

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY

Program Records Retention and Disposition Schedule

The Program 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

OFFICE OF THE SECRETARY

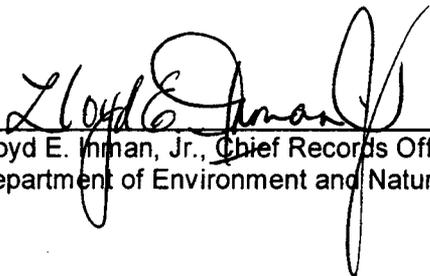
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

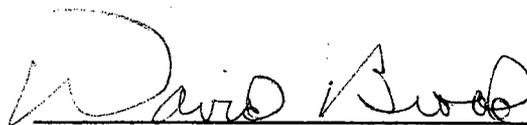
OFFICE OF THE SECRETARY

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 This schedule is to remain in effect until superseded.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

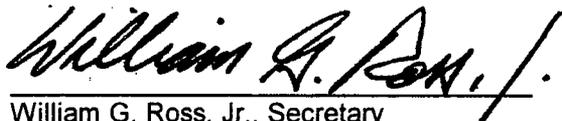


Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources



David Brook, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

June 28, 2006

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DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES

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

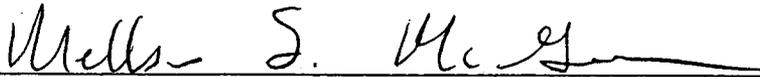
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES

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DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES

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.

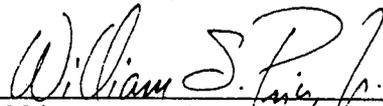
APPROVAL RECOMMENDED



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



Dr. Ernest A. Carl, Deputy Secretary
Department of Environment, Health, and
Natural Resources

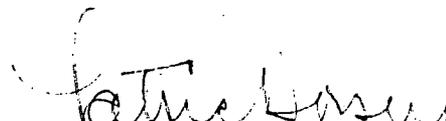


William S. Price, Jr., Director
Division of Archives and History

APPROVED



William W. Cobey, Jr., Secretary
Department of Environment, Health, and
Natural Resources



Patric Dorsey, Secretary
Department of Cultural Resources

NC STATE RECORDS CENTER COVER PAGE

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY**

ITEM 2478. SECRETARY'S CORRESPONDENCE FILE.

Records in paper and electronic formats of correspondence of the Secretary of the Department of Environment and Natural Resources. File includes citizen's requests and complaints, notes of appreciation, interagency memorandums, federal and state agency correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2479. PROJECTS FILE.

Records in paper and electronic formats concerning departmental initiatives for investigation of environmental issues. File includes local history of each project area, related correspondence, evaluations, local environmental impact study for each project, reports, conference records, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center 5 years after project is closed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 2481. DIVISIONS FILE.

Records concerning general departmental programs within the divisions. File includes policies, information material for the secretary, weekly reports, program plans, and other related information.

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 6051. SECRETARY'S SCHEDULE FILE.

Daily schedule of the Secretary of the Department of Environment and Natural Resources. Schedule shows the Secretary's appointments, trips, speaking engagements, and other related activities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 6055. GOVERNOR'S CORRESPONDENCE FILE.

Correspondence in paper and electronic formats from constituents forwarded to the department from the Governor's Office. File includes requests, inquiries, complaints, and the department's draft replies.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 1 year after replies are sent to the Governor's Office for their responses to constituents' correspondence.

ITEM 6056. PRESS RELEASES FILE.

Reference copies of departmental press releases.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY**

ITEM 47654. SPEECHES FILE.

Records concerning speeches made by the secretary.

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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF GENERAL COUNSEL**

ITEM 7934. LEGAL REFERENCE FILE.

Records concerning legal issues and maintained for reference purposes. File includes correspondence, publications, reference copies of legal opinions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17259. SECTION CORRESPONDENCE FILE.

Records in paper and electronic formats concerning correspondence and memorandums regarding the administration and activities of the section.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

ITEM 18280. OFFICE OF GENERAL COUNSEL MISCELLANEOUS CORRESPONDENCE FILE.

Records in paper and electronic formats concerning correspondence to and from Office of General Counsel regarding staff meetings, legal affairs, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

ITEM 33745. CONGRESSIONAL OFFICES AND NATIONAL GOVERNORS' ASSOCIATION (NGA) FILE.

