File includes correspondence, notes, memorandums, chain of title information (deeds, wills, grants), maps, surveys, and other related information concerning the administration and resolution of each claim.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after termination of all claims 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 7114. MAPS FILE.

County maps and aerial photographs used for plotting and locating parcels of land involved in submerged land claims.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after termination of all claims 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.