

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES

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

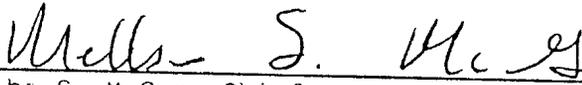
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES

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

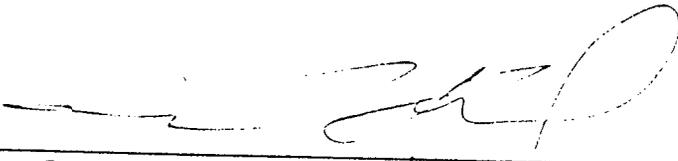
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES

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 This schedule is to remain in effect until superseded.

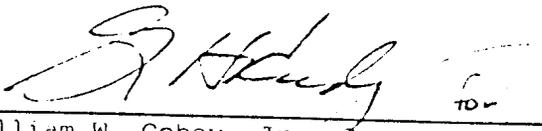
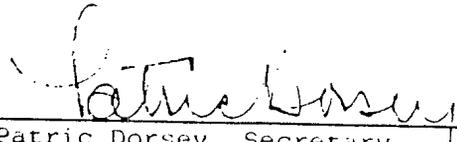
APPROVAL RECOMMENDED



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


Dr. Ernest A. Carl, Deputy Secretary
Department of Environment, Health, and
Natural Resources
William S. Price, Jr., Director
Division of Archives and History

APPROVED


William W. Cobey, Jr., Secretary
Department of Environment, Health, and
Natural Resources
Patric Dorsey, Secretary
Department of Cultural Resources

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.

April 16, 1990

WCW

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Environment, Health, and Natural Resources to Department of Environment and Natural Resources**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Environment, Health, and Natural Resources. 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

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

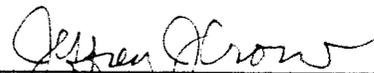
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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



Brenda Toudle, Chief Records Officer
Department of Environment and
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

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
ALBEMARLE/PAMLICO ESTUARINE STUDY**

ITEM 17838. ALBEMARLE/PAMLICO ESTUARINE PROJECT FILE.

Records concerning the Albemarle/Pamlico Estuarine Study. File includes proposals, cooperative agreements, correspondence, draft work plans, and minutes of the Policy and Technical Committee.

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 17844. ALBEMARLE/PAMLICO POLICY COMMITTEE FILE.

Records concerning the policy committee which solicits proposals from researchers to study problem areas in the Albemarle and Pamlico Sounds. File includes selected and deferred proposals, notices of meetings, minutes, and correspondence with the Environmental Protection Agency.

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 17845. ALBEMARLE/PAMLICO TECHNICAL COMMITTEE FILE.

Records concerning the technical committee to decide what areas in the Albemarle and Pamlico Sounds need research. File includes recommendations to the Albemarle/Pamlico Committee.

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
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
ASHEVILLE REGIONAL OFFICE
ADMINISTRATION**

ITEM 25438. 201 FILE.

Records concerning planning and development of waste water treatment systems for municipalities within the area of jurisdiction of regional office. File includes reports, surveys, grant information, maps, and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
ASHEVILLE REGIONAL OFFICE
DIVISION OF COMMUNITY ASSISTANCE**

ITEM 25462. APPLICATION FOR FEDERAL ASSISTANCE FILE.

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Item Discontinued. Function and records transferred to the Department of Commerce.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
ASHEVILLE REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 25439. ENVIRONMENTAL MANAGEMENT REFERENCE FILE.

Reference data concerning environmental management. File includes correspondence, memorandums, activity log summaries, procedures, reports, and expense accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25440. GROUND WATER DATA FILE.

Records concerning ground water within the area of jurisdiction of regional office. File includes ground water tables, analyses, well records, and monitoring records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25441. AIR QUALITY FILE.

Records concerning agency enforcement of air quality regulations and standards within the area of jurisdiction of regional office. File includes correspondence, inspection reports, permits, special orders, documentation of enforcement actions, asbestos information, and records concerning source emissions.

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 25442. INACTIVE AIR QUALITY FILE.

Records concerning air contamination sources which formerly were subject to agency regulations and restrictions but subsequently have either met standards or discontinued operation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25443. AMBIENT AIR SPECIAL STUDIES FILE.