Reference copies of records concerning the Office of General Counsel's role as liaison between the Department of Environment and Natural Resources and congressional offices and the NGA. File includes reference copies of position papers, agendas of NGA meetings attended by the Governor of North Carolina, position statements regarding environmental and natural resources issues, correspondence, and other related records. (Original records maintained in the Office of the Governor.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33746. CONTRACT POSITIONS FILE.

Records concerning the contracting of attorneys from the Office of the Attorney General to work exclusively on one legal project within the Department of Environment and Natural Resources. File includes correspondence, reference copies of contracts, descriptions of legal projects, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after expiration of 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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS AND DEVELOPMENT
DIVISION OF PURCHASE AND SERVICES
DIRECTOR'S OFFICE**

ITEM 36197. CREDIT CARD (PURCHASE CARD) USE FILE.

Completed forms listing names of individuals requesting telephone credit cards, accounting fund codes, and other related information. Individuals' names and office locations, credit card numbers, telephone numbers as listed on credit cards, and other related data are entered into Credit Cards Database (Electronic) File (Item 36198) and routinely updated. (Comply with applicable provisions of G.S. 132-1.2 and G.S. 132-1.10 regarding confidentiality of credit card numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after pertinent data is entered into Credit Cards Database (Electronic) File (Item 36198) and completion of quality control procedures.

ITEM 36198. CREDIT CARDS DATABASE (ELECTRONIC) FILE.

Electronic records concerning the assignment of telephone credit cards to individuals within the department. Individuals' names and office locations, credit card numbers, telephone numbers as listed on credit cards, and other related data are entered into this electronic file from the Credit Card (Purchase Card) Use File (Item 36197). (Comply with applicable provisions of G.S. 132-1.2 and G.S. 132-1.10 regarding confidentiality of credit card numbers.) (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 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
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS AND DEVELOPMENT
DIVISION OF PURCHASE AND SERVICES
PROPERTY AND OFFICE SERVICES SECTION**

ITEM 7938. DUPLICATING MASTERS FILE.

Metal masters and negatives of forms used for printing jobs.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Health and Human Services, Office of Public Affairs.

ITEM 11154. HEARING ROOM REQUESTS FILE.

Records in paper and electronic formats of requests submitted by departmental personnel for use of the hearing room.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

ITEM 36215. SPACE ALLOCATIONS FILE.

Records concerning office space for the department. File includes requests for additional space, space analysis work sheets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36223. ADVANCED PROCUREMENT SYSTEMS DATABASE (ELECTRONIC) FILE.

Electronic records concerning purchase orders processed by the unit. Electronic file includes requisition numbers, costs, destination codes, receipt dates, bid numbers, purchaser codes, purchase order numbers, vendors' names and addresses, and other related data. (File maintenance and backup procedures conducted by Information Technology Services Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 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
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS AND DEVELOPMENT
DIVISION OF PURCHASE AND SERVICES
PURCHASE AND CONTRACT SECTION**

ITEM 36218. CORRESPONDENCE FILE.

Records in paper and electronic formats of interoffice memorandums and bulletins concerning contracts.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

ITEM 36219. MONTHLY MINORITY REPORTS FILE.

Monthly reports listing minority-owned businesses granted contracts by the division. (Original records maintained by Department of Administration, Office for Historically Underutilized Businesses.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36224. ADVANCED PROCUREMENT SYSTEMS (PRINTOUTS) FILE.

Computer generated printouts from Advanced Procurement Systems Database (Electronic) File (Item 36223) listing requisition numbers, costs, destination codes, receipt dates, bid numbers, purchaser codes, purchase order numbers, and other related information.

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.

ITEM 36230. PURCHASING DATABASE (ELECTRONIC) FILE.

Electronic records concerning routine tasks and daily operations of the Purchasing Unit. Electronic file includes correspondence, specifications for equipment, purchasing manuals, and other related records. Data is entered into this database by office personnel. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

ITEM 36231. VENDOR APPLICATIONS FILE.

Applications submitted by vendors to register with the division. Vendors' names and addresses, federal identification numbers, types of commodities supplied, and other related data are entered into Advanced Procurement Systems Database (Electronic) File (Item 36223) and routinely updated. (Verification of vendors' federal identification numbers is obtained through read only access to Purchasing System Database (Electronic) File in Department of Administration, Division of Purchase and Contract.)

