

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE
NAME CHANGE

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF LAND RESOURCES
NORTH CAROLINA GEODETIC SURVEY

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the

OFFICE OF THE GOVERNOR
CHIEF OF STAFF
OFFICE OF STATE PLANNING

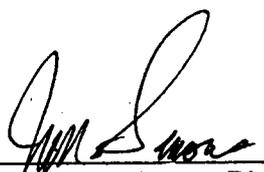
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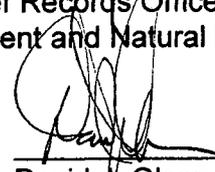
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF LAND RESOURCES

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 June 28, 1993.

APPROVAL RECOMMENDED


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


Jim Simons, Director
Division of Land Resources


David J. Olson, Director
Division of Historical Resources


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

APPROVED


Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 21, 2002

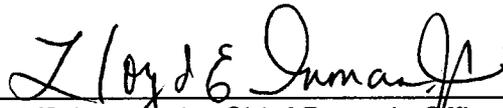
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETRY FOR ENVIRONMENTAL PROTECTION
DIVISION OF LAND RESOURCES
GEOLOGICAL SURVEY SECTION

Amend the records retention and disposition schedule approved July 1, 1997 by adding the
Items 44519 and 44520 as shown on substitute pages dated January 21, 2000.

APPROVAL RECOMMENDED



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



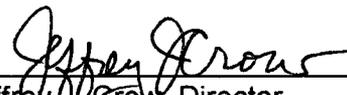
Richard Wooten, Acting Chief
Geological Survey Section



Charles Gardner, Director
Division of Land Resources

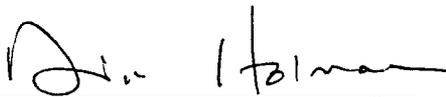


Robin Smith, Assistant Secretary
Environmental Protection



Jeffrey Crow, Director
Division of Archives and History

APPROVED



Bill Holman, Secretary
Department of Environment and Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

January 21, 2000

LLBH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF LAND RESOURCES
NORTH CAROLINA GEODETIC SURVEY**

ITEM 2716. GEODETIC SUBJECT FILE.

Records concerning activities of the agency. File includes correspondence to and from the National Geodetic Survey, reference copies of cooperative engineer contracts, general instructions and federal guidelines for field survey units, and other related records.

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 17197. UNPUBLISHED HORIZONTAL PROJECTS FILE.

Unpublished North Carolina Geodetic Survey project reports listing latitudes and longitudes of survey monuments, adjustments made to these measurements, and other related data. Horizontal and vertical angles; latitudes, longitudes, and elevations of survey monuments; and other related data are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17199. UNPUBLISHED VERTICAL PROJECTS FILE.

Unpublished North Carolina Geodetic Survey project reports listing preliminary elevations of survey monuments, differences in elevations, and other related data. Elevations, differences in accumulated kilometers, meteorological measurements, and other related data are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17201. PRESENT HORIZONTAL CONTROL (PRINTOUTS) FILE.

Computer generated printouts listing latitudes and longitudes of survey monuments in each county, dates of each monument's establishment, locations of each quadrangle, and other related data. File also includes published National Geodetic Survey indices.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 17202. PRESENT VERTICAL CONTROL (PRINTOUTS) FILE.

Computer generated printouts listing elevations of survey monuments in each county, dates of each monument's establishment, locations of each quadrangle, and other related data. File also includes published National Geodetic Survey indices.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 17204. FIELD OBSERVATIONS FILE.

Summaries of field surveys conducted in accordance with the Cooperative Geodetic Coordinator Agreement with the National Ocean Service. Angles turned; distances measured; adjustments to latitudes, longitudes, and elevations of survey monuments; and other related data are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the National Geodetic Survey upon completion of project.

ITEM 17205. GEODETIC SURVEY WORKING FILE.

Records concerning unpublished horizontal and vertical geodetic computations which are used to calculate final adjustments to the latitude, longitude, and elevation of survey monuments. File includes topographic and geodetic maps. Final adjustments to the latitude, longitude, and elevation of survey monuments are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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ITEM 17206. GEODETIC SURVEY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning agency projects. Electronic files include unpublished horizontal and vertical projects, field observation summaries, horizontal and vertical geodetic computations, descriptions of locations of monuments, recovered survey monuments, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records when reference value ends.

ITEM 17207. APPLICATION SOFTWARE FILE.

Records in paper and machine readable formats concerning software developed by the agency. File includes source code, objects, manuals, design specifications, and other related records. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records when superseded or obsolete.

ITEM 17210. INDEX TRIANGULATION DATA FILE.

Records concerning the first geographic positions and coordinates surveys established for geodetic stations throughout the state.

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 44494. BASE STATION (ELECTRONIC) FILE.

Machine readable records concerning geographic positional data. File includes lists of stations, correspondence, and other related records. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records when superseded or obsolete.

ITEM 44495. COUNTY BOUNDARIES FILE.

Records in paper and machine readable formats concerning the survey of county boundaries. File includes plats of survey, legal descriptions, county line mark certificates, evidence reports, and other related records. Mark raw survey field data, adjustment constraints and parameters, record and field observations, and other related data are entered into the Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated. File also includes backup records. (File is maintained in accordance with the provisions of G.S. 153A-18.) Amended 9-28-01

DISPOSITION INSTRUCTIONS: Print plats of survey, legal descriptions, and final reports. Transfer printed copies of plats of survey, legal descriptions, and final reports to the State Records Center after 1 year. Records will be held for the agency 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records in paper and electronic formats when administrative value ends.

ITEM 44496. GEODETIC CONTROL MAPS FILE.

Records concerning high accuracy surveys of the state. File includes project and control maps, and other related records.

DISPOSITION INSTRUCTIONS: Transfer project maps to the State Records Center after 2 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. Destroy in office remaining records after 2 years.

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ITEM 44500. WEBSITE (ELECTRONIC) FILE.

Machine readable records concerning the agency's presence on the World Wide Web (WWW). File includes contact information, forms, instructions, and other related information. Records are in hypertext markup language (HTML). File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Erase/destroy in office remaining records when superseded or obsolete.