

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 Environmental Health, Radiation Protection Section to Department of Health and Human Services, Division of Health Services 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 October 22, 2003. 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

**Radiation Protection 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. 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.

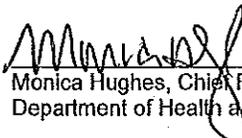
The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*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**

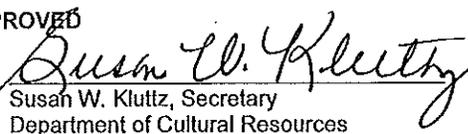
  
Monica Hughes, Chief Records Officer  
Department of Health and Human Services

  
W. Lee Cox III, Section Chief  
Radiation Protection Section

  
Drexel Pratt, Director  
Division of Health Service Regulation

  
Sarah E. Koonts, Director  
Division of Archives and Records

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

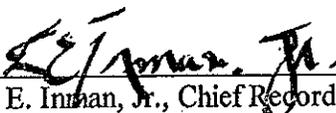
APPROVED  
  
Susan W. Klutz, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

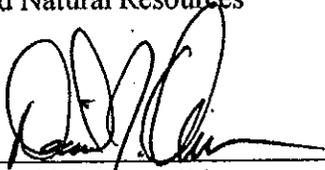
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF ENVIRONMENTAL HEALTH  
RADIATION PROTECTION SECTION  
ADMINISTRATIVE

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 3948 as shown on substitute page dated February 14, 2003.

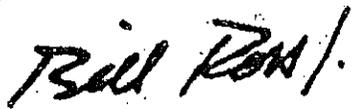
APPROVAL RECOMMENDED

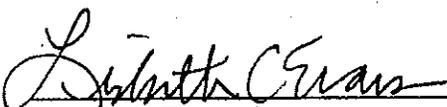
  
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Lloyd E. Inman, Jr., Chief Records Officer  
Department of Environment and Natural Resources

  
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Beverly O. Hall, Chief  
Radiation Protection Section

  
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David J. Olson, Director  
Division of Historical Resources

APPROVED

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

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

February 14, 2003

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

**ITEM 3948. MINUTES FILE**

Official minutes of meetings of the North Carolina Radiation Protection Commission. Amended 2-14-03

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. Transfer records currently being held in the State Records Center to the custody of the Archives 5 years from date received.