Department of Environment, Health, and Natural Resources
N.C. Wildlife Resources Commission
Administration
Executive Director's Office

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

Executive Director's Office

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

Executive Director's Office

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 This schedule is to remain in effect until superseded.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

JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and
Natural Resources

Charles R. Fullwood, Executive Director
N.C. Wildlife Resources Commission

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

January 31, 1995

HFH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
WILDLIFE RESOURCES COMMISSION
ADMINISTRATIVE SERVICES DIVISION

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the title and disposition instructions for Item 20562 as shown on substitute page dated February 7, 2006.

APPROVAL RECOMMENDED

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

Cecilia Edgar, Deputy Director
Wildlife Resources Commission

David Brook, Director
Division of Historical Resources

APPROVED

Richard B. Hamilton, Executive Director
Wildlife Resources Commission

Lisbeth C. Evans, Secretary
Department of Cultural Resources

February 7, 2006

AWH

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
N.C. WILDLIFE RESOURCES COMMISSION
ADMINISTRATION
DIVISION OF PERSONNEL

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

DIVISION OF PERSONNEL

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.**

DIVISION OF PERSONNEL

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

Larry A. Campbell, Director
Division of Personnel

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

Charles R. Fullwood, Executive Director
N.C. Wildlife Resources Commission

APPROVED

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

Patric Dorsey, Secretary
Department of Cultural Resources

March 31, 1992

HFH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N.C. WILDLIFE RESOURCES COMMISSION
DIVISION OF ADMINISTRATIVE SERVICES

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 2745 as shown on substitute page dated May 29, 2002.

APPROVAL RECOMMENDED

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

Cecilia Edgar, Director
Division of Administrative Services

Charles Fullwood, Executive Director
N.C. Wildlife Resources Commission

David J. Olson, Director
Division of Historical Resources

APPROVED

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

Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 29, 2002

AWH

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
ADMINISTRATION
EXECUTIVE DIRECTOR'S OFFICE

ITEM 2742. CORRESPONDENCE FILE.
Correspondence written by the Executive Director and received from other divisions and agencies concerning the administration and management of the commission and its programs.

DISPOSITION INSTRUCTIONS: Transfer 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.

ITEM 20562. WILDLIFE RESOURCES COMMISSION MEETINGS FILE.
Wildlife Resources Commission meeting minutes. File also includes agendas of meetings, resolutions, supporting exhibits, commission actions, and other related records. Amended 2-7-06

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel will prepare and arrange records for microfilming according to Imaging Unit, Collection Management Branch guidelines prior to requesting transfer of records to the State Records Center.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed. Retain in office one copy of minutes permanently. Destroy in office remaining records when reference value ends.

ITEM 20565. GAME LANDS FILE.
Correspondence concerning game lands, management areas, and refuges.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 20577. COMMISSION PROPERTY FILE.
Records concerning all property controlled by the commission. File includes cooperative property agreements, leases, contracts, deeds, easements, and licenses.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends and after termination of agreement/contract or sale of property if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 33968. GENERAL ASSEMBLY FILE.
Reference copies of records concerning legislation affecting the commission. File includes bulletins, bills, legislative summaries, General Statutes, and General Assembly membership rosters. (Records previously transferred to the State Records Center as Item 2740.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35974. ORGANIZATIONAL CHARTS FILE.
Organizational charts for the Wildlife Resources Commission. (Records previously transferred to the State Records Center as Item 2740.)

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.

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
ADMINISTRATION
EXECUTIVE DIRECTOR'S OFFICE

ITEM 35976. RESOLUTIONS FILE.

Records concerning resolutions of litigation involving the commission. File includes statements of decisions, correspondence, and other related records.

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 35977. SPEECHES FILE.

Speeches given by the Executive Director. (Records previously transferred to the State Records Center as Item 2740.)

DISPOSITION INSTRUCTIONS: Transfer 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.