Special studies and samplings for specific sources of air pollution. (Records are maintained in draft form, with the final copy placed in Air Quality File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 25444. WASTE DISCHARGE PERMITS FILE.

Reference copies of permits for waste discharge into surface water within the area of jurisdiction of regional office. (File is separated as to whether type of source is municipal, private, or industrial.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of permit.

ITEM 25445. SURFACE WATER QUALITY FILE.

Records concerning surface water quality within the area of jurisdiction of regional office. File includes reports on fish kills, oil spills, and miscellaneous complaints. File also includes information regarding action taken by agency in each case, data regarding sources of waste discharge within each county, permits for large septic tanks, and monthly monitoring data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25446. AMBIENT AIR STATE AND LOCAL AIR MONITORING SYSTEMS (SLAMS) AND NATIONAL AIR MONITORING SYSTEMS (NAMS) FILE.

Records concerning SLAMS and NAMS ambient air monitoring data and activities. File includes logbooks, strip charts, and other supporting documentation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
ASHEVILLE REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 25447. WATER QUALITY DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Water Quality Program. File includes completed laboratory worksheets, log summary sheets, data reports, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 25448. GROUND WATER DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Ground Water Program. File includes completed laboratory worksheets, quality control data, chain of custody records, recorder charts, and data printouts.

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 25450. WASTE DISPOSAL PERMIT REVIEW FILE.

Records concerning evaluations of the potential impact of permitted waste disposal facilities on ground water quality. File includes permits, memorandums accompanying each permit, maps, soil reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy to Ground Water Section's main office. Destroy in office records concerning unissued permits 2 years after application. Destroy in office remaining records when reference value ends.

ITEM 25451. WELL RECORDS FILE.

Records concerning the construction of wells. File includes reports submitted by well contractors and records documenting original ownership, location, construction details, geological and hydrological records, abandonment records for each well, and underground tank program records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25452. ENVIRONMENTAL INCIDENCE FILE.

Records concerning air quality, ground water quality, and water quality pollution incidents.

DISPOSITION INSTRUCTIONS: Transfer original records to main office. Destroy in office remaining records when case is closed.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
ASHEVILLE REGIONAL OFFICE
DIVISION OF LAND QUALITY**

ITEM 25453. DAM SAFETY FILE.

Records concerning agency inspection of dams within the jurisdiction of regional office. File includes inspection reports, maps, plans and specifications, U.S. Army Corps of Engineers data, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25454. SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control measures taken for construction sites within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Transfer when project is designated inactive and all enforcement actions and legal matters resolved to Inactive Sedimentation Pollution Control File.

ITEM 25455. INACTIVE SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control for completed construction projects conducted within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Retain in office records concerning cases involving civil penalties and legal actions permanently. Destroy in office remaining records after 3 years.

ITEM 25456. MINE RECLAMATION FILE.

Records concerning reclamation of areas suffering erosion damage caused by open-pit mining operations. File includes erosion control land reclamation plans, inspection reports, photographs, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
ASHEVILLE REGIONAL OFFICE
DIVISION OF PARKS AND RECREATION**

ITEM 25463. LAND AND WATER CONSERVATION FUND FILE.

Records concerning the Heritage Conservation and Recreation Services Program, a federal program which provides financial assistance to communities for outdoor recreation facilities. File includes applications for participation, correspondence, inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25464. COMMUNITY INFORMATION FILE.

Records concerning communities and municipalities within the area of jurisdiction of regional office. File includes statistics and other information utilized by section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY'S OFFICE**

ITEM 16791. DIVISION'S WORK FILE.

Requests from public sent to appropriate divisions.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
FAYETTEVILLE REGIONAL OFFICE
ADMINISTRATION**

ITEM 24966. 201 FILE.

Records concerning planning and development of waste water treatment systems for municipalities within the area of jurisdiction of regional office. File includes reports, surveys, grant information, maps, and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24967. APPLICATION FOR FEDERAL ASSISTANCE FILE.

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
FAYETTEVILLE REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 24973. ENVIRONMENTAL MANAGEMENT REFERENCE FILE.

Reference data concerning environmental management. File includes correspondence, memorandums, activity log summaries, procedures, reports, and expense accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24974. GROUND WATER DATA FILE.

Records concerning ground water within the area of jurisdiction of regional office. File includes ground water tables, analyses, well records, and monitoring records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24975. AIR QUALITY FILE.

