

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
DIVISION OF BOATING AND INLAND FISHERIES

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

DIVISION OF BOATING AND INLAND FISHERIES

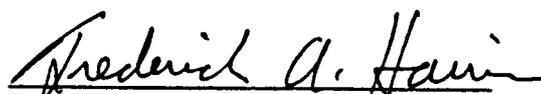
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

DIVISION OF BOATING AND INLAND FISHERIES

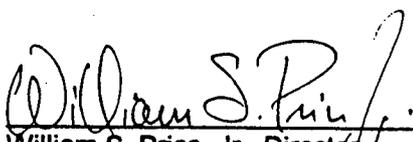
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


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


Frederick A. Harris, Chief
Division of Boating and Inland Fisheries


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

April 20, 1995

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.

HFH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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DIVISION OF BOATING AND INLAND FISHERIES
ADMINISTRATION**

ITEM 2980. WATERSHED FILE.

Records concerning each river and stream in the state. File includes reports that identify trends and changes in aquatic habitat and fish populations.

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 3652. FISH KILL FILE.

Records concerning all reported fish kills that occurred in the state. File includes investigative reports, policies, and summaries of fish kills. (File is used to supplement Watershed File (Item 2980).)

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 20704. FISHERIES MANAGEMENT CORRESPONDENCE (REFERENCE) FILE.

Reference copies of correspondence from private, federal, state organizations, and other associations concerning fisheries management.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 20708. FEDERAL AID AND STATE CORRESPONDENCE FILE.

Reference copies of records concerning federal aid funding for maintenance of boating access areas and projects involving fisheries research and development. File includes grant applications, project performance reports, activity reports, correspondence regarding grants, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20714. FISH HATCHERY STOCKING FORMS FILE.

Forms received weekly from hatcheries concerning stocking of fish in public waters. Forms include locations of hatcheries, identification of species, descriptions of fish sizes, and other related information. Locations of hatcheries, identification of species, descriptions of fish sizes, and other related information are entered into Fish Hatchery Stocking Database (Electronic) File (Item 37572) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 20715. MASTER TROUT STOCKING LIST AND WARMWATER STOCKING LISTS (PRINTOUTS) FILE.

Laser generated printouts informing personnel of the number of fish to be stocked, species, and stocking date. Printouts include identification of fish species, number of fish stocked, stocking date, and other related information. (Printouts are generated from Fish Hatchery Stocking Database (Electronic) File (Item 37572).)

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 20719. AMERICAN FISHERIES SOCIETY FILE.

Correspondence written to and/or received from various committees of the American Fisheries Society.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ITEM 20720. TECHNICAL AND BIENNIUM REPORTS FILE.

Final reports concerning special projects in North Carolina conducted by staff biologists regarding streams in North Carolina. Reports include names of streams studied, technical results from experiments, graphs, and other related information.

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 20721. MINUTES OF COMMISSION MEETINGS FILE.

Reference copies of minutes of Wildlife Resources Commission meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20722. SCIENTIFIC COLLECTING PERMITS FILE.

Reference copies of permits authorizing the collection of fish and/or aquatic organisms for scientific purposes. Permits include names of individuals and/or names of companies receiving permits, counties of residence of license holders, types of permits issued, and other related information. Permit type, names of individuals and/or companies, counties of residence, and other related data are entered into Scientific Collecting Permits Database (Electronic) File (Item 37581) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20724. DESIGNATED PUBLIC MOUNTAIN TROUT WATERS FILE.

Lists of approved waters under trout management.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20749. COAST GUARD (REFERENCE) FILE.

Reference copies of newsletters, publications, safety standards, Coast Guard agreements, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 20750. WATERWAY MARKING FILE.

Record copies of material pertaining to marking of waterways.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 20752. BOATING AND FISHING ACCESS AREAS FILE.

