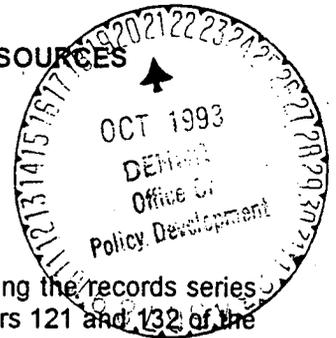


DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
WILDLIFE ENFORCEMENT SECTION

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

WILDLIFE ENFORCEMENT SECTION

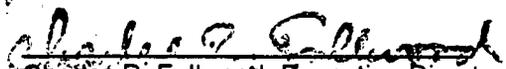
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

WILDLIFE ENFORCEMENT SECTION

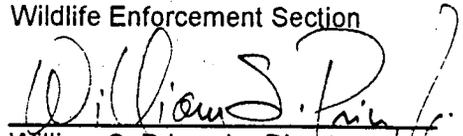
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


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


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


Robert M. Tatum, Chief
Wildlife Enforcement Section


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

October 15, 1993



HFH

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

ITEM 20772. ENFORCEMENT SUBJECT FILE.

Records concerning aircraft maintenance, regulations, employee organizations, district files, and public hearings. File includes maintenance logs, correspondence, reference copies of public hearing minutes, agreements with physicians to conduct physical examinations of enforcement officers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer aircraft maintenance logs to new owners after aircraft is sold. Destroy in office agreements 1 year after termination 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. Destroy in office remaining records after 2 years.

ITEM 20773. U.S. GOVERNMENT FILE.

Correspondence written to and received from various federal agencies.

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 20777. PERMITS FILE.

Permits issued by the section concerning road-killed deer and regattas. Permits include names and addresses of applicants and locations of events.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 20783. STATE AGENCIES FILE.

Correspondence written to and received from other state agencies.

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 20786. FIELD OPERATIONS FILE.

Records concerning the administration of the division. File includes reference copies of directives to field personnel from enforcement staff, performance ratings reports regarding officers' assigned duties, and prosecution density reports describing the number of arrests and warnings issued monthly by each district.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 20788. PROSECUTION REPORTS (PRINTOUTS) FILE.

Computer printouts of monthly and annual prosecution reports. Printouts include names of districts, names of defendants, descriptions of violations, types of verdicts rendered, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office annual reports permanently. Destroy in office monthly reports after 1 year.

ITEM 20790. COVERT REPORTS FILE.

Reports concerning covert activities conducted by commission law enforcement officers. Reports include descriptions of activities, names of locations, listings of assigned officers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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

ITEM 33818. BOATING FEDERAL AID FILE.

Records concerning federal aid received by the section regarding boating. File includes correspondence, certifications regarding license holders, certificates of appointment to the state for federal aid received, 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
WILDLIFE ENFORCEMENT SECTION
EDUCATION BRANCH
ADMINISTRATIVE UNIT**

ITEM 34859. FIREARMS INVENTORIES LOGS FILE.

Logs concerning firearms issued to commission officers. Logs include officers' names, descriptions of firearms issued, officers' radio call numbers, and fixed asset numbers.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
WILDLIFE ENFORCEMENT SECTION
EDUCATION BRANCH
BOATING EDUCATION UNIT**

ITEM 34863. CORRESPONDENCE FILE.

Correspondence written to and received from various individuals concerning requests for information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 34865. GOALS AND OBJECTIVES FILE.

Goals and objectives concerning the administration of the unit.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
WILDLIFE ENFORCEMENT SECTION
EDUCATION BRANCH
HUNTER EDUCATION UNIT**

ITEM 34866. AWARDS LOGS FILE.

Logs listing awards issued to volunteer instructors. Logs include names of recipients, descriptions of items awarded, and dates of awards.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 34867. CORRESPONDENCE FILE.

Correspondence written to and received from various individuals concerning requests for information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 34869. GOALS AND OBJECTIVES FILE.

Goals and objectives concerning the administration of the unit.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 34870. PROJECT AGREEMENTS AND APPLICATIONS FILE.

Applications submitted to the U.S. Fish and Wildlife Service regarding funding of hunter education programs. Applications are submitted as a 5-year plan in a narrative format. File also includes agreements with the U.S. Fish and Wildlife Service that must be renewed annually.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when released from all audits. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 34871. VOLUNTEERS (PRINTOUTS) FILE.

Computer printouts concerning volunteers involved in providing hunting education instruction to interested individuals. Printouts include names and addresses of volunteers, certification numbers, certification designations, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 35833. HUNTER ACCIDENTS REPORTS FILE.

Hunter accident reports including details of persons involved, locations of accidents, indications if injuries resulted in death, types of weapons involved, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office non-fatal accident reports after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. Destroy in office fatal accident reports after 5 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
WILDLIFE ENFORCEMENT SECTION
PURCHASING BRANCH**

ITEM 20769. COST AND ACTIVITY REPORTS (PRINTOUTS) FILE.

Computer printouts concerning prosecutions and monthly cost reports. Printouts include prosecution descriptions, district codes, total number of prosecutions, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
WILDLIFE ENFORCEMENT SECTION
TELECOMMUNICATIONS BRANCH**

ITEM 20776. TELECOMMUNICATORS' TELEPHONE RECORDINGS FILE.

Recordings on cassette tapes of all telephone conversations conducted by telecommunicators.
DISPOSITION INSTRUCTIONS: Erase in office after 90 days.

ITEM 20787. RADIO LICENSE FILE.

Radio license issued by the Federal Communications Commission authorizing the use of the Commission's radio network.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 34872. FEDERAL COMMUNICATIONS COMMISSION (FCC) CORRESPONDENCE FILE.

Correspondence written to and received from the FCC concerning the use of the N.C. Wildlife Resources Commission's radio network.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 34876. VIOLATION REPORTS FILE.

Reports concerning violations of hunting, fishing, and boating laws and regulations committed by individuals. Reports include names and addresses of violators, descriptions of violations, dates of violations, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
N. C. WILDLIFE RESOURCES COMMISSION
WILDLIFE ENFORCEMENT SECTION
TRAINING BRANCH**

ITEM 20779. WILDLIFE ENFORCEMENT OFFICERS SCHOOL APPLICATIONS FILE.

Records concerning Wildlife Enforcement Officers applicants. File includes applications, educational transcripts, physical examination forms, and other related records. Names and addresses, telephone numbers, dates of birth, drivers' license numbers, social security numbers and other related information are entered into Applications Database (Electronic) File (Item 35834) and routinely updated. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends 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 20782. SCHOOL RECORDS FILE.

Records concerning grades and schedules of participants who attended in-service and recruitment schools of the commission. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to Administration, Personnel File (Item 20781) immediately upon satisfactory completion of the Wildlife Enforcement Officers Basic Training School.

ITEM 35834. APPLICATIONS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning wildlife officers applicants. Electronic file includes names and addresses, telephone numbers, dates of birth, drivers' license numbers, social security numbers, educational background information, district codes, and other related data. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage monthly. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

ITEM 35835. WILDLIFE ENFORCEMENT OFFICERS SCHOOL (PRINTOUTS) FILE.

Computer printouts concerning competitive training of wildlife officers applicants. Printout reports include names, social security numbers, dates of examinations, district of residence, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office competitive testing end of selection reports after 2 years. Destroy in office remaining printouts when superseded or obsolete.