Records concerning agency enforcement of air quality regulations and standards within the area of jurisdiction of regional office. File includes correspondence, inspection reports, permits, special orders, documentation of enforcement actions, asbestos information, and records concerning source emissions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 24976. INACTIVE AIR QUALITY FILE.

Records concerning air contamination sources which formerly were subject to agency regulations and restrictions but subsequently have either met standards or discontinued operation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24977. EMISSION TEST REPORTS FILE.

Reference copies of emission test reports from regions within the state other than the area of jurisdiction of the regional office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 24978. AMBIENT AIR SPECIAL STUDIES FILE.

Special studies and samplings for specific sources of air pollution. (Records are maintained in draft form, with the final copy placed in Air Quality File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24979. WASTE DISCHARGE PERMITS FILE.

Reference copies of permits for waste discharge into surface water within the area of jurisdiction of regional office. (File is separated as to whether type of source is municipal, private, or industrial.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of permit.

ITEM 24980. SURFACE WATER QUALITY FILE.

Records concerning surface water quality within the area of jurisdiction of regional office. File includes reports on fish kills, oil spills, and miscellaneous complaints. File also includes information regarding action taken by agency in each case, data regarding sources of waste discharge within each county, permits for large septic tanks, and monthly monitoring data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24981. AMBIENT AIR STATE AND LOCAL AIR MONITORING SYSTEMS (SLAMS) AND NATIONAL AIR MONITORING SYSTEMS (NAMS) FILE.

Records concerning SLAMS and NAMS ambient air monitoring data and activities. File includes logbooks, strip charts, and other supporting documentation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
FAYETTEVILLE REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 24982. WATER QUALITY DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Water Quality Program. File includes completed laboratory worksheets, log summary sheets, data reports, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 24983. GROUND WATER DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Ground Water Program. File includes completed laboratory worksheets, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 24985. WASTE DISPOSAL PERMIT REVIEW FILE.

Records concerning evaluations of the potential impact of permitted waste disposal facilities on ground water quality. File includes permits, memorandums accompanying each permit, maps, soil reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy to Ground Water Section's main office. Destroy in office records concerning unissued permits 2 years after application. Destroy in office remaining records when reference value ends.

ITEM 24986. WELL RECORDS FILE.

Records concerning the construction of wells. File includes reports submitted by well contractors and records documenting original ownership, location, construction details, geological and hydrological records, abandonment records for each well, and underground tank program records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24987. ENVIRONMENTAL INCIDENT FILE.

Records concerning air quality, ground water quality, and water quality pollution incidents.

DISPOSITION INSTRUCTIONS: Transfer original records to main office when case is closed. Destroy in office remaining records when case is closed.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
FAYETTEVILLE REGIONAL OFFICE
DIVISION OF LAND QUALITY**

ITEM 24988. DAM SAFETY FILE.

Records concerning agency inspection of dams within the jurisdiction of regional office. File includes inspection reports, maps, plans and specifications, U.S. Army Corps of Engineers data, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24989. SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control measures taken for construction sites within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Transfer when project is designated inactive and all enforcement actions and legal matters resolved to Inactive Sedimentation Pollution Control File.

ITEM 24990. INACTIVE SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control for completed construction projects conducted within the area of jurisdiction of regional office. Amended 6-4-01

DISPOSITION INSTRUCTIONS: Retain in office records concerning cases involving civil penalties and legal actions permanently. Destroy in office remaining records after 2 years.

ITEM 24991. MINE RECLAMATION FILE.

Records concerning reclamation of areas suffering erosion damage caused by open-pit mining operations. File includes erosion control and reclamation plans, inspection reports, photographs, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
MOORESVILLE REGIONAL OFFICE
ADMINISTRATION**

ITEM 18305. 201 FILE.

Records concerning planning and development of waste water treatment systems for municipalities within the area of jurisdiction of regional office. File includes reports, surveys, grant information, maps, and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18306. APPLICATION FOR FEDERAL ASSISTANCE FILE.

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
MOORESVILLE REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 17115. ENVIRONMENTAL MANAGEMENT REFERENCE FILE.

Reference data concerning environmental management. File includes correspondence, memorandums, activity log summaries, procedures, reports, and expense accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17116. GROUND WATER DATA FILE.

Records concerning ground water within the area of jurisdiction of regional office. File includes ground water tables, analyses, well records, and monitoring records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17117. AIR QUALITY FILE.

