DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION

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

NORTH CAROLINA AQUARIUMS DIVISION

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

NORTH CAROLINA AQUARIUMS DIVISION

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 This schedule is to remain in effect until superseded.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

JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources

Ned A. Smith, Director
North Carolina Aquariums Division

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

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

APPROVED

Jonathan B. Howes, Secretary
Department of Environment, Health, and Natural Resources

Betty Ray McCain, Secretary
Department of Cultural Resources

May 9, 1994

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION

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NORTH CAROLINA AQUARIUMS DIVISION

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Jonathan B. Howes, Secretary
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Betty Ray McCain, Secretary
Department of Cultural Resources

May 9, 1994

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

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETRY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISON
DIRECTOR'S OFFICE

Amend the records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 11132 as shown on substitute pages dated January 29, 1999.

APPROVAL RECOMMENDED

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

Rhett White, Director
North Carolina Aquariums Division

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
NORTH CAROLINA AQUARIUMS DIVISION
DIRECTOR'S OFFICE

ITEM 85. AQUARIUMS FILE.
Records concerning North Carolina's aquariums. File includes 10-year plans; annual reports; reference copies of news releases; visitation reports; correspondence concerning temporary positions, admission fees, space rental, and other routine subjects; reference copies of fish collection permits; and other related records.

DISPOSITION INSTRUCTIONS: Transfer 10-year plans, annual reports, and visitation reports 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. Destroy in office remaining records when administrative value ends.

ITEM 11131. OFFICE ADMINISTRATIVE FILE.
Records concerning routine tasks and daily operations of the division. File includes equipment purchasing schedules, applications for car assignments, reference copies of organizational charts and policies and procedures for the department, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36702. AQUARIUM SOCIETY REFERENCE FILE.
Reference copies of records concerning the North Carolina Aquarium Society. File includes meeting announcements and agendas, financial statements, contractual agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36704. CORRESPONDENCE WORD PROCESSING (ELECTRONIC) FILE.
Machine readable records concerning correspondence from the Director. Correspondence is 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 36705. DIRECTOR'S CORRESPONDENCE FILE.
Correspondence to and from the Director, aquariums, and other agencies concerning activities and programs of the division. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 36704).

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 36706. ENVIRONMENTAL EDUCATION FILE.
Records concerning the Environmental Education Advisory Council and the Office of Environmental Education. File includes meeting announcements, resources manuals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36707. GRANTS FILE.
Reference copies of records concerning grants received by the division and aquariums. File includes requests for grants, award letters, reports listing how monies are spent, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of grant.

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION
DIRECTOR'S OFFICE

ITEM 36709. LEGAL FILE.
Records concerning legislation affecting the division and aquariums. File includes reference copies of general statutues and the North Carolina Administrative Code, listings of congressional delegates, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36710. MANAGEMENT OBJECTIVES FILE.
Listings of goals and objectives for the division and aquariums.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36711. MISSION STATEMENTS FILE.
Mission statements for the division and aquariums.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36712. SPEECHES FILE.
Speeches made by the Director of the division.

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
NORTH CAROLINA AQUARIUMS DIVISION
FORT FISHER AQUARIUM

ITEM 11137. CHRONOLOGICAL CORRESPONDENCE FILE.
Reference copies of correspondence to and from the Director's Office concerning activities of the aquarium.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 11140. AQUARIUM ADMINISTRATIVE FILE.
Records concerning routine tasks and daily operations of the aquarium. File includes reference copies of news releases, monthly reports, reference copies of organizational charts, staff meeting minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION
PINE KNOLL SHORES AQUARIUM

ITEM 11143. ACCOUNTS FILE.

Reference copies of records concerning accounts being processed for payment. File includes accounting code sheets, invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after account is paid out and closed.

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION
ROANOKE ISLAND AQUARIUM

ITEM 11146. CORRESPONDENCE (ROUTINE) FILE.

Routine correspondence to and from the Director's Office concerning temporary positions, budgets, exhibits, intern programs, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.