Records concerning acquired, proposed, inactive, and active boating access areas. File includes correspondence, maintenance reports, facility inspection reports, plats, leases, deeds, reference copies of financial statements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer plats, leases, deeds, and correspondence regarding acquisition and disposition of facilities to the State Records Center 3 years after closing of boating and fishing access areas. 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 3 years.

ITEM 33299. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence and memorandums written to and/or received from individuals concerning requests for information regarding division activities and programs, implementation of commission policies, and other related topics.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ADMINISTRATION**

ITEM 33300. LARGEST FRESHWATER FISH RECORDS FILE.

Correspondence concerning largest freshwater fish caught in North Carolina.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 37565. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE.

Machine readable records concerning administrative functions of the division. Electronic file includes correspondence regarding fisheries management in North Carolina, reports regarding federal aid for fisheries management research and surveys, and other related information.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends. Create backup copies of data on disks routinely and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update periodically by replacing magnetic tapes stored offsite with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle.

ITEM 37568. DIVISION'S GOALS AND OBJECTIVES (CORRESPONDENCE) FILE.

Correspondence concerning goals and objectives developed for the division. File also includes an evaluation of the work accomplished.

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 37570. DIVISION PURCHASING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning division purchases. Electronic file includes dates of purchases, description of items purchased, description of purpose for items, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS) and routinely updated.)

DISPOSITION INSTRUCTIONS: Erase in office after 4 years. Create backup copies of data on disks routinely and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update periodically by replacing magnetic tapes stored offsite with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle.

ITEM 37572. FISH HATCHERY STOCKING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the stocking of fish in North Carolina's public waters. Electronic file includes locations of hatcheries, identification of species, descriptions of fish sizes, and other related data.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends. Create backup copies of data on disks routinely and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update periodically by replacing magnetic tapes stored offsite with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle.

ITEM 37573. GRASS CARP PERMITS (CORRESPONDENCE) FILE.

Correspondence concerning the use of grass carp to control algae growth in North Carolina.

Correspondence includes permit numbers, names and addresses of individuals and/or companies receiving permit, dates of permits, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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ADMINISTRATION**

ITEM 37574. GRASS CARP PERMITS END-OF-YEAR (PRINTOUTS) FILE.

Laser generated printouts concerning grass carp permits approved annually by the division. Printouts include permit numbers, names and addresses of companies, and other related information.

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 37576. PERMITS FOR TOURNAMENTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning permits issued to individuals authorizing the establishment of official weigh-in stations at designated Boating Access Areas during fishing tournaments. Electronic file includes names of fishing clubs, dates of fishing tournaments, locations of Boating Access Areas, and other related information.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends. Create backup copies of data on disks routinely and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update periodically by replacing magnetic tapes stored offsite with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle.

ITEM 37577. PERMITS FOR TOURNAMENTS FILE.

Permits issued to individuals giving permission to establish official weigh-in stations at designated Boating Access Areas for fishing tournaments. Permits include names of fishing clubs, dates of fishing tournaments, locations of Boating Access Areas, and other related information. Names of fishing clubs, names of Boating Access Areas, dates of fishing tournaments, and other related information are entered into Permits for Tournaments Database (Electronic) File (Item 37576) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 37581. SCIENTIFIC COLLECTING PERMITS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning permits issued to individuals and/or companies concerning the collection of fish and aquatic organisms for scientific purposes. Machine readable records include names of individuals and/or companies receiving permits, locations of residences of license holders, types of permits issued, and other related data.

DISPOSITION INSTRUCTIONS: Erase in office when superseded or obsolete. Create backup copies of data on disks routinely and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update periodically by replacing magnetic tapes stored offsite with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle.

ITEM 37582. SCIENTIFIC COLLECTING PERMITS END-OF-YEAR REPORTS (PRINTOUTS) FILE.

