

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

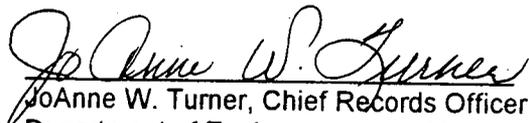
WILDLIFE MANAGEMENT SECTION

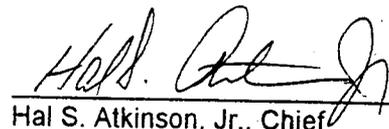
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

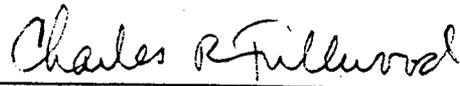
WILDLIFE MANAGEMENT SECTION

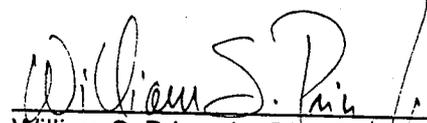
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

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

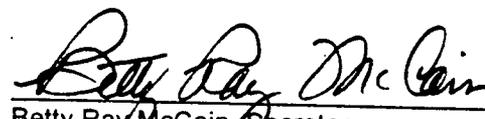
  
Hal S. Atkinson, Jr., Chief 8/24/94  
Wildlife Management Section

  
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

August 26, 1994

HFH

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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WILDLIFE MANAGEMENT SECTION  
ADMINISTRATION**

**ITEM 20626. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE.**

Correspondence written to and/or received from the general public and other state agencies concerning requests for information.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 20627. FEDERAL GOVERNMENT AGENCY CORRESPONDENCE FILE.**

Correspondence concerning various programs and activities administered by federal agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 20628. LITERATURE REQUEST AND REFERENCE FILE.**

Record copies of correspondence that pertains to publications available and ordering of booklets.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 20629. AGENCY CORRESPONDENCE FILE.**

Correspondence and reports concerning commission meetings, commissioners, other divisions, and office and field personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 20632. READING FILE.**

Information copies of correspondence created by the division.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**ITEM 20638. OFFICE CORRESPONDENCE FILE.**

Reference copies of correspondence concerning remittance memorandums and requests for credit cards and travel authorizations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 20642. MAPS FILE.**

Maps of North Carolina indicating game lands, population and distribution of various species of wildlife, timber compartments, and other related subjects.

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 20646. FIELD TRIALS FILE.**

Records concerning the administration of annual field trials. File includes correspondence regarding permission to use field trial facilities, study plans, reports on maintenance and development of field trial areas, reference copies of applications for field trial use, reference copy of warrants, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office applications for field trial use after 2 years. Destroy in office remaining records after 5 years.

**ITEM 20653. SPECIES FILE.**

Records concerning different species of wildlife in the state. File includes quarterly reports and studies received from universities and the U.S. Wildlife Service concerning the habitat customs of bears, wolves, and other animals. File also includes correspondence concerning requests for information.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**ITEM 20951. HARMFUL MATERIALS TRAINING FILE.**

Records concerning training of section employees for handling hazardous materials at spills or other incidents. File includes correspondence, handout materials, hazardous materials guidebooks, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence after completion of training. Destroy in office remaining records when administrative value ends.

**ITEM 34803. CERTIFICATIONS FOR PESTICIDE HANDLING FILE.**

Completed certifications for commission employees trained in handling pesticides and other farm chemicals. Certifications include names of employees, employees' identification numbers, dates certified, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to Section Personnel File (Item 20624) immediately after certification is approved.

**ITEM 34807. FEDERAL AID FILE.**

Records concerning federal aid received by the division for various projects. File includes correspondence, 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.

**ITEM 34809. MARSH FILE.**

Records concerning acquisitions and development projects funded by the Ducks Unlimited, Inc. Marsh Program. File includes correspondence and agreements with Ducks Unlimited, Inc. and the N.C. Wildlife Resources Commission regarding management plans of specific marsh sites in the state. (This is an essential agency record).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to Land Management and Budget Branch, Marsh File (Item 36566) after acquisition of land is completed.

