

Department of Environment, Health, and Natural Resources  
North Carolina Wildlife Resources Commission  
Administrative Services Section

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

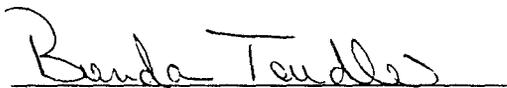
**Administrative Services Section**

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

**Administrative Services Section**

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 This schedule is to remain in effect until superseded.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, Health,  
and Natural Resources

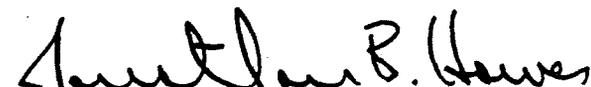
  
Connie R. Spivey, Chief of Administration  
Administrative Services Section



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

  
Jeffrey J. Crow, 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

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.

May 28, 1996

HFH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
N. C. WILDLIFE RESOURCES COMMISSION  
ADMINISTRATIVE SERVICES SECTION  
DATA PROCESSING BRANCH**

**ITEM 20615. MOTORBOAT REGISTRATIONS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning all boats registered and titled in North Carolina. Electronic file includes owners' names and addresses, brief descriptions of boats, registration numbers, dates when watercraft title was assigned to owners, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office after 2 years of inactivity and when released from all audits, whichever occurs later.

**ITEM 20616. DATA PROCESSING CORRESPONDENCE FILE.**

Correspondence concerning requisitions, purchases, equipment, utilization reports, and branch personnel. (Comply with applicable provisions of G.S. 126-22, 126-23, 126-24 regarding confidentiality of personnel related records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 20617. MAGAZINE MAILING LIST DATABASE (ELECTRONIC) (WILDLIFE IN NORTH CAROLINA) FILE.**

Machine readable records concerning subscribers to the commission's magazine. Electronic file includes names and addresses of individuals. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office when superseded or obsolete.

**ITEM 20619. HUNTING AND FISHING LICENSE ACCOUNT DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning hunting and fishing license sales. Electronic file includes agents' names and addresses, assigned control numbers, amounts generated from license sales, number of unsold licenses arranged by license type and year, notes concerning agents' compliance, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office when annual inventory is completed and returned by licensing agents.

**ITEM 20620. FEDERAL AND ACCOUNTING DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning federal aid costs. Electronic file includes designations of federal funds received by fund types, amounts of expenditures arranged by object type and by fiscal year, and other related data. (Electronic file is downloaded from Office of the State Controller and maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office appropriate fields of data when released from all audits.

**ITEM 20621. GAS AND OIL PURCHASES DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning gasoline purchased by the commission. Electronic file includes purchase amounts arranged by division and by name of oil distributors, dates of purchases, amounts of oil and gas purchased, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage routinely. Agency representative will update periodically and recycle magnetic tapes after third generation backup tapes are made. Erase in office after all per mile and per hour calculations are determined for vehicle usage per year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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ADMINISTRATIVE SERVICES SECTION  
DATA PROCESSING BRANCH**

**ITEM 20622. PROSECUTION DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning violators of game, fish, and boating laws. Electronic file includes names and addresses of violators, dates of violations, types of violations, locations of violations, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic tape to an off-site location for backup storage. Agency representative will update periodically and recycle magnetic tapes after third generation backup copies are made. Erase in office appropriate fields of data after 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 20623. HUNTER SAFETY DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning certified hunter safety graduates. Electronic file includes names and addresses of graduates. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 35777. LIFETIME ENDOWMENT FUND DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning individuals applying to the Lifetime Endowment Fund. Electronic file includes names of applicants, dates of birth, social security numbers, dates licenses were issued, county names, types of licenses issued, license codes, license numbers, telephone numbers, names and addresses of donors, amounts of payments, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 35778. APPLICATIONS FOR BOAT REGISTRATIONS FILE.**

Completed applications concerning the registration of all new boats. Applications include owners' names and addresses, descriptions of vessels, registration numbers, and other related information. Names and addresses of boat owners, descriptions of vessels, registration numbers, and other related information are entered into Motorboat Registration Database (Electronic) File (Item 20615) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Transfer to Revenue and Financial Management Branch, Boat Registration and Watercraft Titling Unit, Applications for Boat Registrations File (Item 20583) immediately after entering appropriate information into database.