Laser generated printouts concerning end-of-year reporting of scientific collecting permits issued by the division. Printouts include names and counties of residence of persons and/or companies receiving permits, types of permits issued, number of permits issued, and other related information. (Printouts are generated from Scientific Collecting Permits Database (Electronic) File (Item 37581).)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ADMINISTRATION**

ITEM 37584. STATE FAIR DATABASE (ELECTRONIC) FILE.

Machine readable records concerning annual expenditures of the North Carolina State Fair. Electronic records include names and addresses of vendors, amounts due and/or paid, dates of payment, and other related information. (Electronic file is maintained by State Information Processing Services (SIPS) and routinely updated.)

DISPOSITION INSTRUCTIONS: Erase in office after 2 years.

ITEM 37585. W-9 VENDOR DATABASE (ELECTRONIC) FILE.

Machine readable records concerning small businesses that are incorporated. Electronic file includes names of businesses, dates when information is entered into computer, and dates when forms are sent to the Administrative Services Section.

DISPOSITION INSTRUCTIONS: Erase in office when superseded or obsolete. Create backup copies of data on disks routinely and transfer 1 security copy of disks to an offsite location for backup storage. Agency representative will update periodically by replacing magnetic tapes stored offsite with magnetic tapes containing more current data. Return superseded magnetic tapes to backup cycle.

ITEM 37586. W-9 VENDOR LIST (FORMS) FILE.

Completed forms concerning small businesses that are incorporated. Forms include names of businesses, dates when information is entered into computer, and dates when forms are sent to Administrative Services Section. Names of businesses, dates when information is entered into computer, dates when forms are sent to Administrative Services Section, and other related information are entered into W-9 Vendor Database (Electronic) File (Item 37585) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Transfer paper records to Administrative Services Section, Revenue and Financial Management Branch, Financial Management Unit immediately upon entry into W-9 Vendor Database (Electronic) File (Item 37585).

ITEM 37587. W-9 VENDOR LIST END-OF-YEAR (PRINTOUTS) FILE.

Laser generated printouts concerning vendors who have supplied equipment and/or supplies to the division. Printouts lists names of vendors, descriptions of vendors' products and/or services, and other related information. (Printouts are generated from W-9 Vendor Database (Electronic) File (Item 37585).)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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DIVISION OF BOATING AND INLAND FISHERIES
HABITAT CONSERVATION PROGRAM**

ITEM 20760. DAM SAFETY CORRESPONDENCE FILE.

Reference copies of correspondence written and/or received concerning approval for dam safety regarding proposed or completed dams. (Approval is required in accordance of Dam Safety Law of 1967.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20761. COASTAL AREA MANAGEMENT ACT (CAMA) PERMITS FILE.

Reference copies of permits for coastal development occurring within designated areas of environmental concern, but not involving dredging or filling of coastal wetlands, public trust waters, or estuarine waters. Permits list permit identification numbers, expiration dates of permits, names of issuees, addresses of sites, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20762. ARMY CORPS OF ENGINEERS PUBLIC NOTICES FILE.

Reference copies of public notices concerning the Army Corps of Engineers involvement in wetlands and waters of the U.S. File also includes reference copies of correspondence regarding comments on proposed projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20763. DREDGE AND FILL PERMITS FILE.

Reference copies of records concerning dredging and filling. File includes applications for permits, maps, investigative reports, renewal forms, and modification forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20764. ENVIRONMENTAL STATEMENTS FILE.

Reference copies of records concerning environmental issues affecting the Habitat Conservation Program. File includes environmental impact statements and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20765. PROGRAM CORRESPONDENCE FILE.

Routine correspondence concerning requests for information received from other sections and also from the public.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 20766. DEPARTMENT OF TRANSPORTATION ENVIRONMENTAL PROJECTS FILE.

Reference copies of correspondence and environmental impact reports received from the Department of Transportation concerning highway construction audits effect on the environment.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 20767. NORTH CAROLINA WATERSHEDS CORRESPONDENCE FILE.

Correspondence requesting information from other departments and organizations that provide research data used to evaluate which watersheds are considered critical habitat areas.

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.