

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES UNIT

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

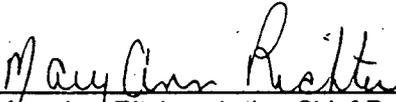
ENVIRONMENTAL SCIENCES UNIT

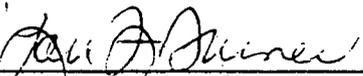
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

ENVIRONMENTAL SCIENCES UNIT

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 This schedule is to remain in effect until superseded.

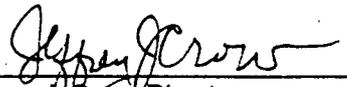
APPROVAL RECOMMENDED


Mary Ann Ritcher, Acting Chief Records Officer
Department of Health and Human Services

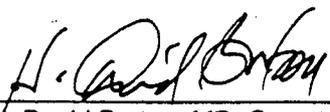

Lou F. Turner, Chief
Laboratory Services

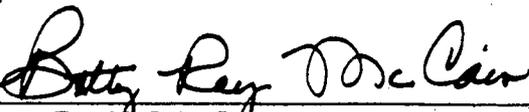

Roger L. McDaniel Jr., Chief
Environmental Sciences Unit


J. Steven Cline, DDS, M.P.H., Acting Director
Division of Public Health


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


H. David Bruton, MD, Secretary
Department of Health and Human Services


Betty Ray McCain, Secretary
Department of Cultural Resources

August 7, 2000

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

KLS

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
EPIDEMIOLOGY SECTION
STATE LABORATORY

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 the **Assistant Secretary for Health and State Health Director, Laboratory Division** to **Division of Public Health, Epidemiology Section, State Laboratory**. 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 May 30, 1998. 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

STATE LABORATORY

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. **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

STATE LABORATORY

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



Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Leah Devlin, Director
Division of Public Health



Donna Gregory, Records Officer
Division of Public Health



David J. Olson, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 2, 2003

AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES UNIT

Amend the program records retention and disposition schedule approved August 7, 2000 by changing the disposition instructions for Item 1838 as shown on substitute page dated June 30, 2006.

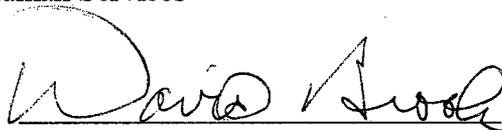
APPROVAL RECOMMENDED



Anna Wasdell, Chief Records Officer
Department of Health and Human Services

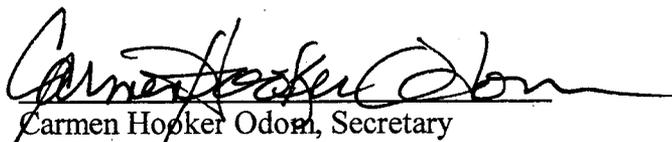


Leah Devlin, Director
Division of Public Health



David Brook, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

June 30, 2006

AWH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES UNIT

Amend the program records retention and disposition schedule approved August 7, 2000 by changing the disposition instructions for Item 44323 as shown on substitute page dated December 21, 2005.

APPROVAL RECOMMENDED



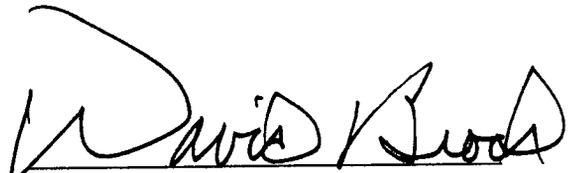
Anna Wasdell, Chief Records Officer
Department of Health and Human Services



Donna Gregory, Records Officer
Division of Public Health

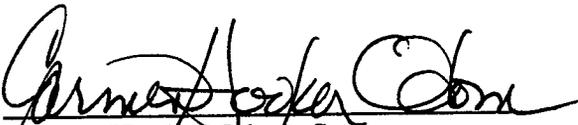


Leah Devlin, Director
Division of Public Health



David Brook, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 21, 2005

AWH

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES UNIT**

ITEM 1833. MICROBIOLOGY - PUBLIC WATER SUPPLY REPORTS FILE.

Reports listing results of bacteriologic analyses of water samples.

DISPOSITION INSTRUCTIONS: Transfer to the Department of Environment and Natural Resources, Assistant Secretary for Environmental Protection, Division of Environmental Health after 1 year.

ITEM 1834. MICROBIOLOGY - PRIVATE WATER SUPPLY REPORTS FILE.