**ITEM 35779. APPLICATIONS FOR TRANSFERRING OWNERSHIP FILE.**

Completed applications received from individuals who are transferring ownership of their vessel to another individual. Applications include original and new owners' names and addresses, descriptions of vessels, registration numbers, and other related information. Names and addresses of owners, descriptions of vessels, registration numbers, and other related data are entered into Motorboat Registrations Database (Electronic) File (Item 20615) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Transfer to Revenue and Financial Management Branch, Boat Registration and Watercraft Titling Unit, Applications for Transferring Ownership File (Item 36274) immediately after entering appropriate information into database.

**ITEM 35799. PROSECUTION FORMS FILE.**

Completed forms received from the Enforcement Division concerning violators of game, fish, and boating laws. Forms include names and addresses of violators, dates of violations, types of violations, locations of violations, and other related information. Names and addresses of violators, dates of violations, types of violations, locations of violations, and other related information are entered into Prosecution Database (Electronic) File (Item 20622) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Return forms to Enforcement Section immediately after entering appropriate fields of information into database.

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BOAT REGISTRATION AND WATERCRAFT TITLING UNIT**

**ITEM 20583. APPLICATIONS FOR BOAT REGISTRATIONS FILE.**

Completed applications concerning the registration of all new boats. Applications include owners' names and addresses, descriptions of vessels, registration numbers, and other related information. Names and addresses of boat owners, descriptions of vessels, registration numbers, and other related information are entered into Motorboat Registrations Database (Electronic) File (Item 20615) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 20584. MOTORBOAT NUMBERS LEDGER BOOKS FILE.**

Ledger books listing permanent registration numbers assigned to motorboats registered with the commission. File includes owners' names and addresses, dates assigned, and numbers of boats.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 20585. MOTORBOAT REGISTRATION TRANSACTION REGISTER (PRINTOUTS) FILE.**

Computer printouts concerning motorboat registration transactions. Printouts include boat numbers, types of registrations, dates issued, amounts of registration fees, and total amounts of revenue collected from boat registrations.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20586. CURRENT RENEWAL NOTICES FILE.**

Notices concerning the renewal of boat registrations. Notices include names of individuals who have notified the commission that they no longer own boats.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 20587. CANCELLATION NOTICES FILE.**

Cancellation notices received from individuals wanting to cancel their boat registrations.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20588. BOAT REGISTRATION CORRESPONDENCE FILE.**

Correspondence concerning changes in boat registrations, incorrect fees, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after situation is corrected.

**ITEM 20591. WORK ORDERS (BLUE SHEETS) FILE.**

Work orders concerning the numbers of registrations issued, money received, and deposits.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20594. REFUNDS FILE.**

Records concerning refunds issued due to over payments or duplications of boat registrations. File includes correspondence, ledgers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20595. BAD CHECKS RECORDS FILE.**

Correspondence used to show proof of payment.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

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BOAT REGISTRATION AND WATERCRAFT TITLING UNIT**

**ITEM 20597. ACTIVE AGENTS FILE.**

Records concerning motorboat registration renewals. File includes invoices for decals issued, reports of decals sold, transmittal of receipts, applications for bonding agents, applications for motorboat registration agents, correspondence, motorboat agent appointment logs, reports of suitability, instructions to agents, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Agents File (Item 20598) when agent is no longer active.

**ITEM 20598. INACTIVE AGENTS FILE.**

Records concerning former motorboat registration agents for the commission. File includes applications for motorboat registration agents, correspondence, motorboat agent appointment logs, reports of suitability, instructions to agents, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after agent becomes inactive.

**ITEM 20600. CONSIGNMENTS (PRINTOUTS) FILE.**

Computer printouts listing numbers of decals issued and amounts of money received.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20601. EDIT FILE.**

Computer printouts listing agents' activities. Printouts list agent numbers, dates, number and year of expiration of decals sold, amounts received by commission, and total amounts for which agents are responsible.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 20602. SUMMARY OF REMITTANCES FILE.**

Remittances for cash receipts maintained in ledger form.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after released from all audits.

**ITEM 35780. APPLICATIONS FOR ASSIGNING HULL IDENTIFICATION NUMBERS FILE.**

Completed applications received from boat owners requesting the issuance of their boats' Hull Identification Number (HIN). File includes names and addresses of boat owners, boat registration numbers, newly assigned HIN, and brief descriptions of boats. Names and addresses of boat owners, boat registration numbers, and brief descriptions of boats are entered into Data Processing Branch, Motorboat Registrations Database (Electronic) File (Item 20615) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 35781. UNSOLD EXPIRED DECALS FILE.**

Unsold decals that have expired.

