

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
CONSERVATION EDUCATION 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

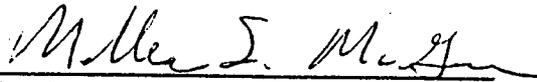
CONSERVATION EDUCATION SECTION

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

CONSERVATION EDUCATION 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 This schedule is to remain in effect until superseded.

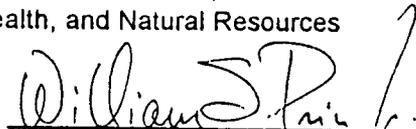
APPROVAL RECOMMENDED



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



A. Sidney Baynes, Director
Conservation Education Section

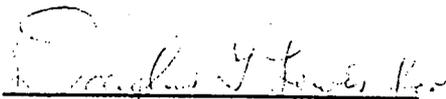


William S. Price, Jr., Director
Division of Archives and History

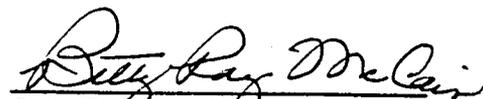


Charles R. Fullwood, Jr., Executive Director
N.C. Wildlife Resources Commission

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 21, 1993

HFH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
CONSERVATION EDUCATION SECTION
ADMINISTRATION**

ITEM 20725. CORRESPONDENCE AND MONTHLY REPORTS FILE.

Correspondence concerning requests for information regarding conservation education programs. File also includes reference copies of monthly reports regarding section activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 34818. REQUESTS FOR ASSISTANCE FORMS FILE.

Completed forms requesting services to be performed by section employees. Forms include descriptions of jobs, dates of completion, due dates, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
CONSERVATION EDUCATION SECTION
AUDIOVISUALS BRANCH**

ITEM 20733. MOTION PICTURE FILM/VIDEO TAPES FILE.

Motion picture film/video tapes of subjects concerning wildlife and fish conservation and management in North Carolina (used in educational programs).

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 20736. NEGATIVES FILE.

Negatives of photographs published in commission magazine.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 20737. PRINTS AND CONTACT SHEETS FILE.

Photographs used for promotional purposes. File includes glossy prints of activities, facilities, and mammals, birds, fish, and other animals found in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 20738. TRANSPARENCIES, SLIDES, AND PHOTOGRAPHS FILE.

Transparencies and slides of subjects for use as illustrations in the WILDLIFE IN NORTH CAROLINA magazine and educational programs. File also includes computer printout index and photographs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 34928. TRANSPARENCIES AND SLIDES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning transparencies and slides of subjects for use as illustrations in the WILDLIFE IN NORTH CAROLINA magazine and educational programs. Electronic file includes brief descriptions of slides and transparencies.

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 administrative value ends.

ITEM 34929. TRANSPARENCIES AND SLIDES INDEX (PRINTOUTS) FILE.

Computer printout index listing available transparencies and slides used in section publications and educational programs. Printouts include brief descriptions of transparencies and slides.

DISPOSITION INSTRUCTIONS: Transfer comprehensive computer printout with all fields indicated to Transparencies, Slides, and Photographs File (Item 20738) when transparencies and slides are sent to the State Records Center. Destroy in office remaining printouts when superseded or obsolete.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
CONSERVATION EDUCATION SECTION
FIELD BRANCH
ADMINISTRATION**

ITEM 34815. YOUTH HUNTS FILE.

Records concerning annual deer hunts for youth. File includes completed applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 34828. NORTH CAROLINA WILDLIFE IN LEARNING DESIGN (WILD) NOTEBOOK DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the section's publication, "North Carolina WILD Notebook," used by teachers and educators. Names of authors and illustrators, issue dates, titles of issues, 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 routinely. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
CONSERVATION EDUCATION SECTION
FIELD BRANCH
PROJECT CATCH PROGRAM**

ITEM 34817. CLINIC DATA FORMS FILE.

Forms completed by each facilitator who conducts a Caring for Aquatics through Conservation Habits (CATCH) workshop. Forms include names of facilitators, number of participants for each workshop, dates of workshops, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 34819. COMPLETED CLINICS REPORTS (PRINTOUTS) FILE.

Computer printouts concerning completed Caring for Aquatics through Conservation Habits (CATCH) clinics. Printouts list dates of clinics, number of participants, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 34820. FACILITATOR REPORTING FORMS FILE.

Forms completed by each facilitator who conducts a Caring for Aquatics through Conservation Habits (CATCH) workshop. Forms include names of facilitators, dates of workshops, numbers of workshop participants, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 34821. FEDERAL AID REPORTS FILE.

Reports concerning federal subsidies received to administer the Caring for Aquatics through Conservation Habits (CATCH) Program within the department. File includes five-year implementation plan, annual work plans, and annual reports.

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 34822. CARING FOR AQUATICS THROUGH CONSERVATION HABITS (CATCH) PRINTS FILE.

Lists of prints used in the Project Caring for Aquatics through Conservation Habits (CATCH) Program. Lists include names of species, names of artists, dates of prints, and other related information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 34823. SURVEY FORMS FILE.

Forms completed by individuals who have attended Caring for Aquatics through Conservation Habits (CATCH) Program clinics. Forms include dates of workshops, participants' evaluations of the clinic's effectiveness, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
CONSERVATION EDUCATION SECTION
FIELD BRANCH
PROJECT WILDLIFE IN LEARNING DESIGN (WILD) PROGRAM**

ITEM 34827. FACILITATOR REPORTING FORMS FILE.

Forms completed by each facilitator who conducts Project Wildlife in Learning Design (WILD) program workshops. Forms include total numbers of workshop participants, dates of workshops, descriptions of workshops given, and other related data. Total numbers of workshop participants, dates of workshops, names of facilitators, and other related data are entered into Project Wildlife in Learning Design (WILD) Program Workshops Database (Electronic) File (Item 34833) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 34829. PARTICIPANTS SURVEY FORMS FILE.

Survey forms completed by all participants of Project Wildlife in Learning Design (WILD) Program workshops. Forms include names of facilitators, dates of workshops, evaluation scores regarding the effectiveness of workshops, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 34831. PROJECT COORDINATORS (OTHER STATES) FILE.

Lists of individuals residing outside of North Carolina who are Project Wildlife in Learning Design (WILD) Program coordinators. Lists includes names and addresses of coordinators, telephone numbers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 34833. PROJECT WILDLIFE IN LEARNING DESIGN (WILD) PROGRAM WORKSHOPS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning workshops for the Project Wildlife in Learning Design (WILD) Program. Dates of workshops, names of counties, names of districts, numbers of participants, 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 when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
CONSERVATION EDUCATION SECTION
PUBLICATIONS BRANCH**

ITEM 20727. MAGAZINE MANUSCRIPTS FILE.

Articles submitted to the commission for future publications of the WILDLIFE IN NORTH CAROLINA magazine. File also includes photographs and artwork.

DISPOSITION INSTRUCTIONS: Return photographs and artwork to contributor 30 days after magazine is published. Return rejected submissions to contributor immediately. Destroy in office articles 2 years after publication.

ITEM 20729. MAGAZINE CORRESPONDENCE FILE.

Correspondence concerning WILDLIFE IN NORTH CAROLINA magazine. File also includes reference copies of records regarding monthly expenditures.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20730. MAGAZINE INDEXES AND BIENNIAL REPORTS FILE.

Indexes to WILDLIFE IN NORTH CAROLINA magazine and biennial reports.

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 34835. MAGAZINE EXPENDITURES FILE.

Reference copies of invoice contracts, printing invoices, correspondence, and other related records concerning publication of monthly magazine.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.