

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

SPECIAL PROJECTS 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

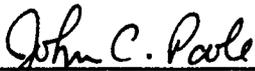
SPECIAL PROJECTS SECTION

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 This schedule is to remain in effect until superseded.

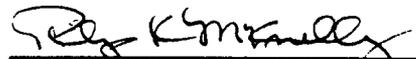
APPROVAL RECOMMENDED



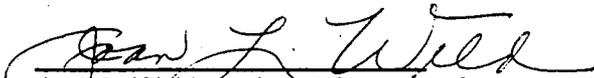
Melba S. McGee, Chief Records Officer
Department of Environment, Health, and Natural Resources



John C. Poole, Consulting Services Chief
Special Projects Section



Philip K. McKnelly, Director
Division of Parks and Recreation

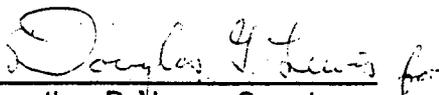


Joan L. Weld, Assistant Secretary for
Natural Resources, Department of Environment,
Health, and Natural Resources



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

April 7, 1993

DWM

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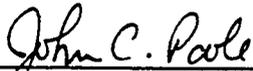
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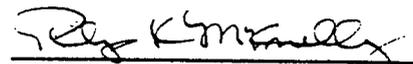
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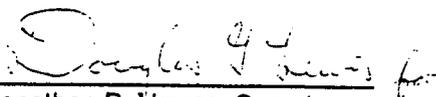


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

DWM

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ITEM 35239. PRINTING ORDERS FILE.

Reference copies of completed printing orders.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 35240. PROJECTS FILE.

Records concerning park-related conferences, symposiums, awards ceremonies, and events coordinated by the Special Projects Section. File includes correspondence to and from state and national task forces, awards nomination letters, conference agendas, press releases, newspaper clippings, mailing lists, activity reports, 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 35241. RECYCLING REFERENCE FILE.

Magazine articles and newspaper clippings concerning recycling.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35243. YOUTH COMMITTEE FILE.

Records concerning the involvement of the chief of the Special Projects Section on the Youth Committee of the Governor's Council on Physical Fitness and Health. File includes reference copies of meeting minutes, meeting announcements, magazine articles and newspaper clippings concerning physical fitness and health of young people, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.