

RECORDS RETENTION AND DISPOSITION SCHEDULE
AMENDMENT AND NAME CHANGE

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR OPERATIONS
DIVISION OF PURCHASE AND SERVICES

Amend the records retention and disposition schedule approved July 1, 1997 by changing the description and disposition instructions for Item 2483, 4018, 11150, 36199, 36204, 36212, 36217, and 36223 as shown on substitute pages dated January 29, 1999.

IN ADDITION, 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 the

ASSISTANT SECRETARY FOR ADMINISTRATION
DIVISION OF GENERAL SERVICES

to the

DEPUTY SECRETARY FOR OPERATIONS
DIVISION OF PURCHASE AND SERVICES

The text of only Items 2483, 4018, 11150, 36199, 36204, 36212, 36217, and 36223 have changed, as indicated above. No new items have been added, no items have been deleted, and no other changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated July 1, 1997.

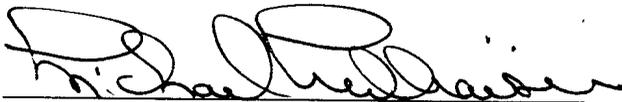
APPROVAL RECOMMENDED



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



Laird Davison, Director
Division of General Services



Michael Williamson, Deputy Secretary
Operations

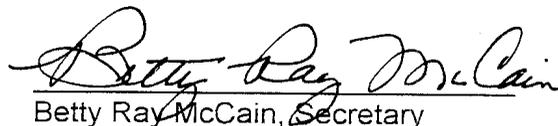


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Wayne McDevitt, Secretary
Department of Environment and Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

January 29, 1999

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.

LLBH

Superseded
by amendment
+ name
change
1-29-99

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.

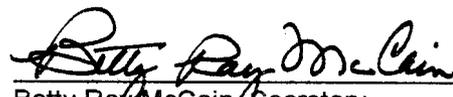
APPROVAL RECOMMENDED


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 OPERATIONS
DIVISION OF PURCHASE AND SERVICES
DIRECTOR'S OFFICE**

ITEM 7920. CORRESPONDENCE FILE.

Correspondence to and from other state agencies concerning leases, purchasing, and other related subjects. File also includes transmittal letters. Correspondence and transmittal letters are entered into Administrative Word Processing (Electronic) File (Item 36193).

DISPOSITION INSTRUCTIONS: Transfer correspondence to and from other state agencies 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 after 2 years.

ITEM 36193. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning routine tasks and daily operations of the office. Electronic files include correspondence to other state agencies, transmittal letters to divisions of the department concerning leases and purchasing, 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 reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR OPERATIONS
DIVISION OF PURCHASE AND SERVICES
PROPERTY AND OFFICE SERVICES SECTION
PRINTING AND DUPLICATING UNIT**

ITEM 36207. PRINTING REQUESTS FILE.

Requests for printing submitted by departmental offices. Job numbers, billing codes, costs, and other related data are entered into Printing Requests Database (Electronic) File (Item 36208) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office upon completion of printing job and when released from all audits, whichever occurs later.

ITEM 36208. PRINTING REQUESTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning requests for printing submitted by departmental offices. Job numbers, billing codes, costs, and other related data are 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 upon completion of printing job and when released from all audits, whichever occurs later.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR OPERATIONS
DIVISION OF PURCHASE AND SERVICES
PROPERTY AND OFFICE SERVICES SECTION
PROPERTY AND OFFICE SERVICES ADMINISTRATION**

ITEM 36210. AMERICANS WITH DISABILITIES ACT (ADA) FILE.

Reference copies of records concerning the ADA. File includes the ADA, technical assistance manuals, federal registers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36212. FISCAL FILE.

Reference copies of records concerning expenditures made by the section. File includes invoices, bills, accounting code sheets, and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR OPERATIONS
DIVISION OF PURCHASE AND SERVICES
PURCHASE AND CONTRACT SECTION
CONTRACTING UNIT**

ITEM 7947. THIRD PARTY REIMBURSEMENTS FILE.

Reference copies of invoices for medicaid reimbursements.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR OPERATIONS
DIVISION OF PURCHASE AND SERVICES
PURCHASE AND CONTRACT SECTION
PURCHASE AND CONTRACT ADMINISTRATION**

ITEM 7923. PURCHASE AND CONTRACT ADMINISTRATION REFERENCE FILE.

Reference copies of records maintained by the office for reference purposes. File includes policies and procedures, maps, organizational charts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office policies and procedures and organizational charts when superseded or obsolete. Destroy in office remaining records when reference value ends.