

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
CLEAN WATER MANAGEMENT TRUST FUND

Program Records Retention and Disposition Schedule

The Program 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

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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.

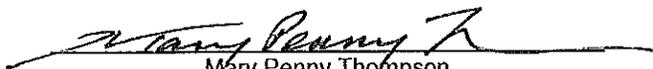
The Department of Environment and Natural Resources and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Environment and Natural Resources agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

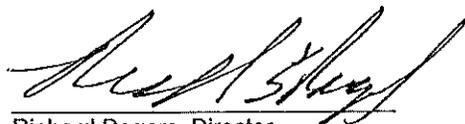
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The

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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.

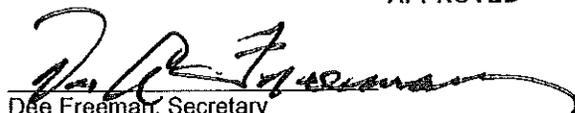
APPROVAL RECOMMENDED


Mary Penny Thompson
Chief Records Officer and General Counsel


Richard Rogers, Director
Clean Water Management Trust Fund


David Brook, Director
Division of Historical Resources

APPROVED


Dee Freeman, Secretary
Department of Environment and Natural Resources


Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 49366. CLEAN WATER MANAGEMENT TRUST FUND (CWMTF) APPLICATION FILE.

Records in paper and electronic formats concerning applications for Clean Water Management Trust Fund (CWMTF) funding. Applications are arranged by project number. Information from the applications is used to make funding recommendations to the CWMTF Board of Trustees. File includes applications for funding and other related records. (Comply with applicable provisions of G.S. 132-1.10 regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Closed Clean Water Management Trust Fund (CWMTF) Grants Contracts File (Item 49367) and Clean Water Management Trust Fund (CWMTF) Denied Applications File (Item 49368).

ITEM 49367. CLOSED CLEAN WATER MANAGEMENT TRUST FUND (CWMTF) GRANTS CONTRACTS FILE. Records in paper and electronic formats of documentation for Clean Water Management Trust Fund (CWMTF) funded projects. Closed files are arranged by project number. File includes grant agreements, payment information (requests for reimbursements and backup documentation), recorded easements (if applicable), maps, correspondence, budgets, media reports, paper printouts of power point presentations, progress and final reports from the grant recipients, water quality monitoring information (if applicable), field representative compliance forms, applications, and other related records. (Comply with applicable provisions of G.S. 132-1.10 regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Transfer paper records to the State Records Center after closure of project, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 25 additional years and then destroyed.

ITEM 49368. CLEAN WATER MANAGEMENT TRUST FUND (CWMTF) DENIED APPLICATIONS FILE. Records in paper and electronic formats concerning denied applications for Clean Water Management Trust Fund (CWMTF) funding. Declined applications are arranged by application number. File includes application for funding and CWMTF letters to applicant regarding receipt of application and denial of funding. (Comply with applicable provisions of G.S. 132-1.10 regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 1 year after application date, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**ITEM 49895. CLEAN WATER MANAGEMENT TRUST FUND BOARD OF TRUSTEES
MEETING MINUTES FILE.** Records in paper and electronic formats concerning of
meeting minutes of Clean Water Management Trust Fund Board of Trustees.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed governing board minutes created after July 1, 2011 to the State Records Center to be imaged. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Filmed paper records will be destroyed in the State Records Center after imaging. Retain signed (original) governing board minutes in office permanently.