Records concerning agency enforcement of air quality regulations and standards within the area of jurisdiction of regional office. File includes correspondence, inspection reports, permits, special orders, documentation of enforcement actions, asbestos information, and records concerning source emissions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 17118. INACTIVE AIR QUALITY FILE.

Records concerning air contamination sources which formerly were subject to agency regulations and restrictions but subsequently have either met standards or discontinued operation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17119. EMISSION TEST REPORTS FILE.

Reference copies of emission test reports from regions within the state other than the area of jurisdiction of the regional office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 17120. AMBIENT AIR SPECIAL STUDIES FILE.

Special studies and samplings for specific sources of air pollution. (Records are maintained in draft form, with the final copy placed in Air Quality File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 17121. WASTE DISCHARGE PERMITS FILE.

Reference copies of permits for waste discharge into surface water within the area of jurisdiction of regional office. (File is separated as to whether type of source is municipal, private, or industrial.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of permit.

ITEM 17122. SURFACE WATER QUALITY FILE.

Records concerning surface water quality within the area of jurisdiction of regional office. File includes reports on fish kills, oil spills, and miscellaneous complaints. File also includes information regarding action taken by agency in each case, data regarding sources of waste discharge within each county, permits for large septic tanks, and monthly monitoring data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17123. AMBIENT AIR STATE AND LOCAL AIR MONITORING SYSTEMS (SLAMS) AND NATIONAL AIR MONITORING SYSTEMS (NAMS) FILE.

Records concerning SLAMS and NAMS ambient air monitoring data and activities. File includes logbooks, strip charts, and other supporting documentation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
MOORESVILLE REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 17124. WATER QUALITY DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Water Quality Program. File includes completed laboratory worksheets, log summary sheets, data reports, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 17125. GROUND WATER DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Ground Water Program. File includes completed laboratory worksheets, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 18313. WASTE DISPOSAL PERMIT REVIEW FILE.

Records concerning evaluations of the potential impact of permitted waste disposal facilities on ground water quality. File includes permits, memorandums accompanying each permit, maps, soil reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy to Ground Water Section's main office. Destroy in office records concerning unissued permits 2 years after application. Destroy in office remaining records when reference value ends.

ITEM 18314. WELL RECORDS FILE.

Records concerning the construction of wells. File includes reports submitted by well contractors and records documenting original ownership, location, construction details, geological and hydrological records, abandonment records for each well, and underground tank program records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18315. ENVIRONMENTAL INCIDENT FILE.

Records concerning air quality, ground water quality, and water quality pollution incidents.

DISPOSITION INSTRUCTIONS: Transfer original records to main office when case is closed. Destroy in office remaining records when case is closed.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
MOORESVILLE REGIONAL OFFICE
DIVISION OF LAND QUALITY**

ITEM 18307. DAM SAFETY FILE.

Records concerning agency inspection of dams within the jurisdiction of regional office. File includes inspection reports, maps, plans and specifications, U.S. Army Corps of Engineers data, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18308. SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control measures taken for construction sites within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Transfer when project is designated inactive and all enforcement actions and legal matters resolved to Inactive Sedimentation Pollution Control File.

ITEM 18309. INACTIVE SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control for completed construction projects conducted within the area of jurisdiction of regional office. Amended 6-4-01

DISPOSITION INSTRUCTIONS: Retain in office records concerning cases involving civil penalties and legal actions permanently. Destroy in office remaining records after 2 years.

ITEM 18310. MINE RECLAMATION FILE.

Records concerning reclamation of areas suffering erosion damage caused by open-pit mining operations. File includes erosion control and reclamation plans, inspection reports, photographs, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF ENVIRONMENTAL EDUCATION
GOVERNOR'S WASTE MANAGEMENT BOARD**

ITEM 6059. BOARD MINUTES FILE.

Approved minutes of the Governor's Waste Management Board meetings. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Microfilm all records and transfer microfilm to the custody of the Archives. Transfer original minutes to the custody of the Archives after microfilming. Destroy security copies of minutes stored in the State Records Center after original minutes are microfilmed.

ITEM 6060. BOARD MEMBERS FILE.

Records concerning board members of the Governor's Waste Management Board. File includes correspondence, memorandums, resumes, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 6061. COMMITTEES FILE.

Official records concerning each committee within the board. File includes minutes, correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer minutes to Board Minutes File (Item 6059) immediately. Transfer remaining records to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 28019. BOARD MEETINGS FILE.

