

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

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

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

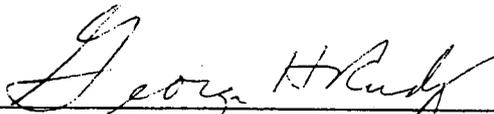
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



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

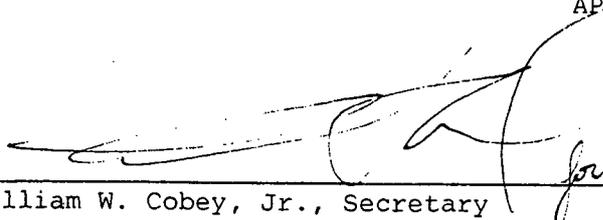


George H. Rudy, Deputy Secretary  
Department of Environment, Health, and  
Natural Resources



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

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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OFFICE OF PUBLIC AFFAIRS**

**ITEM 2485. NEWS RELEASES FILE.**

Departmental news releases. File includes releases and drafts, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 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.

**ITEM 2486. SPEECHES FILE.**

Copies of speeches of the Secretary of the Department of Environment, Health, and Natural Resources. File includes final and draft copies of speeches, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 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.

**ITEM 17636. PHOTOGRAPHS FILE.**

Departmental public relations slide photographs. File includes photographs of special events, state parks, state forests, scenic sites, state officials, and other departmental projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years for immediate transfer to the custody of the Archives.

**ITEM 28813. BIOGRAPHICAL INFORMATION REFERENCE FILE.**

Biographical sketches of departmental personnel and other individuals of interest to the Office of Public Affairs.

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 28814. DEPARTMENT ORGANIZATIONAL CHARTS FILE.**

Organizational charts of the Department of Environment, Health, and Natural Resources.

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 28815. GRANTS FILE.**

Copies of letters of approval and press releases concerning grants approved by the Office of the Governor and administered by the Department of Environment, Health, and Natural Resources.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 28816. GRANTS LOG FILE.**

Log of grants approved by the Office of the Governor and administered by the department. (Log is maintained on floppy disc and printed when needed.)

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 28817. IDENTIFICATION (ID) CARDS FILE.**

ID cards issued to various employees of the department.

DISPOSITION INSTRUCTIONS: Destroy in office when employee terminates service.

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**ITEM 28818. IDENTIFICATION (ID) CARDS INDEX FILE.**

Index of ID cards issued to employees of the department.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.