

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

**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.

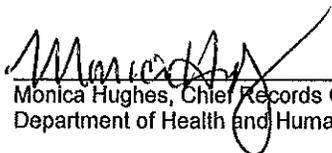
The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when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

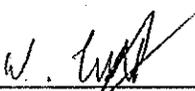
The Department of Health and Human Services and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Health and Human Services agrees to comply with all policies,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

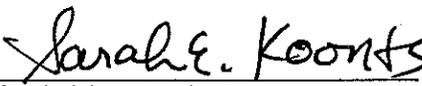
The Department of Health and Human Services agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

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

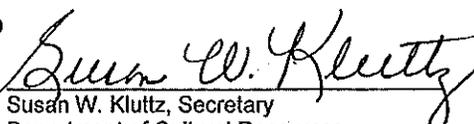
  
W. Lee Cox III, Section Chief  
Radiation Protection Section

  
Drexdal 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**

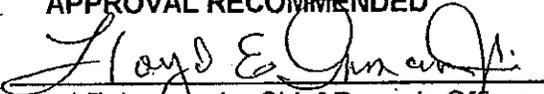
  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF RADIATION PROTECTION  
NUCLEAR FACILITIES AND ENVIRONMENTAL RADIATION SURVEILLANCE SECTION

Amend the records retention and disposition schedule approved July 1, 1997 by adding the Item 44521 as shown on substitute pages dated March 10, 2000.

APPROVAL RECOMMENDED

  
Lloyd E. Inman, Jr., Chief Records Officer

Department of Environment and Natural Resources



Dr. Felix Fong, Chief  
Nuclear Facilities and Environmental  
Radiation Surveillance Section



Richard M. Fry, Director  
Division of Radiation Protection

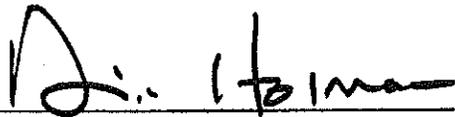


Robin Smith, Assistant Secretary  
Environmental Protection



Jeffrey Crow, Director  
Division of Archives and History

APPROVED



Bill Holman, Secretary  
Department of Environment and Natural Resources



Betty Ray McCain, Secretary  
Department of Cultural Resources

March 10, 2000

LLBH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
RADIATION PROTECTION SECTION  
NUCLEAR FACILITIES AND ENVIRONMENTAL RADIATION SURVEILLANCE SECTION**

**ITEM 1754. ENVIRONMENTAL RADIATION SURVEILLANCE REPORTS FILE**

Published reports compiled by the section. Reports list results of nuclear facilities' sampling programs, surveillance results, procedures used in monitoring radioactivity in the environment, and other related information. Results of sampling programs, surveillance results, and other related data are entered into Reports Word Processing (Electronic) File (Item 35903).

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Transfer 1 copy of each report to the State Records Center when received from printer. 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 copies when reference value ends.

**ITEM 7597. PLANS FOR ENVIRONMENTAL RADIATION SURVEILLANCE IN NORTH CAROLINA**

Published plans listing objectives of sampling programs of environmental media. Objectives of sampling programs are entered into Reports Word Processing (Electronic) File (Item 35903).

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Transfer 1 copy of each plan to the State Records Center when received from printer. 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 copies when reference value ends.

**ITEM 7600. FINAL SAFETY ANALYSIS REPORTS FILE**

Final safety analysis reports for each nuclear facility in the state. Reports list design specifications, facility descriptions, conformance to Nuclear Regulatory Commission (NRC) regulations, geologic and hydrologic descriptions, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after close of facility if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 7601. RESOURCES FILE**

Reference copies of records submitted to the section from the Nuclear Regulatory Commission (NRC) concerning each nuclear facility in the state. File includes violation notices, inspection reports, and other related records.

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 7603. CORRESPONDENCE FILE**

Responses to requests for information received by the section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 27935. SPECIAL ENVIRONMENTAL RADIATION SURVEILLANCE STUDY REPORTS FILE**

Reports listing results and findings and recommendations of special studies concerning environmental radiation fields. Results of radon tests, names of cities and counties, and other related data are entered in Radon Database (Electronic) File (Item 35902).

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.

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NUCLEAR FACILITIES AND ENVIRONMENTAL RADIATION SURVEILLANCE SECTION  
ITEM 35899. NUCLEAR REGULATORY COMMISSION (NRC) REPORTS FILE**

Published reports submitted to the NRC concerning each nuclear facility in the state licensed by the NRC. Reports list results of sampling, summaries of conclusions, results of sampling performed by facility personnel, and other related information. Results of sampling, summaries of conclusions, comparisons of samples, and other related data are entered into Nuclear Regulatory Commission (NRC) Reports Database (Electronic) File (Item 35900) in order to generate these reports.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Transfer 1 copy of each report to the State Records Center when received from printer. 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 copies when reference value ends.

**ITEM 35901. RADON FILE**

Records concerning radon tests and studies. File includes summaries of surveys; questionnaires; computer printouts listing testing conditions, dates and results of tests, and other related information; and other related records. Results of radon tests, names of cities and counties, zip codes of residences being tested, and other related data are entered into Radon Database (Electronic) File (Item 35902) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after completion of summary. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 35902. RADON DATABASE (ELECTRONIC) FILE**

Machine readable records concerning radon tests and studies. Results of radon tests, names of cities and counties, zip codes of residences being tested, and other related data are entered into this electronic file.

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

**ITEM 35904. SAMPLING PRINTOUTS FILE**

Computer printouts listing results of environmental samples from nuclear facilities. (Data is transmitted electronically to the section by Assistant Secretary for Health and State Health Director, Laboratory Division, Environmental Sciences Branch.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 35905. SAMPLING SHEETS FILE**

Completed forms submitted by the section's technicians listing dates and types of sampling, analysis completion dates, and other related information. Results of sampling, summaries of conclusions, and other related data are entered into Nuclear Regulatory Commission (NRC) Reports Database (Electronic) File (Item 35900) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 44521. SAMPLE ANALYSIS (PRINTOUTS) FILE**

Computer generated printouts and spectra concerning results of environmental samples from nuclear facilities. (Data was generated by the Digital Microvax II and the ND Sample Analysis systems, which were discontinued January 2000.) Amended 3-10-00

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then destroyed.