**ITEM 37241. WORD PROCESSING ADMINISTRATIVE (ELECTRONIC) FILE.**

Machine readable records on floppy disks concerning the administration and operations of the office. Electronic files on hard drives and floppy drives include correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Create backup copies of data off hard drives onto data cartridges. Transfer 1 security copy of each data cartridge to an off-site location for backup storage. Agency representative will update periodically. Erase in office non-operating system files and non-application files on hard drives and data cartridges after 3 years and when released from all audits, whichever occurs later.

**ITEM 37766. REMITTANCE MEMORANDUMS FILE.**

Reference copies of memorandums concerning remittances received by the section. Memorandums include names of payers, purpose of payments, budget code numbers, fund numbers, methods of payments, amounts of payments, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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LAND MANAGEMENT AND BUDGET BRANCH**

**ITEM 20648. QUESTIONNAIRES FILE.**

Questionnaires requesting information concerning hunting and game laws from other state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 20656. GAME LANDS FILE.**

Records concerning designated game lands in North Carolina. File includes agreements; leases; payment schedules for dove, game, and game lands; road closures notices; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office agreements, leases, and payment schedules 2 years 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 when administrative value ends.

**ITEM 20657. FORESTRY SUBJECT FILE.**

Records concerning various forestry topics. File includes firewood use permits, contracts regarding burning, theft reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office contracts and permits 2 years 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 20658. TIMBER, PINE STRAW, AND PINE STUMP SALES FILE.**

Agreements, correspondence, and forms concerning timber, pine straw, and pine stump sales on game lands.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after termination of agreement/contract 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 20659. FEDERAL AID FILE.**

Records concerning federal aid. File includes federal aid funding applications, approved project agreements, approved applications for federal assistance, annual reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 20660. ACCELERATED RESEARCH PROJECTS FILE.**

Agreements between the Commission and N.C. State University concerning studies done on various wildlife species.

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 20665. MANAGED HUNT FILE.**

Records concerning the managed hunt program. File includes applications for permits, regulations, permit tallies forms, hunt plans, calendars, daily game kill reports, 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 10 additional years and then destroyed.

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**ITEM 34804. BUILDING INSPECTIONS FILE.**

Records concerning quarterly inspections of buildings used by the division. File includes inspection reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 34805. DEPOTS FILE.**

Records concerning all depots used by the section. File includes lease agreements, correspondence regarding maintenance contracts of depots and replacement cost for equipment, schedules of lease payments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office lease agreements 2 years after termination of agreement/contract 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 when administrative value ends.

**ITEM 36566. MARSH FILE.**

Records concerning acquisitions and development projects funded by Ducks Unlimited, Inc. Marsh Program. File includes correspondence, agreements, and management plans for specific marsh sites in the state.

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 37230. CONTROLLED FOX HUNTING PRESERVES APPLICATIONS AND LICENSES FILE.**

Completed applications received from individuals requesting approval to establish controlled hunting preserves for foxes. Applications include dates when licenses are issued, names of preserves, application numbers, distance/direction from nearest town, names and addresses of preserve operators, and other related information. File also includes reference copies of licenses, maps identifying locations of preserves, and correspondence. Dates when licenses are issued, names of preserves, application numbers, and other related information are entered into Controlled Fox Hunting Preserves Database (Electronic) File (Item 37231) immediately upon receipt and routinely updated. (File is arranged by names of hunting preserves.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 37231. CONTROLLED FOX HUNTING PRESERVES DATABASE (ELECTRONIC) FILE.**

Machine readable records on hard drives and floppy disks concerning individuals requesting approval to establish controlled hunting preserves for foxes. Electronic file includes dates when licenses are issued, names of preserves, application numbers, and other related information.

