

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF PARKS AND RECREATION
STATE PARKS AND LAKES STANDARD

Amend the records retention and disposition schedule approved July 1, 1997 by changing the descriptions and disposition instructions for Items 4212, 17185, and 17186 as shown on substitute pages dated January 29, 1999.

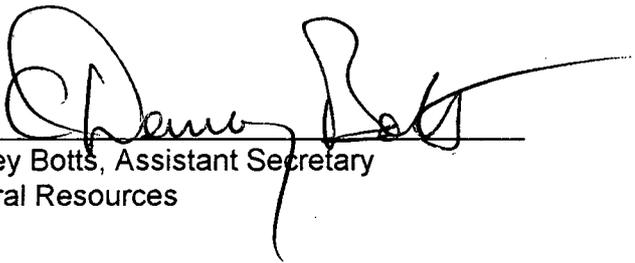
APPROVAL RECOMMENDED



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



Dr. Phillip McKnelly, Director
Division of Parks and Recreation



Dewey Botts, Assistant Secretary
Natural Resources

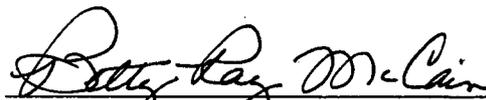


Jeffrey B. Crow, Director
Division of Archives and History

APPROVED



Wayne McDevitt, Secretary
Department of Environment and Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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ITEM 3455. PIER PERMIT FILE.

Official copies of applications for pier permits. File includes original pier permits, drawings, certificates of inspection, collection notices, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then disposition will be determined.

ITEM 3456. ORGANIZED GROUP CAMPING FILE.

Official copies of applications for recreational use of camping areas. File includes related correspondence and State Parks forms 29 and 29a.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 4212. MOUNT MITCHELL STATE PARK NATURALIST FILE.

Official and reference copies of records concerning the natural history of Mount Mitchell State Park. File includes natural and scenic rivers studies, endangered fish studies, various reports concerning natural habitat, and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Records transferred to State Parks and Lakes Historical Reference File (Item 17186).

ITEM 17182. BUDGET FILE.

Reference copies of material related to the budget work of the office. File includes or concerns travel vouchers, vehicle travel statements, employee time reports, purchase invoices, budget reports, concessions, camping and launching receipts, bath house records, and other budget-related material.

DISPOSITION INSTRUCTIONS: Destroy in office budget reports after 2 years if all audits have cleared. Destroy in office travel vouchers; vehicle travel statements; employee time reports; purchase invoices; and concession, bath house, camping, and launching receipts after 2 years. Destroy in office remainder after 2 years.

ITEM 17183. GENERAL CORRESPONDENCE FILE.

Official and reference copies of general correspondence between state parks, lakes, divisions offices, and general public. File includes memorandums, statistics, and other related documents.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 17184. GENERAL REFERENCE FILE.

Reference copies of job descriptions, inventory lists, building procedures, fire policies, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends or becomes obsolete.

ITEM 17185. PARKS AND LAKES NATURALIST FILE.

Official and reference copies of records concerning the natural history of a state park or lake. File includes natural and scenic rivers studies, endangered fish studies, various reports concerning natural habitat, and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 50 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.

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ITEM 17186. STATE PARKS AND LAKES HISTORICAL REFERENCE FILE.

Records concerning the construction of various state parks and lakes historical sites. File includes records concerning the site, plans, environmental records, site preservation records, newspaper clippings, slides, and photographs. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 50 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 17187. STATE PARKS AND LAKES INVENTORIES AND SURVEY FILE.

Official documents concerning use of state parks, lakes, areas, and facilities. File includes pier/buoy permits, attendance reports, and reference material.

DISPOSITION INSTRUCTIONS: Transfer one security copy of machine readable records (magnetic tape/disk, etc.) to the State Records Center or other off-site storage location for backup storage. Agency representative will update periodically. Transfer one copy of computer output to the Operations Section of the Division of Parks and Recreation. Maintain one copy of output in agency to be updated periodically. Transfer Pier/Buoy Permits to Pier Permit File. Destroy in office remaining records when computer file is verified and corrected. Erase machine readable records (magnetic tape/disk, etc.) when agency need ends.

ITEM 17188. STATE PARKS AND LAKES INVESTIGATIONS AND CITATIONS FILE.

Official copies of citations and "General Notices" issued for violations of laws. File includes related correspondence and investigations materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if case is closed or all litigation has been completed.

ITEM 17189. STATE PARKS AND LAKES MAP FILE.

Reference copies of master plans concerning state parks and lakes. File includes or concerns survey maps, sites, pier locations, building specifications, blueprints, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 17190. STATE PARKS AND LAKES YOUTH RESTITUTION COMMUNITY WORK FILE.

Reference copies of correspondence, time sheets, behavioral checklist, and replacement forms concerning individuals assigned to perform restitution work with a state park or lake.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after individual completes community work.