DISPOSITION INSTRUCTIONS: Destroy in office after pertinent data is entered into Advanced Procurement Systems Database (Electronic) File (Item 36223) and completion of quality control procedures.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS AND DEVELOPMENT
OFFICE OF ENVIRONMENTAL EDUCATION
DIRECTOR'S OFFICE**

ITEM 28023. DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES FILE.

Reference copies of records concerning the department. File includes policies and procedures, organizational charts, reports from other divisions of the department, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office policies and procedures and organizational charts when superseded or obsolete. Destroy in office remaining records when administrative value ends.

ITEM 36911. ADMINISTRATIVE REVIEW PROCESS FILE.

Reference copies of analyses of administrative review processes for the department. File also includes reference copies of administrative procedures for the department.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36915. CHRONOLOGICAL FILE.

Reference copies of outgoing correspondence written by the Director or employees of the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 36917. CORRESPONDENCE (OTHER DIVISIONS) FILE.

Records in paper and electronic formats concerning correspondence generated by other divisions of the department concerning their activities and maintained by the Director for reference purposes.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

ITEM 36918. CORRESPONDENCE (ROUTINE) FILE.

Records in paper and electronic formats concerning correspondence and memorandums regarding routine tasks and daily operations of the office.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

ITEM 36919. DEPARTMENTAL PLANS FILE.

Reference copies of six-year plans, mission statements, and affirmative action plans for the department.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36921. ENVIRONMENTAL EDUCATION ADVISORY COUNCIL (EEAC) FILE.

Records concerning the EEAC. File includes meeting agendas, correspondence, listings of members, listings of standards and ethics, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 36924. GRANTS FILE.

Reference copies of records concerning grants awarded to or by the office. File includes grant requests and proposals, award letters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after termination of grant if no litigation, claim, audit, or other official 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
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS AND DEVELOPMENT
OFFICE OF ENVIRONMENTAL EDUCATION
DIRECTOR'S OFFICE**

ITEM 36926. KEEP AMERICA BEAUTIFUL FILE.

Records concerning Keep America Beautiful program. File includes meeting announcements, reference copies of meeting minutes, by-laws, listings of members of board of directors, annual reports, listings of state leaders' duties, and other related records.

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 36927. KEEP AMERICA BEAUTIFUL PROJECTS FILE.

Reference copies of records concerning clean-up events around the state with which Keep America Beautiful is affiliated. File includes newsletters and publications, event announcements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36928. KEEP AMERICA BEAUTIFUL PROGRAMS FILE.

Reference copies of records concerning Keep America Beautiful programs in cities or counties around the state. File includes clean-up event fliers, minutes of advisory board meetings, by-laws, and other related records. (Original records maintained by the Department of Transportation, Adopt-A-Highway program.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36929. KEYS FILE.

Reference copies of requests for keys and authorizations to issue keys to division personnel.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36931. LEGISLATION FILE.

Reference copies of records concerning legislation affecting the office. File includes house and senate bills, the Environmental Education Act, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36933. MINUTES FILE.

Official minutes of meetings of the Environmental Education Advisory Council.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 36940. SPECIAL PROJECTS FILE.

Records concerning special projects with which the Director is involved. File includes correspondence, meeting summaries and agendas, project proposals and outlines, and other related records.

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 36941. SPEECHES FILE.

Reference copies of speeches made by other representatives of the department or the governor concerning environmental education.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS AND DEVELOPMENT
OFFICE OF ENVIRONMENTAL EDUCATION
EDUCATIONAL PROGRAMS**

ITEM 37400. DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) FILE.

Records concerning the office's relationship with divisions of DENR in the promotion and correlation of environmental education programs. File includes publications, lists of contacts, meeting notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37401. DEPARTMENT OF PUBLIC INSTRUCTION (DPI) FILE.

Records concerning the office's relationship with DPI in the promotion and correlation of environmental education programs and curricula. File includes publications, lists of contacts, meeting notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37406. PROJECT TOMORROW GRANTS FILE.

Records concerning grants administered by the office. File includes applications, grant proposals, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately records concerning rejected grants. Destroy in office approved grants 3 years after termination of grant 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
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR PLANNING AND POLICY
OFFICE OF POLICY DEVELOPMENT
ADMINISTRATIVE PROCEDURES ACT SECTION**

ITEM 17260. ADMINISTRATIVE PROCEDURES ACT COORDINATION (TITLE 15) FILE.