DISPOSITION INSTRUCTIONS: Create backup copies of data off hard drives onto floppy disks. Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office non-operating system and non-application files on hard drives and floppy disks after 3 years and when released from all audits, whichever occurs later.

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LAND MANAGEMENT AND BUDGET BRANCH**

**ITEM 37232. CONTROLLED GAME BIRDS HUNTING PRESERVE APPLICATIONS AND LICENSES FILE.**

Completed applications received from individuals requesting approval to establish controlled hunting preserves for domestically raised game birds. Applications include dates of applications, names of applicants, names of preserves, names and addresses of game bird operators, number of acres in preserves, types of game birds offered for hunting, statistics regarding number of game birds purchased from producer, number of quail call-pen traps to be placed on preserves, number of bird feeders to be used on preserves, and other related information. File also includes reference copies of licenses, maps identifying locations of preserves, and correspondence. Names of preserves, names of operators, names of counties, number of traps used on each preserve, and other related information are entered into Controlled Game Birds Hunting Preserves Database (Electronic) File (Item 37233) immediately upon receipt and routinely updated. (File is arranged by names of hunting preserves.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 37233. CONTROLLED GAME BIRDS HUNTING PRESERVES DATABASE (ELECTRONIC) FILE.**

Machine readable records on hard drives and floppy disks concerning individuals requesting approval to establish controlled hunting preserves for domestically raised game birds. Electronic file includes names of preserves, names of game birds operators, names of counties, number of traps used on each preserve, and other related data.

DISPOSITION INSTRUCTIONS: Create backup copies of data off hard drives onto floppy disks. Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office non-operating system and non-application files on hard drives and floppy disks after 3 years and when released from all audits, whichever occurs later.

**ITEM 37234. CONTROLLED HUNTING PRESERVES (PRINTOUTS) FILE.**

Computer printouts concerning the management of deer, foxes, and game bird populations within controlled hunting preserves throughout North Carolina. Printouts include names of preserves, types of licenses issued, license numbers, names of counties, amounts of total acreage in preserve, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 37235. DEER MANAGEMENT ASSISTANCE PROGRAM APPLICATIONS AND LICENSES FILE.**

Completed applications received from individuals requesting approval to establish controlled hunting preserves for deer. Applications include application numbers, names of counties, applicants' names and addresses, names of hunting clubs, amounts of total acreage, amounts of deer harvested during the past 3 years, descriptions of property locations, and other related information. File also includes reference copies of licenses, maps identifying locations of preserves, and correspondence. Names of counties, names of hunting clubs, applicants names, dates when licenses are issued, amounts of total acreage, tag numbers issued, and other related information are entered into Deer Management Assistance Program Database (Electronic) File. (Item 37237) immediately upon receipt and routinely updated. (File is arranged by names of hunting preserves.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

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LAND MANAGEMENT AND BUDGET BRANCH**

**ITEM 37237. DEER MANAGEMENT ASSISTANCE PROGRAM DATABASE (ELECTRONIC) FILE.**

Machine readable records on hard drives and floppy disks concerning the management of deer populations in controlled hunting preserves throughout North Carolina. Electronic file includes dates when licenses are issued, names of hunting clubs, applicants' names and addresses, amounts of total acreage in preserves, tag numbers issued, and other related data.

DISPOSITION INSTRUCTIONS: Create backup copies of data off hard drives onto floppy disks. Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office non-operating system and non-application files on hard drives and floppy disks after 3 years and when released from all audits, whichever occurs later.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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WILDLIFE MANAGEMENT SECTION  
NONGAME AND ENDANGERED SPECIES BRANCH**

**ITEM 20654. RARE AND ENDANGERED SPECIES FILE.**

Correspondence and reports concerning rare and endangered species of wildlife.