Records concerning meetings of the Governor's Waste Management Board. File includes agendas, meeting materials, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. 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
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WASHINGTON REGIONAL OFFICE
ADMINISTRATION**

ITEM 24939. 201 FILE.

Records concerning planning and development of waste water treatment systems for municipalities within the area of jurisdiction of regional office. File includes reports, surveys, grant information, maps, and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24940. APPLICATION FOR FEDERAL ASSISTANCE FILE.

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WASHINGTON REGIONAL OFFICE
DIVISION OF COMMUNITY ASSISTANCE**

ITEM 24945. COMMUNITY FILE.

Contracts between agency and communities within the jurisdiction of regional office concerning community assistance. Types of assistance provided include zoning plans, land use plans, and subdivision regulations. File includes related correspondence.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Commerce.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WASHINGTON REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 24946. ENVIRONMENTAL MANAGEMENT REFERENCE FILE.

Reference data concerning environmental management. File includes correspondence, memorandums, activity log summaries, procedures, reports, and expense accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24947. GROUND WATER DATA FILE.

Records concerning ground water within the area of jurisdiction of regional office. File includes ground water tables, analyses, well records, and monitoring records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24948. AIR QUALITY FILE.

Records concerning agency enforcement of air quality regulations and standards within the area of jurisdiction of regional office. File includes correspondence, inspection reports, permits, special orders, documentation of enforcement actions, asbestos information, and records concerning source emissions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 24949. INACTIVE AIR QUALITY FILE.

Records concerning air contamination sources which formerly were subject to agency regulations and restrictions but subsequently have either met standards or discontinued operation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24950. EMISSION TEST REPORTS FILE.

Reference copies of emission test reports from regions within the state other than the area of jurisdiction of the regional office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 24951. AMBIENT AIR SPECIAL STUDIES FILE.

Special studies and samplings for specific sources of air pollution. (Records are maintained in draft form, with the final copy placed in Air Quality File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24952. WASTE DISCHARGE PERMITS FILE.

Reference copies of permits for waste discharge into surface water within the area of jurisdiction of regional office. (File is separated as to whether type of source is municipal, private, or industrial.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of permit.

ITEM 24953. SURFACE WATER QUALITY FILE.

Records concerning surface water quality within the area of jurisdiction of regional office. File includes reports on fish kills, oil spills, and miscellaneous complaints. File also includes information regarding action taken by agency in each case, data regarding sources of waste discharge within each county, permits for large septic tanks, and monthly monitoring data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24954. AMBIENT AIR STATE AND LOCAL AIR MONITORING SYSTEMS (SLAMS) AND NATIONAL AIR MONITORING SYSTEMS (NAMS) FILE.

Records concerning SLAMS and NAMS ambient air monitoring data and activities. File includes logbooks, strip charts, and other supporting documentation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WASHINGTON REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 24955. WATER QUALITY DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Water Quality Program. File includes completed laboratory worksheets, log summary sheets, data reports, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 24956. GROUND WATER DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Ground Water Program. File includes completed laboratory worksheets, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 24958. WASTE DISPOSAL PERMIT REVIEW FILE.

Records concerning evaluations of the potential impact of permitted waste disposal facilities on ground water quality. File includes permits, memorandums accompanying each permit, maps, soil reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy to Ground Water Section's main office. Destroy in office records concerning unissued permits 2 years after application. Destroy in office remaining records when reference value ends.

ITEM 24959. WELL RECORDS FILE.

Records concerning the construction of wells. File includes reports submitted by well contractors and records documenting original ownership, location, construction details, geological and hydrological records, abandonment records for each well, and underground tank program records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24960. ENVIRONMENTAL INCIDENT FILE.

Records concerning air quality, ground water quality, and water quality pollution incidents.

DISPOSITION INSTRUCTIONS: Transfer original records to main office when case is closed. Destroy in office remaining records when case is closed.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WASHINGTON REGIONAL OFFICE
DIVISION OF LAND QUALITY**

ITEM 24961. DAM SAFETY FILE.

Records concerning agency inspection of dams within the jurisdiction of regional office. File includes inspection reports, maps, plans and specifications, U.S. Army Corps of Engineers data, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24962. SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control measures taken for construction sites within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Transfer when project is designated inactive and all enforcement actions and legal matters resolved to Inactive Sedimentation Pollution Control File.