Records in paper and electronic formats concerning administrative regulations for all divisions within the department. File includes regulations, completed amendment forms, internal review forms, public hearing records, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR PLANNING AND POLICY
OFFICE OF POLICY DEVELOPMENT
DIRECTOR'S OFFICE**

ITEM 2573. FEDERAL/STATE RELATIONS FILE.

Records concerning federal/state relations. File includes correspondence, memorandums, data relating to budget, legislation, and studies performed by the Division of Planning and Assessment.

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 17254. DIRECTOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats concerning correspondence, memorandums, and other records relating to the organization and daily operations of the office. File also includes department directories.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records of correspondence and memorandums after 3 years. Destroy in office department directories when superseded or obsolete.8

ITEM 17256. ECONOMIC ANALYSES FILE.

Records concerning projects for which economic analyses were performed. File includes stream and river reclassification studies and information relevant to the Division of Water Quality.

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 17258. CRYSTALLINE ROCK REPOSITORY PROJECT FILE.

Records concerning U.S. Department of Energy 1984-1986 grants regarding potential sites for a crystalline rock high-level nuclear waste geologic repository.

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Land Quality.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR PLANNING AND POLICY
OFFICE OF POLICY DEVELOPMENT
ENVIRONMENTAL ASSESSMENT SECTION**

ITEM 2570. ENVIRONMENTAL ISSUES INFORMATION FILE.

Records concerning environmental problems or considerations within the state affecting possible construction in the future. File includes correspondence, maps, and other environmentally-related information, but does not concern specific construction projects either begun or intended.

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 17273. NORTH CAROLINA TASK FORCE ON OUTER CONTINENTAL SHELF PHOSPHATES FILE.

Records concerning the cooperative agreement to study the economic feasibility of phosphate mining off the coast of North Carolina. File includes recommendations made by the task force to the Governor on how to proceed with study. File includes meeting summaries, a list of members of task force, and correspondence concerning the study.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Marine Fisheries.

ITEM 17852. MILITARY AIRSPACE CASE STUDIES FILE.

Records concerning military airspace case studies. File includes correspondence; policy guidelines; investigative reports; task force reports; reference copies of building proposals regarding construction of facilities, land acquisitions, and restricted airspace reservations; reference copies of speeches and legislative bills; and other related records.

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 35630. ENVIRONMENTAL INDICATORS FILE.

Records concerning the development of environmental indicators to be used by the department. File includes statistical reports, procedures for the development of environmental indicators and measurements, 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
OFFICE OF THE SECRETARY
OFFICE OF THE CHIEF DEPUTY SECRETARY
DEPUTY SECRETARY'S OFFICE**

ITEM 2562. DIVISIONS FILE.

Records concerning the divisions of the Department of Environment and Natural Resources. File includes reports, regulations, memorandums of understanding, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16788. CORRESPONDENCE FILE.

Official office correspondence.

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 16789. DRAFT CORRESPONDENCE FILE.

Correspondence drafted by the chief deputy secretary for the secretary and the governor.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 16790. STATE AGENCIES FILE.

Records concerning other North Carolina state agencies. File includes memorandums, complaints, inquiries, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 16792. LEGISLATION FILE.

Drafts of bills concerning the Department of Environment and Natural Resources.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16794. SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL FILE.

Records concerning the South Atlantic Fishery Management Council and its policies for the east coast. File includes reference copies of minutes, records of meetings, and related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Marine Fisheries.

ITEM 16795. GOVERNOR'S WASTE MANAGEMENT BOARD FILE.

Records concerning the Governor's Waste Management Board. File includes records of meetings, meeting notes, reference copies of minutes, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Waste Management.

ITEM 16796. OTHER STATES FILE.

Records concerning policies and problems of other states. File includes correspondence and records of meetings in other states.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 16797. LAWSUITS FILE.

Reference copies of information concerning lawsuits within the Department of Environment and Natural Resources. File includes correspondence from the Office of the Attorney General.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF THE CHIEF DEPUTY SECRETARY
DEPUTY SECRETARY'S OFFICE**

ITEM 16798. FEDERAL GOVERNMENT FILE.

Federal government regulations for some Department of Environment and Natural Resources divisions. File includes correspondence with some departments in the federal government.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29555. BOARDS, COMMISSIONS, AND COMMITTEES FILE.