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 33279. ENDANGERED SPECIES SURVEYS FILE.**

Records concerning requests received from individuals or corporations for computer printouts listing endangered species within selected counties. File includes correspondence describing the individuals' or corporations' search criterias, reference copies of invoices, reference copies of computer printouts, and reference copies of warrants.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 33281. NONGAME ADVISORY COMMITTEE MINUTES FILE.**

Official minutes of the Nongame Advisory Committee. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 33282. SUMMER CONTRACTS ASSISTANCE FILE.**

Contracts between the commission and individuals for services rendered. File includes correspondence and payment request forms.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract 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 33283. BIRD BANDING PERMITS FILE.**

Applications completed by individuals for bird banding permits. File includes reference copies of wildlife permits, annual reporting forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 33284. WILDLIFE CAPTIVITY, GAME BIRD PROPAGATION, AND FURBEARER PROPAGATION PERMITS AND LICENSES FILE.**

Records concerning licenses issued to individuals or institutions by the section regarding wildlife captivity, game bird propagation, and fur bearer propagation. File includes applications, renewal notices, reference copies of permits and licenses, and other related records. Names and addresses of individuals, types of permits and licenses, dates of issuance, and other related data are entered into Permits and Licenses Tracking Database (Electronic) File (Item 36565) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 34806. FALCONRY PERMITS FILE.**

Official copies of falconry permits. File also includes licenses, reports of bird acquisition and disposition, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after falconry permit has expired.

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NONGAME AND ENDANGERED SPECIES BRANCH**

**ITEM 34812. SCIENTIFIC WILDLIFE COLLECTING LICENSE FILE.**

Records concerning scientific wildlife collecting licenses issued by the division to individuals or institutions. File includes applications, annual reports, and official copies of licenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 36564. MAILING LABELS (PRINTOUTS) FILE.**

Mailing labels generated from the Permits and Licenses Database (Electronic) File (Item 36565) concerning individuals approved by the division to receive permits and/or licenses for wildlife captivity, game bird propagation, and/or furbearer propagation.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 36565. PERMITS AND LICENSES TRACKING DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the tracking of permits and licenses issued by the section. Electronic file includes names and addresses of individuals, types of permits and licenses, dates of issuance, expiration dates of permits and licenses, names of species authorized for possession, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an offsite security location for backup storage. Agency representative will update periodically. Retain in office floppy disks permanently.

**ITEM 37238. RESEARCH/SURVEY GRANTS FILE.**

Records concerning awarded and/or rejected grants to the branch concerning nongame and endangered species research in North Carolina. File includes grants and correspondence.

DISPOSITION INSTRUCTIONS: Transfer awarded grants 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. Destroy in office rejected grants after 3 years.

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SURVEYS AND REGULATIONS BRANCH**

**ITEM 20625. REGULATIONS (PROPOSED) FILE.**

Records concerning proposed changes to game law regulations involving hunting, trapping, and other related topics. File includes correspondence received from and written to field personnel regarding proposed changes to regulations. File also includes proposed bills.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 20651. SOUTHEASTERN WILDLIFE DISEASE STUDY FILE.**

Correspondence, reports, and studies relating to abnormal parasite counts in wildlife.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 20664. BIG GAME HARVEST TAGGING REPORTS FILE.**

Tagging reports concerning boar, deer, turkey, and bear killed. Reports include names and addresses of hunters, names of animals harvested, locations of harvests, counties of harvests, types of weapons used, and other related data.

DISPOSITION INSTRUCTIONS: Transfer tagging reports to Data Processing Section 1 week after received from Wildlife Cooperator Agents. Destroy in office processed tagging reports 3 weeks after returned from the Data Processing Section.

**ITEM 20950. WILDLIFE COOPERATOR AGENTS APPLICATIONS FILE.**

Completed applications received from wildlife officers concerning prospective wildlife cooperator agents. Applications include name of applicants, agents identification numbers, hours of operation, mailing addresses, enforcement officers call numbers, and other related data.

DISPOSITION INSTRUCTIONS: Transfer applications to Data Processing Section immediately upon receipt. Destroy in office processed applications 1 year after returned from Data Processing Section, 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 issued involved.