ITEM 24963. INACTIVE SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control for completed construction projects conducted within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Retain in office records concerning cases involving civil penalties and legal actions permanently. Destroy in office remaining records after 3 years.

ITEM 24964. MINE RECLAMATION FILE.

Records concerning reclamation of areas suffering erosion damage caused by open-pit mining operations. File includes erosion control and reclamation plans, inspection reports, photographs, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WASHINGTON REGIONAL OFFICE
DIVISION OF PARKS AND RECREATION**

ITEM 18311. LAND AND WATER CONSERVATION FUND FILE.

Records concerning the Heritage Conservation and Recreation Services Program, a federal program which provides financial assistance to communities for outdoor recreation facilities. File includes applications for participation, correspondence, inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18312. COMMUNITY INFORMATION FILE.

Records concerning communities and municipalities within the area of jurisdiction of regional office. File includes statistics and other information utilized by section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WASHINGTON REGIONAL OFFICE
DIVISION OF SOIL AND WATER CONSERVATION**

ITEM 18302. SOIL AND WATER CONSERVATION DISTRICT FILE.

Records concerning soil and water conservation districts within the jurisdiction of regional office. File includes correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18303. COOPERATING AGENCY FILE.

Records concerning cooperating agencies such as the Soil Conservation Service, United States Department of Agriculture, Agricultural Extension Service, and others. File includes statistics, reports, and other information utilized by office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WILMINGTON REGIONAL OFFICE
ADMINISTRATION**

ITEM 25335. 201 FILE.

Records concerning planning and development of waste water treatment systems for municipalities within the area of jurisdiction of regional office. File includes reports, surveys, grant information, maps and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25336. APPLICATION FOR FEDERAL ASSISTANCE FILE.

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WILMINGTON REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 25319. ENVIRONMENTAL MANAGEMENT REFERENCE FILE.

Reference data concerning environmental management. File includes correspondence, memorandums, activity log summaries, procedures, reports, and expense accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25320. GROUND WATER DATA FILE.

Records concerning ground water within the area of jurisdiction of regional office. File includes ground water tables, analyses, well records, and monitoring records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25321. AIR QUALITY FILE.

Records concerning agency enforcement of air quality regulations and standards within the area of jurisdiction of regional office. File includes correspondence, inspection reports, permits, special orders, documentation of enforcement actions, asbestos information, and records concerning source emissions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 25322. INACTIVE AIR QUALITY FILE.

Records concerning air contamination sources which formerly were subject to agency regulations and restrictions but subsequently have either met standards or discontinued operation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25323. EMISSION TEST REPORTS FILE.

Reference copies of emission test reports from regions within the state other than the area of jurisdiction of the regional office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 25324. AMBIENT AIR SPECIAL STUDIES FILE.

Special studies and samplings for specific sources of air pollution. (Records are maintained in draft form, with the final copy placed in Air Quality File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 25325. WASTE DISCHARGE PERMITS FILE.

Reference copies of permits for waste discharge into surface water within the area of jurisdiction of regional office. (File is separated as to whether type of source is municipal, private, or industrial.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of permit.

ITEM 25326. SURFACE WATER QUALITY FILE.

Records concerning surface water quality within the area of jurisdiction of regional office. File includes reports on fish kills, oil spills, and miscellaneous complaints. File also includes information regarding action taken by agency in each case, data regarding sources of waste discharge within each county, permits for large septic tanks, and monthly monitoring data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25327. AMBIENT AIR STATE AND LOCAL AIR MONITORING SYSTEMS (SLAMS) AND NATIONAL AIR MONITORING SYSTEMS (NAMS) FILE.

Records concerning SLAMS and NAMS ambient air monitoring data and activities. File includes logbooks, strip charts, and other supporting documentation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WILMINGTON REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 25328. WATER QUALITY DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Water Quality Program. File includes completed laboratory worksheets, log summary records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 25329. GROUND WATER DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Ground Water Program. File includes completed laboratory worksheets, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 25331. WASTE DISPOSAL PERMIT REVIEW FILE.

Records concerning evaluations of the potential impact of permitted waste disposal facilities on ground water quality. File includes permits, memorandums accompanying each permit, maps, soil reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy to Ground Water Section's main office when permit is granted. Destroy in office records concerning unissued permits 2 years after application. Destroy in office remaining records when reference value ends.

