

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION  
NATURAL RESOURCES 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

NATURAL RESOURCES 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

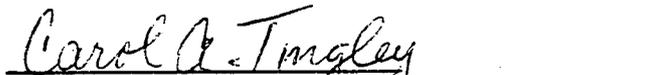
NATURAL RESOURCES SECTION

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 This schedule is to remain in effect until superseded.

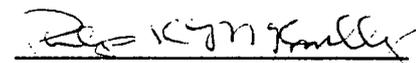
APPROVAL RECOMMENDED



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



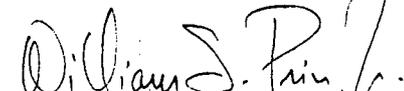
Carol A. Tingley, Outdoor Recreation Planning Chief  
Natural Resources Section



Philip K. McKnelly, Director  
Division of Parks and Recreation



Joan L. Weld, Assistant Secretary for  
Natural Resources, 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

June 28, 1993

DWM

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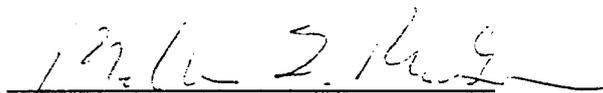
NATURAL RESOURCES SECTION

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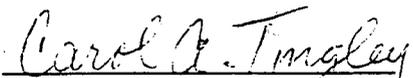
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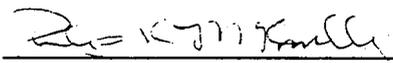
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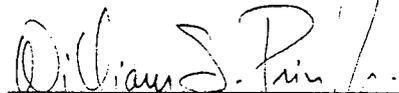
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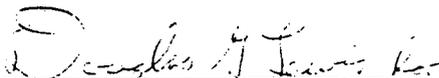


Joan L. Weld, Assistant Secretary for  
Natural Resources, Department of Environment,  
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Natural Resources



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June 28, 1993

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.

DWM

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION  
NATURAL RESOURCES SECTION  
LAND ACQUISITION PROGRAM**

**ITEM 35202. CURRENT LAND ACQUISITIONS FILE.**

Records concerning the acquisition of land for state parks. File includes grant applications, correspondence to and from the State Property Office, proposed budgets, listings of land owners, and other related records. Park names, acreages, land values, land owners' names, and other related data are entered into Current Land Acquisitions Database (Electronic) File (Item 35203) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Permanent Property File (Item 35204) when land is acquired.

**ITEM 35203. CURRENT LAND ACQUISITIONS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the acquisition of land for state parks. Park names, acreages, land values, land owners' names, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

**ITEM 35204. PERMANENT PROPERTY FILE.**

Records concerning land which has been acquired for state parks. File includes grant applications, correspondence to and from the State Property Office, proposed budgets, listings of land owners, deeds, notifications to field offices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when released from all audits and when administrative value ends, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 35205. PROPERTY MAPS FILE.**

Survey maps for all state parks properties.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for the Archives and returned. Retain in office microfilmed paper records permanently.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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NATURAL RESOURCES SECTION  
NATURAL HERITAGE PROGRAM**

**ITEM 3426. NATURAL HERITAGE PROGRAM FILE.**

Records concerning the administration of the Natural Heritage Program. File includes contracts and memorandums of agreement with outside agencies to conduct inventories and surveys of state parks, annual activity reports listing goals and objectives of the program, correspondence, newsletters, reference copies of position descriptions and employees' time sheets, and other related records.

DISPOSITION INSTRUCTIONS: Comply with instructions of agency personnel/fiscal offices concerning disposition of employees' time sheets. Destroy in office position descriptions when superseded or obsolete. Transfer remaining records 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.

**ITEM 3427. NATURAL HERITAGE CONSERVATION REFERENCE FILE.**

Records concerning agencies and organizations involved in conservation and maintained for reference purposes. File includes program descriptions, rules and regulations, reference copies of legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 35206. GEOGRAPHIC MANUALS AND ELEMENT CLASSIFICATIONS FILE.**

Records concerning statewide inventories of biological, natural, and ecological resources. File includes quadrangle maps, field reports, site descriptions, surveys, and other related records. Latitudes and longitudes, county names, survey dates, quality rankings, plant species names, and other related data are entered into Geographic Manuals and Element Classifications Database (Electronic) File (Item 35207) and routinely updated.

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.

**ITEM 35207. GEOGRAPHIC MANUALS AND ELEMENT CLASSIFICATIONS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning statewide inventories of biological, natural, and ecological resources. Latitudes and longitudes, county names, survey dates, quality rankings, plant species names, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

**ITEM 35208. MANAGED AND PROTECTED NATURAL AREAS FILE.**

Records concerning the potential registry of natural areas to the State Registry of Natural Heritage Areas. File includes management plans, correspondence, U.S. Forestry Service manuals, biological and ecological studies, 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.

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NATURAL RESOURCES SECTION  
NATURAL HERITAGE PROGRAM**

**ITEM 35209. MINUTES FILE.**

Official minutes of meetings of the Recreation and Natural Heritage Trust Fund Board of Trustees. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 35212. RECREATION AND NATURAL HERITAGE TRUST FUND FILE.**

Records concerning the acquisition of lands from the Fund for recreation, forestry, fish and wildlife habitat, and wilderness purposes. File includes correspondence, grant applications, grant agreements, budget reports, and other related records. (Grant agreements are an essential agency record. Natural Heritage Program personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center. Office personnel will also make and insert targets for microfilming.)

DISPOSITION INSTRUCTIONS: Transfer grant agreements to the State Records Center immediately to be microfilmed for storage in the security vault. Microfilmed paper records will be returned to agency. Microfilm will be held for agency 15 years and then destroyed. Transfer microfilmed paper records and remaining records to the State Records Center 5 years after termination of agreement 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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NATURAL RESOURCES SECTION  
RESOURCES MANAGEMENT PROGRAM**

**ITEM 35213. ENVIRONMENTAL COMPLIANCE FILE.**

Records concerning the legality of construction projects in parks. File includes correspondence, archaeological surveys, construction permits, environmental impact statements and listings of assessments, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Capital Improvement Projects File (Item 3428) in Division of Parks and Recreation, Planning and Development Section upon completion of project.

**ITEM 35214. ENVIRONMENTAL IMPACT STATEMENT REVIEWS FILE.**

Reference copies of records concerning reviews of environmental impact statements. File includes executive summaries, maps, environmental impact statements, reviews, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 35216. PARK PROTECTION FILE.**

Records concerning activities occurring outside parks that may affect the parks. File includes correspondence, reference copies of zoning ordinances and capacity use plans, maps, newspaper clippings, notices of public hearings, 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 35217. RESOURCES MANAGEMENT ACTIVITIES FILE.**

Records concerning the management of resources in parks and activities that may affect those resources (use of pesticides, wildfires, etc.). File includes burn plans, inventories of plants and animals, analyses of resources, 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.