

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

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

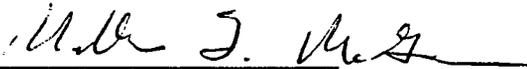
GOVERNOR'S WASTE MANAGEMENT BOARD

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

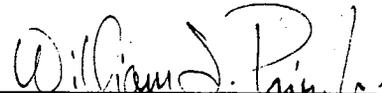
GOVERNOR'S WASTE MANAGEMENT BOARD

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 This schedule is to remain in effect until superseded.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

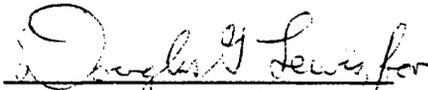


Melba S. McGee, Chief Records Officer  
Department of Environment, Health, and  
Natural Resources

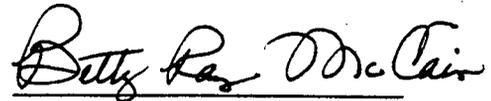


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



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



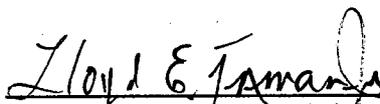
Betty Ray McCain, Secretary  
Department of Cultural Resources

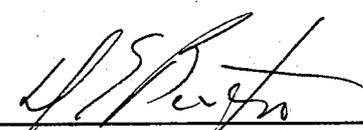
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

Amend the records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Items 18309 and 24990 as shown on substitute pages dated June 4, 2001.

APPROVAL RECOMMENDED

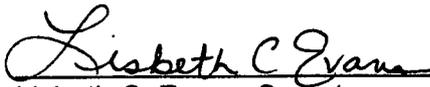
  
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Lloyd E. Inman, Jr., Chief Records Officer  
Department of Environment and Natural Resources

  
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Dempsey Benton, Chief Deputy Secretary  
Department of Environment and Natural Resources

  
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Jeffrey D. Crow, Director  
Division of Archives and History

APPROVED

  
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William G. Ross, Jr., Secretary  
Department of Environment and Natural Resources

  
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Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**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  
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  
OFFICE OF THE DEPUTY SECRETARY  
OFFICE OF ENVIRONMENTAL EDUCATION  
EDUCATIONAL PROGRAMS**

**ITEM 37407. WORK SCHEDULES FILE.**

Work schedules for employees of the office.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
OFFICE OF THE DEPUTY SECRETARY  
OFFICE OF ENVIRONMENTAL EDUCATION  
DIRECTOR'S OFFICE**

**ITEM 36912. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.**

Machine readable records concerning routine tasks and daily operations of the office. Electronic files include correspondence, mailing lists, meeting agendas, membership listings, and other related records.

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 administrative value ends.