ITEM 25332. WELL RECORDS FILE.

Records concerning the construction of wells. File includes reports submitted by well contractors and records documenting original ownership, location, construction details, geological and hydrological records, abandonment records for each well, and underground tank program records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25333. ENVIRONMENTAL INCIDENT FILE.

Records concerning air quality, ground water quality, and water quality pollution incidents.

DISPOSITION INSTRUCTIONS: Transfer original records to main office when case is closed. Destroy in office remaining records when case is closed.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WILMINGTON REGIONAL OFFICE
DIVISION OF LAND QUALITY**

ITEM 25339. DAM SAFETY FILE.

Records concerning agency inspection of dams within the jurisdiction of regional office. File includes inspection reports, maps, plans and specifications, U.S. Army Corps of Engineers data, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25340. SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control measures taken for construction sites within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Transfer when project is designated inactive and all enforcement actions and legal matters resolved to Inactive Sedimentation Pollution Control File.

ITEM 25341. INACTIVE SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control measures taken for construction sites within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Retain in office records concerning cases involving civil penalties and legal actions permanently. Destroy in office remaining records after 3 years.

ITEM 25342. MINE RECLAMATION FILE.

Records concerning reclamation of areas suffering erosion damage caused by open-pit mining operations. File includes erosion control and reclamation plans, inspection reports, photographs, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WILMINGTON REGIONAL OFFICE
DIVISION OF PARKS AND RECREATION**

ITEM 25348. LAND AND WATER CONSERVATION FUND FILE.

Records concerning the Heritage Conservation and Recreation Services Program, a federal program which provides financial assistance to communities for outdoor recreation facilities. File includes applications for participation, correspondence, inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25349. COMMUNITY INFORMATION FILE.

Records concerning communities and municipalities within the area of jurisdiction of regional office. File includes statistics and other information utilized by section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WILMINGTON REGIONAL OFFICE
DIVISION OF SOIL AND WATER CONSERVATION**

ITEM 25337. SOIL AND WATER CONSERVATION DISTRICT FILE.

Records concerning soil and water conservation districts within the jurisdiction of regional office. File includes correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25338. COOPERATING AGENCY FILE.

Records concerning cooperating agencies such as the Soil Conservation Service, United States Department of Agriculture, Agricultural Extension Service, and others. File includes statistics, reports, and other information utilized by office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WINSTON-SALEM REGIONAL OFFICE
ADMINISTRATION**

ITEM 25466. 201 FILE.

Records concerning planning and development of waste water treatment systems for municipalities within the area of jurisdiction of regional office. File includes reports, surveys, grant information, maps, and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 25467. APPLICATION FOR FEDERAL ASSISTANCE FILE.

Requests for federal community assistance from locations within the area of jurisdiction of regional office. File includes requests for assistance in the categories of housing and road construction.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WINSTON-SALEM REGIONAL OFFICE
DIVISION OF AIR QUALITY**

ITEM 25481. EMISSION TEST REPORTS FILE.

Reference copies of emission test reports from regions within the state other than the area of jurisdiction of the regional office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WINSTON-SALEM REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 25477. ENVIRONMENTAL MANAGEMENT REFERENCE FILE.

Reference data concerning environmental management. File includes correspondence, memorandums, activity log summaries, procedures, reports, and expense accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25478. GROUND WATER DATA FILE.

Records concerning ground water within the area of jurisdiction of regional office. File includes ground water tables, analyses, well records, and monitoring records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25479. AIR QUALITY FILE.

Records concerning agency enforcement of air quality regulations and standards within the area of jurisdiction of regional office. File includes correspondence, inspection reports, permits, special orders, documentation of enforcement actions, asbestos information, and records concerning source emissions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 25480. INACTIVE AIR QUALITY FILE.

Records concerning air contamination sources which formerly were subject to agency regulations and restrictions but subsequently have either met standards or discontinued operation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25482. AMBIENT AIR SPECIAL STUDIES FILE.

Special studies and samplings for specific sources of air pollution. (Records are maintained in draft form, with the final copy placed in Air Quality File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 25483. WASTE DISCHARGE PERMITS FILE.

Reference copies of permits for waste discharge into surface water within the area of jurisdiction of regional office. (File is separated as to whether type of source is municipal, private, or industrial.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after termination of permit.

ITEM 25484. SURFACE WATER QUALITY FILE.