Reference copies of records concerning boards, commissions, committees, and other organizations within the department of which the chief deputy secretary is a member or with which the chief deputy secretary is involved. File includes correspondence, reports, copies of minutes, letters of appointment, and other related records. Amended 11-14-06

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Destroy records currently stored in the State Records Center immediately.

ITEM 29556. REFERENCE CORRESPONDENCE FILE.

Reference copies of records in paper and electronic formats concerning correspondence received from the Governor's/Lieutenant Governor's Offices; the Secretary of Environment and Natural Resources; the Chief Deputy Secretary for Environment and Natural Resources; and other officials.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

ITEM 29557. CHIEF DEPUTY SECRETARY'S CORRESPONDENCE FILE.

Correspondence written by the chief deputy secretary.

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 29562. PROJECTS AND PROGRAMS FILE.

Records concerning projects and programs of the department directly involving the chief deputy secretary. File includes correspondence, 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 5 additional years and then transferred to the custody of the Archives.

ITEM 29563. SPEECHES FILE.

Records concerning speeches made by the chief deputy secretary.

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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE SECRETARY
OFFICE OF THE CHIEF DEPUTY SECRETARY
OFFICE OF LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS**

ITEM 2571. FEDERAL GRANT PROJECTS FILE.

Reference copies of records in paper and electronic formats concerning federal grant projects. File includes U.S. Department of Transportation, Environmental Protection Agency (EPA), and National Oceanic Atmospheric Administration (NOAA) grants.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

ITEM 2572. ENVIRONMENTAL IMPACT STATEMENTS (EIS) FILE.

Reference copies of records in paper and electronic formats concerning projects around the state that could possibly have an impact on the environment. File includes environmental impact statements for wastewater treatment plants, water treatment plants, transportation projects, and sewer improvements. (These are duplicates of the original records that are received by the State Clearinghouse.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

ITEM 17637. SENATE AND HOUSE BILLS FILE.

Final drafts of legislation affecting the department which are submitted to General Assembly study commissions. File also includes working versions of drafts. Bill numbers, sponsors' names, status of bills, and other related data are entered into Bill Tracking Database (Electronic) File (Item 35005) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 legislative bienniums.

ITEM 17638. APPROPRIATIONS BREAKDOWN FILE.

Records concerning the breakdown of funds appropriated by the General Assembly to the department. File includes summary reports of appropriations, joint appropriations committee conference reports, reference copies of appropriations bills, Legislative Research Commission (LRC) reports, end-of-session reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35005. BILL TRACKING DATABASE (ELECTRONIC) FILE.

Electronic records concerning the status of House and Senate bills affecting the department. Electronic file includes bill numbers, sponsors' names, status of bills, and other related data. Data is entered into this database from Senate and House Bills File (Item 17637). (File maintenance and backup procedures conducted by Information Technology Services Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 legislative bienniums.

ITEM 35006. DIVISIONS FILE.

Records concerning legislative affairs of other divisions within the department. File includes reference copies of legislation affecting the divisions, reference copies of reports, correspondence and transmittal letters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 legislative biennium.

ITEM 35010. RATIFIED BILLS FILE.

Reference copies of ratified bills affecting the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 legislative bienniums.

ITEM 35200. CORRESPONDENCE FILE.

Correspondence to and from the office concerning its activities.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE DEPUTY SECRETARY
OFFICE OF POLICY DEVELOPMENT
ADMINISTRATIVE PROCEDURES ACT SECTION**

ITEM 17262. GRANTS MANAGEMENT AND TRACKING FILE.

Records concerning the management and accountability of federal and state departmental grants. File includes reports, correspondence, surveys, assessments, financial records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE DEPUTY SECRETARY
OFFICE OF POLICY DEVELOPMENT
ENVIRONMENTAL ASSESSMENT SECTION**

ITEM 35631. NORTH CAROLINA STATE OF THE ENVIRONMENT REPORTS FILE.

Biennial reports outlining the state of the environment in North Carolina. File also includes scientific and environmental data used in the formulation of the reports.

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.

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY FOR ENVIRONMENT AND NATURAL RESOURCES
DEPUTY SECRETARY'S OFFICE**

ITEM 16791. DIVISION'S WORK FILE.

Requests from public sent to appropriate divisions.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.