DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
RADIATION PROTECTION SECTION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from **Department of Environment and Natural Resources, Assistant Secretary for Environmental Protection, Division of Radiation Protection** to **Department of Health and Human Services, Division of Health Service Regulation, Radiation Protection Section.** No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated July 1, 1997. 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

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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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when *"administrative/reference value ends."* The Department of Health and Human Services hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records.

The Department of Health and Human Services and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Health and Human Services agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Health and Human Services agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Monica Hughes, Chief Records Officer
Department of Health and Human Services

W. Lee Coxill, Section Chief
Radiation Protection Section

Drexdal Pratt, Director
Division of Health Service Regulation

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Dr. Aldona Wos, Secretary
Department of Health and Human Services

Susan W. Kluttz, Secretary
Department of Cultural Resources

March 28, 2014

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DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
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REGISTRATION, INVOICING & IT SUPPORT BRANCH
ADMINISTRATIVE SECTION

ITEM 1746. NORTH CAROLINA RADIATION PROTECTION COMMISSION (NCRPC) FILE

Records concerning the NCRPC. File includes correspondence, committee meeting minutes, lists of commission members, 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 1747. RADIATION EXPOSURE STUDIES FILE

Records concerning radiation exposure studies conducted by the division. File includes study reports, listings of findings and recommendations, correspondence to and from the federal government regarding studies, and other related records. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 35892).

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 1748. LEGISLATIVE FILE

Reference copies of records concerning state legislation affecting radiation protection. File includes Legislative Study Commission reports, budget-related status reports, meeting announcements, requests for information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 1749. FEDERAL AGENCIES FILE

Informational notices from federal agencies. File also includes reference copies of the Federal Register.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 7575. OTHER STATES' AGENCIES CORRESPONDENCE FILE

Correspondence to and from the division and other states' agencies concerning radiation protection, procedures and regulations, and other related subjects. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 35892).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 7576. FEDERAL AUDIT REPORTS FILE

Records concerning annual audits of the division by the Nuclear Regulatory Commission (NRC). File includes audit reports, correspondence to and from the NRC regarding the audit and its findings, and other related records. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 35892).

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.

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ITEM 7580. PERSONNEL DOSIMETRY REPORTS FILE

Radiation exposure reports for division employees. (Comply with applicable provisions of G.S. 8-53, 126-22, 126-23, and 126-24 regarding confidentiality of records.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to appropriate Personnel File (Item 2794) when employee terminates service. Transfer a duplicate copy of each report to the State Records Center for security storage. Records will be held for agency in the State Records Center until original reports are microfilmed and then destroyed. Destroy microfilm in security vault 30 years after employee terminates service in accordance with 29 CFR 1910.20 and 1926.58. (Agency representative will notify the State Records Center annually about employees' status.)

ITEM 27939. EMERGENCY RESPONSE AND PREPAREDNESS FILE

Records concerning planned radiation emergency response activities. File includes audit reports from Federal Emergency Management Agency (FEMA) and the Nuclear Regulatory Commission (NRC), reference copies of emergency response plans and operational procedures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer audit reports 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 remaining records when reference value ends.

ITEM 27943. RADIATION PROTECTION FEES FILE

Records concerning fees collected by the division and money collected for sales of publications. File includes cash receipts journals, deposit slips, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 35892. CORRESPONDENCE WORD PROCESSING (ELECTRONIC) FILE

Machine readable records concerning correspondence to federal agencies, other states' agencies, and the Nuclear Regulatory Commission. Correspondence is entered into this electronic file.

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

ITEM 35893. NORTH CAROLINA RADIATION PROTECTION COMMISSION (NCPRC) REGULATIONS FILE

Regulations adopted by the NCRPC. File also includes drafts of regulations, North Carolina Register (a publication of the state's proposed rules which is produced by the Office of Administrative Hearings), and reference copies of regulations as filed with the Office of Administrative Hearings.

DISPOSITION INSTRUCTIONS: Transfer regulations to the State Records Center 3 years after superseded or obsolete. 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 drafts of regulations 1 year after official regulations are adopted. Destroy in office remaining records when reference value ends.

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ITEM 36838. INTERAGENCY COMMITTEE ON LOW-LEVEL RADIOACTIVE WASTE FILE

Records concerning the Interagency Committee on Low-Level Radioactive Waste. File includes minutes of meetings, correspondence, membership listings, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer minutes of meetings 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 and remaining records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.