DISPOSITION INSTRUCTIONS: Destroy in office at end of year of expiration.

**ITEM 35804. APPLICATIONS FOR WATERCRAFT CERTIFICATE OF TITLE (WT-1) FILE.**

Applications concerning the titling of watercraft. Applications include names and addresses of watercraft owners, descriptions of watercraft motors, lienholders' names and addresses, dates when watercraft titles were assigned to owners, amounts of liens, registration numbers, brief descriptions of watercraft, title numbers, and other related information. Names and addresses of watercraft owners, registration numbers of watercraft, dates when watercraft titles were assigned to owners, and other related information are entered into Data Processing Branch, Motorboat Registrations Database (Electronic) File (Item 20615) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**ITEM 35805. CASH REMITTANCE LEDGERS FILE.**

Ledgers concerning all cash receipts received by mail and for walk-in traffic customers involving watercraft titling and motorboat registrations. Ledgers include names of individuals, amounts of cash received, and dates of transactions.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 35806. CORRESPONDENCE (ADMINISTRATIVE) FILE.**

Administrative correspondence written and received by the office concerning the processing of watercraft certificates of titles and new boat registrations. File includes supporting documentation submitted with applications and request forms for additional information.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after transactions are completed.

**ITEM 35807. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE.**

Reference copies of routine correspondence written to and received from other divisions and sections within the agency and from other state agencies concerning day-to-day operations of the unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 35808. DEPOSITORY (SUPPORTING RECORDS) FILE.**

Reference copies of records used to support deposits made by the commission. File includes daily transmittal sheets, work orders control sheets, accounting code sheets, and work order preparation sheets.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35809. MEMORANDUMS (REMITTANCE) FILE.**

Memorandums written by the office concerning deposits of monies received for motorboat registrations and watercraft titling.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35810. MOTORBOAT TRANSACTION REGISTER (PRINTOUTS) FILE.**

Computer printouts concerning motorboat registration transactions. Printouts include boat numbers, types of registrations, dates issued, registration fee amounts, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35812. WATERCRAFT REFUNDS FILE.**

Records concerning refunds issued due to overpayments or duplications of watercraft certificates of titles. File includes correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

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BOAT REGISTRATION AND WATERCRAFT TITLING UNIT**

**ITEM 36274. APPLICATIONS FOR TRANSFERRING OWNERSHIP FILE.**

Completed applications received from individuals who are transferring ownership of their vessel to another individual. Applications include original and new owners' names and addresses, descriptions of vessels, registration numbers, and other related information. Names and addresses of owners, descriptions of vessels, registration numbers, and other related data are entered into Data Processing Branch, Motorboat Registrations Database (Electronic) File (Item 20615) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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FINANCIAL MANAGEMENT UNIT**

**ITEM 20667. WORKER'S COMPENSATION CLAIMS FILE.**

Reference copies of Worker's Compensation Claim forms filed by employees and results of claim. Includes pertinent documents and forms.

DISPOSITION INSTRUCTIONS: Records transferred to Administration, Division of Personnel, Workers' Compensation (Reportable) Claims File (Item 33354).

**ITEM 20669. PENDING LICENSE AGENTS FILE.**

Completed applications submitted by individuals interested in becoming licensing agents and who were not appointed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 20670. PENDING APPLICATIONS FOR FUR TAG AGENTS FILE.**

Record copies of applications submitted by individuals interested in becoming fur tag agents. Includes cover sheet, enforcement officer's report, letters of recommendation, and financial statement.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office after 2 year(s).

**ITEM 20671. CORRESPONDENCE FILE.**

Correspondence concerning requisitions, credit cards, insurance, and motor vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 20674. MOTORBOAT TO WILDLIFE FUND TRANSFER FILE.**

Records concerning the formula approved by the commission for transferring funds from the Motorboat Fund to the Wildlife Fund.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 20675. WILDLIFE ENDOWMENT FUND FILE.**

Records concerning the Wildlife Endowment Fund. File includes daily balances, allocation amounts of earned interest, and amounts of interest transferred to the operating fund.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 20680. FISCAL FILE.**

Records concerning fiscal matters of the unit. File includes certified budgets, budget transfer forms, allotment forms, requisitions of funds, and other related fiscal records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 20681. STOCKROOM AND WAREHOUSE ORDER FORMS FILE.**

