

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION**

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

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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 Department of Natural and 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. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. 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 Natural and 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 "*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 Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Health and Human Services will be responsible for cost of microfilm production.

The Department of Health and Human Services and the Department of Natural and 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 Natural and 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.

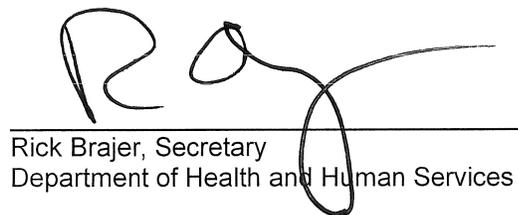
APPROVAL RECOMMENDED


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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION**

ITEM 8069. ACTIVE REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS FILE

Records concerning each local Registered Environmental Health Specialist (REHS) certified as an authorized agent of the Department of Health and Human Services to enforce state sanitation laws and rules relating to: child care and school sanitation; childhood lead poisoning prevention; food lodging and institutions; migrant housing; on-site water protection; public swimming pools; tattoos; private wells. File includes authorizations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Registered Environmental Health Specialists File (Item 8070) when REHS becomes inactive.

ITEM 8078. DISTRICT REGISTERED ENVIRONMENTAL HEALTH SPECIALIST REPORTS FILE

Monthly reports sent to district registered environmental health specialists listing the number of inspections performed in each county within a district.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 8070. INACTIVE REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS FILE

Records concerning each former Registered Environmental Health Specialist (REHS) certified as an authorized agent. File includes authorizations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8082. REGISTERED ENVIRONMENTAL HEALTH SPECIALIST'S TRAINING FILE

Pre-tests and post-tests given to Registered Environmental Health Specialist (REHS) trainees. File includes REHS Trainee Weekly Activity Reports, REHS Trainee Evaluation Reports, correspondence concerning training funds, lists of persons completing orientation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

The following item will be discontinued.

ITEM 8071. SANITARIAN CARD FILE

Alphabetical card file concerning authorized sanitarians.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Active Registered Environmental Health Specialists File (Item 8069).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
ON-SITE WATER PROTECTION BRANCH**

ITEM 49081. BLUEPRINTS AND PLANS FILE

Records in paper and electronic formats concerning blueprints and other graphic illustrations of designs submitted by contractors for construction, improvement, addition, or expansion of subsurface wastewater collection, treatment, and dispersal systems. File includes scaled site plan, system schematics, scaled floor plans, system layout, elevation plans, existing conditions, facility plans, active and proposed dispersal areas, and phasing details. File may also include soils, geological, and hydrological information; topographical maps; and monitoring locations.

DISPOSITION INSTRUCTIONS: Transfer approved blueprints and plans to Engineering Ground Absorption Wastewater System File (Item 49083). Destroy in office earlier versions of plans and related records upon completion of project. Destroy in office unapproved blueprints and plans and all remaining records when reference value ends.

ITEM 49082. COMPLIANCE FILE

Records in paper and electronic formats concerning compliance and enforcement actions. File includes correspondence, memoranda, reports, corrective action plans, rule information, and other related records. (Comply with applicable confidentiality provisions of G.S. § 132-1.2 regarding trade secrets.)

DISPOSITION INSTRUCTIONS: Transfer records related to a particular project to the Engineering Ground Absorption Wastewater System File (Item 49083). Destroy in office remaining records when reference value ends.

ITEM 49083. ENGINEERING GROUND ABSORPTION WASTEWATER SYSTEM FILE

Records in paper and electronic formats concerning subsurface wastewater collection, treatment, and disposal systems. File includes plans, specifications, as-built drawings and blueprints, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the Local Health Department 1 year after the system is destroyed or properly abandoned. For systems that are not built, not permitted, destroyed, or abandoned, destroy in office when reference value ends. Destroy electronic records in office when reference value ends.

ITEM 49084. FEDERAL, STATE, AND COUNTY PROGRAMS FILE

Records in paper and electronic formats concerning well contractor certification (WCC), on-site water protection (OSWP) with underground injection control (UIC), program improvement team (PIT), and non-point source (NPS) pollution. File includes resource materials, program information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 49085. GRANTS FILE

Records in paper and electronic formats concerning approved federal, state, and private grants received. File includes applications, narratives, reports and other deliverables, and payroll and other related fiscal records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after submission of final report pursuant to 09 NCAC 03M .0703.

ITEM 49086. INNOVATIVE AND EMERGING TECHNOLOGIES FILE

Records in paper and electronic formats concerning information provided by manufacturers to support approval of products for use with subsurface wastewater collection, treatment, and dispersal systems. File includes applications, data, proprietary documents, reports, correspondence, approvals, and other related records. (Comply with applicable confidentiality provisions of G.S. § 132-1.2 regarding trade secrets.)

DISPOSITION INSTRUCTIONS: Retain in office as long as system remains in use. Destroy in office when reference value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
ON-SITE WATER PROTECTION BRANCH**

ITEM 49087. INSPECTION AND MONITORING REPORTS FILE

Records in paper and electronic formats concerning inspection and monitoring of subsurface wastewater collection, treatment, and dispersal systems. File includes correspondence, inspection reports, monitoring reports (influent, effluent, and/or groundwater well), laboratory analyses reports, operation and maintenance reports, and other related records. File also includes monitoring records, observations, non-compliance occurrences, violation notices, corrective actions, return-to-compliance plans and actions, soil reports, geological and hydrological studies, topographical maps, sampling requirements (parameters and frequencies), and copies of operation permits issued by local health departments.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 49088. PROGRAM CORRESPONDENCE FILE

Records in paper and electronic formats concerning correspondence with businesses, institutions, entities, individuals, and other governmental agencies. File includes letters, memoranda, notes, and other records related to review of submittals.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
ON-SITE WATER PROTECTION BRANCH
WELL CONTRACTOR CERTIFICATION UNIT**

ITEM 2643. PUMP INSTALLER REGISTRATION FILE

Records concerning the registration of pump installers in North Carolina. File includes applications, correspondence, and other related records. Pump installers' names, addresses, and telephone numbers; application dates; and other related data are entered into Permits and Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated. (Agency personnel will prepare and arrange records and make and insert targets for microfilming prior to boxing records for transfer to the State Records Center.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy records currently held at the State Records Center as of 8/5/16 28 years after date of record.

ITEM 49089. WELL CONTRACTOR CERTIFICATION COMMISSION FILE

Records concerning the meetings of the Well Contractor Certification Commission. File includes agenda, minutes, and other meeting handouts. File also includes recordings of commission meetings.

DISPOSITION INSTRUCTIONS: Transfer official minutes 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. Destroy in office remaining records after approval of minutes.

ITEM 46874. WELL CONTRACTOR CERTIFICATION FILE

Records concerning the certification of well contractors in North Carolina. File includes applications, correspondence, and other related records. (File was known as Well Driller Registration File prior to January 1, 2000.)

DISPOSITION INSTRUCTIONS: Transfer closed files to the State Records Center after 3 years. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held at the State Records Center as of 8/5/16 28 years after date of record.