Records concerning surface water quality within the area of jurisdiction of regional office. File includes reports on fish kills, oil spills, and miscellaneous complaints. File also includes information regarding action taken by agency in each case, data regarding sources of waste discharge within each county, permits for large septic tanks, and monthly monitoring data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25485. AMBIENT AIR STATE AND LOCAL AIR MONITORING SYSTEMS (SLAMS) AND NATIONAL AIR MONITORING SYSTEMS (NAMS) FILE.

Records concerning SLAMS and NAMS ambient air monitoring data and activities. File includes logbooks, strip charts, and other supporting documentation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WINSTON-SALEM REGIONAL OFFICE
DIVISION OF ENVIRONMENTAL MANAGEMENT**

ITEM 25486. WATER QUALITY DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Water Quality Program. File includes completed laboratory worksheets, log summary sheets, data reports, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 25487. GROUND WATER DATA FILE.

Laboratory forms detailing the analysis of environmental samples for the Ground Water Program. File includes completed laboratory worksheets, quality control data, chain of custody records, recorder charts, and data printouts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 25488. LABORATORY ADMINISTRATIVE AND MANAGEMENT FILE.

Records concerning the operation of Laboratory Section. File includes correspondence; copies of purchase orders; requisitions; shipping tickets; budget information; listings of equipment on hand; information regarding buildings and grounds and motor vehicles; and printing and travel information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25489. WASTE DISPOSAL PERMIT REVIEW FILE.

Records concerning evaluations of the potential impact of permitted waste disposal facilities on ground water quality. File includes permits, memorandums accompanying each permit, maps, soil reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer official copy to Ground Water Section's main office. Destroy in office records concerning unissued permits 2 years after application. Destroy in office remaining records when reference value ends.

ITEM 25490. WELL RECORDS FILE.

Records concerning the construction of wells. File includes reports submitted by well contractors and records documenting original ownership, location, construction details, geological and hydrological records, abandonment records for each well, and underground tank program records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25491. ENVIRONMENTAL INCIDENCE FILE.

Records concerning air quality, ground water quality, and water quality pollution incidents.

DISPOSITION INSTRUCTIONS: Transfer original records to main office when case is closed. Destroy in office remaining records when case is closed.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WINSTON-SALEM REGIONAL OFFICE
DIVISION OF LAND QUALITY**

ITEM 25473. DAM SAFETY FILE.

Records concerning agency inspection of dams within the jurisdiction of regional office. File includes inspection reports, maps, plans and specifications, U.S. Army Corps of Engineers data, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25474. SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control measures taken for construction sites within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Transfer when project is designated inactive and all enforcement actions and legal matters resolved to Inactive Sedimentation Pollution Control File.

ITEM 25475. INACTIVE SEDIMENTATION POLLUTION CONTROL FILE.

Records concerning erosion control for completed construction projects conducted within the area of jurisdiction of regional office.

DISPOSITION INSTRUCTIONS: Retain in office records concerning cases involving civil penalties and legal actions permanently. Destroy in office remaining records after 3 years.

ITEM 25476. MINE RECLAMATION FILE.

Records concerning reclamation of areas suffering erosion damage caused by open-pit mining operations. File includes erosion control and reclamation plans, inspection reports, photographs, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WINSTON-SALEM REGIONAL OFFICE
DIVISION OF PARKS AND RECREATION**

ITEM 25492. LAND AND WATER CONSERVATION FUND FILE.

Records concerning the Land and Water Conservation Fund Program, a federal program which provides financial assistance to communities for outdoor recreation facilities. File includes applications for funding, agreements between sponsors and the state/federal agencies project amendments, legal descriptions of each park project, correspondence, inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25493. COMMUNITY INFORMATION FILE.

Records concerning communities and municipalities within the area of jurisdiction of regional office. File includes statistics and other information utilized by section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
WINSTON-SALEM REGIONAL OFFICE
DIVISION OF SOIL AND WATER CONSERVATION**

ITEM 25494. SOIL AND WATER CONSERVATION DISTRICT FILE.

Records concerning soil and water conservation districts within the jurisdiction of regional office. File includes correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 25495. COOPERATING AGENCY FILE.

Records concerning cooperating agencies such as the Soil Conservation Service, United States Department of Agriculture, Agricultural Extension Service, and others. File includes statistics, reports, and other information utilized by office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.