Completed forms used by the stockroom and warehouse to indicate withdrawals and cost distributions.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20684. MONTHLY BUDGET REPORTS ON WILDLIFE AND MOTORBOAT FUNDS FILE.**

Monthly budget reports concerning the wildlife and motorboat funds. File includes Monthly Budget Reports, Outstanding Obligations Reports, Appropriations and Allotments Reports, Vouchers Reports, Receipts Reports, and other related reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

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FINANCIAL MANAGEMENT UNIT**

**ITEM 20685. REMITTANCE MEMORANDUMS FILE.**

Carbon copies of remittance memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 35784. CONTRIBUTIONS TO WILDLIFE ENDOWMENT FUND (FORMS) FILE.**

Completed forms listing contributions received for the Wildlife Endowment Fund. Forms include dates of deposits, remittance numbers, total number and amounts of contributions received, and the names and addresses of contributors.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35786. MAGAZINE SUBSCRIPTIONS (MICROFICHE) FILE.**

Microfiche of magazine subscriptions. Microfiche includes names and addresses of subscribers, magazine expiration dates, types of subscriptions, number of issues received each month, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

**ITEM 35791. PRINTS AND STAMPS ROYALTY PAYMENTS FILE.**

Records concerning royalty payments received quarterly for prints and stamps sold by contractors for the N.C. Wildlife Resources Commission. File includes correspondence and ledgers.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 35793. REMITTANCE MEMORANDUMS FILE.**

Reference copies of memorandums concerning money received for magazine subscriptions, calendars, prints, and binder sales.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

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HUNTING AND FISHING UNIT**

**ITEM 20686. PERMANENT LICENSES APPLICATIONS FILE.**

Applications requesting permanent licenses and duplicates of licenses issued.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20687. DUPLICATE LOST LICENSES FILE.**

Applications for duplicate hunting or fishing licenses.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20688. LICENSE SUBJECT (REFERENCE) FILE.**

Reference copies of records concerning the licensing process. File includes reports, license orders, summaries, regulations, statistics, biennial reports, mailing books, and publications.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 20689. ACTIVE AGENTS FILE.**

Records concerning agents licensed to sell hunting and fishing licenses. File includes invoices for fishing and hunting licenses issued, reports of licenses sold and unsold, transmittal of receipts, applications for bonding agents, applications for licensing agents, correspondence, licensing agents appointment logs, reports of suitability, instructions to agents, and other related records. Agents' names and addresses, number of licenses sold and unsold, amounts generated from license sales, and other related information are entered into Data Processing Branch, Hunting and Fishing License Account Database (Electronic) File (Item 20619) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Agents File (Item 20690) when agent becomes inactive.

**ITEM 20690. INACTIVE AGENTS FILE.**

Records concerning agents who are no longer active. File includes invoices for fishing and hunting licenses issued, reports of licenses sold and unsold, transmittal of receipts, applications for bonding agents, applications for licensing agents, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after agent becomes inactive.

**ITEM 20692. BOND RENEWALS AND AGENTS' AGREEMENTS FILE.**

Applications for being bonded as state hunting and fishing licensing agents. File also includes licensing agents' agreements.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 20693. AGENTS' LICENSE ORDERS FILE.**

Completed order forms used to record agents' license orders.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 20694. CONSIGNMENTS AND INVENTORY (PRINTOUTS) FILE.**

Computer printouts concerning the number of licenses issued and amount of money received. Printouts include total number of licenses sold by type and amounts of revenue generated from licenses sold.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 20695. REQUESTS FOR LICENSES AND ADDRESS CHANGES FILE.**

Correspondence requesting licenses and changes of address.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

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HUNTING AND FISHING UNIT**

**ITEM 20696. SUMMARY OF LICENSES AND PERMITS FILE.**

Forms summarizing daily types of licenses and codes, quantities, rates, and net amounts received for licenses and permits issued.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

**ITEM 20698. LICENSES SOLD AND UNSOLD FILE.**

Licenses sold and unsold by the Hunting and Fishing Unit. File also includes completed electronic ledger forms. Licenses and/or ledger forms include agents' names and addresses, assigned control numbers, amounts generated from license sales, agents' licensing numbers, number of licenses sold by agents, total amount of money received for types of licenses sold, and other related information. Names and addresses of agents, assigned control numbers, amounts generated from license sales, and other related information are entered into Data Processing Branch, Hunting and Fishing License Account Database (Electronic) File (Item 20619) immediately upon receipt. Agents' licensing numbers, number of licenses sold by agents, total amount of money received for types of licenses sold, and other related data are entered into Revenue and Financial Management Branch, Hunting and Fishing Unit, Monthly Controls Edit Transactions Database (Electronic) File (Item 35801) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 20699. LEDGER CARDS FILE.**

Record copies of account cards (printouts) for agents selling licenses. Includes date, agent number, quantity of licenses sold, amount of money turned in, and total amount of revenue collected from sales.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 20700. AGENTS' LICENSE STUB FILE.**

Reference copies of sold, unsold, and unused hunting and fishing license stubs used for online edits and monthly controls.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 20701. LICENSE CORRESPONDENCE FILE.**

Correspondence written and/or received by the unit concerning hunting and fishing licenses issued by the unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

**ITEM 35795. LIFETIME ENDOWMENT LICENSE CHARGE CARD TRANSMITTAL FORMS FILE.**

Completed forms concerning charges to charge cards made by individuals applying for Lifetime Endowment Licenses. Forms include names and addresses of applicants, charge card account numbers, amounts charged, authorization code numbers, and other related information. Names and addresses of applicants, amounts charged, and other related information are entered into Data Processing Branch, Lifetime Endowment Fund Database (Electronic) File (Item 35777) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

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**ITEM 35796. LIFETIME ENDOWMENT LICENSE PATCHES, BADGES, DECALS, AND DUPLICATE APPLICATIONS FILE.**

Applications for patches, badges, decals, and duplicate Lifetime Endowment Licenses. Applications include names and addresses of applicants, license and social security numbers, amounts enclosed, and county names. File also includes related correspondence. Names and addresses of applicants, license and social security numbers, amounts received, and other related information are entered into Data Processing Branch, Lifetime Endowment Fund Database (Electronic) File (Item 35777) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35797. LIFETIME ENDOWMENT LICENSES AGENTS FILE.**

Records concerning the sale of Lifetime Endowment Licenses by individual license agents. File includes memorandums; Lifetime Application and Big Game Tag Log forms; and completed ordering forms for hunting and fishing stamps, tags, and passbooks. Names and addresses of agents, license numbers, amounts received, and other related information are entered into Data Processing Branch, Lifetime Endowment Fund Database (Electronic) File (Item 35777) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35798. LIFETIME ENDOWMENT LICENSES APPLICATIONS (SINCE 7-1-87) FILE.**

Applications received from individuals applying for Lifetime Endowment Licenses. Applications include names and addresses for applicants, birthdates, license types, drivers' license numbers, social security numbers, amounts and methods of payment, and other related information. Names and addresses of applicants, license numbers, license codes, amounts of payments, and other related information are entered into Data Processing Branch, Lifetime Endowment Fund Database (Electronic) File (Item 35777) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35800. LIFETIME ENDOWMENT LICENSE EXCHANGES FILE.**

Records concerning Lifetime Endowment License holders requesting an exchange from one license type to another. File includes credit/debit memorandums, reports regarding stamps sold and passports issued, memorandums regarding receipt reclassifications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 35801. MONTHLY CONTROLS EDIT TRANSACTIONS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning edit transactions for each month regarding licenses sold by licensing agents. Electronic file includes agents' licensing numbers, number of licenses sold, total amounts of money received for types of licenses sold, and total amounts of revenue collected from all licenses sold. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office when released from all audits.

**ITEM 35802. MONTHLY CONTROLS EDIT TRANSACTIONS (PRINTOUTS) FILE.**

Computer printouts concerning monthly transactions of licenses sold by licensing agents. Printouts include agents' license numbers, quantities of licenses sold, amounts of money received for licenses, and total amounts of revenue collected from the sales of licenses.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

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ADMINISTRATIVE SERVICES SECTION  
REVENUE AND FINANCIAL MANAGEMENT BRANCH  
HUNTING AND FISHING UNIT**

**ITEM 35803. STAMP COLLECTOR'S WORKSHEETS AND PACKETS FILE.**

Records concerning sportsman and water-fowl stamp sales. File includes Water-Fowl Stamp Sales Reports, Single Stamp Sales Log forms, completed stamp ordering forms, Resident Sportsman Stamp Sales Reports, Complete Sportsman Stamp Packet Reports, Complete Packets of Stamps Sold Reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.