Reports listing results of bacteriologic analyses of water supply systems. Name of property owner, county, address, test results, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 1835. ENVIRONMENTAL INORGANIC CHEMISTRY - PUBLIC WATER SUPPLY REPORTS FILE.

Chemical analyses of water reports listing results of partial and complete chemical analyses of water samples, and potentially hazardous waste samples. Name of facility, county, address, test results, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 1836. ENVIRONMENTAL INORGANIC CHEMISTRY - PRIVATE WATER SUPPLY REPORTS FILE.

Chemical analyses of water reports listing results of partial and complete chemical analyses of water samples for private water supply systems. Name of property owner, county, address, test results, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 1837. ENVIRONMENTAL INORGANIC CHEMISTRY - FLUORIDE REPORTS FILE.

Reports listing results of analyses of water for fluoride content for towns, health departments, and pediatric and dental patients. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 1838. RADIATION SURVEILLANCE UNIT REPORTS FILE.

Reports of analyses for radioisotope presence in environmental samples. Amended 6-30-06

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 9 additional years and then destroyed. Destroy records currently stored in the State Records Center 10 years from date of records.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE LABORATORY OF PUBLIC HEALTH
ENVIRONMENTAL SCIENCES UNIT**

ITEM 1840. ENVIRONMENTAL ORGANIC CHEMISTRY - INDUSTRIAL HYGIENE REPORTS FILE.

Environmental Epidemiology reports and raw data listing industrial hygiene surveys in North Carolina. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 2097. ENVIRONMENTAL ORGANIC CHEMISTRY - PESTICIDE REPORTS (PRIVATE AND PUBLIC WATER SUPPLIES) FILE.

Reports and raw data listing pesticide results of water samples from private and public water supplies in North Carolina. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 3485. ENVIRONMENTAL ORGANIC CHEMISTRY - PRIVATE AND PUBLIC WATER SUPPLY REPORTS FILE.

Reports listing results of organic analyses of water from private and public water supplies in North Carolina. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 3486. ENVIRONMENTAL ORGANIC CHEMISTRY - PESTICIDE REPORTS (PUBLIC WATER SUPPLIES) FILE.

Reports listing pesticide results of water samples from public water supplies in North Carolina.

DISPOSITION INSTRUCTIONS: 1998 and future records transferred to Environmental Organic Chemistry - Pesticide Reports (Private and Public Water Supplies) File (Item 2097) Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 3487. ENVIRONMENTAL ORGANIC CHEMISTRY - HAZARDOUS WASTE REPORTS AND RAW DATA FILE.

Raw data and reports listing results of organic analyses of potentially hazardous waste water samples from numerous sources. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

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ITEM 8423. MILK PROFICIENCY TESTING FILE.

Correspondence and completed copies of Split Sample Reports and Proficiency Testing Performance Reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 8424. LABORATORY CERTIFICATION - MILK LABORATORY FILE.

Records concerning laboratory certification. File includes on-site evaluation reports; corrections and deviations information; letters and certificates for certification; and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 8425. LABORATORY CERTIFICATION (OUT-OF-STATE WATER) AND SPECIAL WATER LABORATORIES FILE.

Records listing reciprocal certification for out-of-state water laboratories and certification for special water laboratories.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 8426. LABORATORY CERTIFICATION - COUNTY HEALTH DEPARTMENTS WATER LABORATORIES FILE.

Records concerning laboratory certification. File includes on-site evaluation reports; corrections and deviations information; letters and certificates for certification; and correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to Laboratory Certification-Commercial and Municipal Water Laboratories File (Item 8431).

ITEM 8428. CERTIFICATION - MUNICIPAL WATER LABORATORIES FILE.

Records concerning laboratory certification. File includes on-site evaluation reports; corrections and deviations information; letters and certificates for certification; and correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to Laboratory Certification-Commercial and Municipal Water Laboratories File (Item 8431).

ITEM 8431. LABORATORY CERTIFICATION - COMMERCIAL AND MUNICIPAL WATER LABORATORIES FILE.

Records concerning laboratory certification. File includes on-site evaluation reports; corrections and deviations information; letters and certificates for certification; and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 8432. ENVIRONMENTAL INORGANIC CHEMISTRY - HAZARDOUS WASTE REPORTS FILE.

Reports listing results of inorganic analyses of potentially hazardous wastes and waste water samples from numerous sources.

DISPOSITION INSTRUCTIONS: Records transferred to Environmental Inorganic Chemistry-Public Water Supply Reports File (Item 1835).

ITEM 8485. MICROBIOLOGICAL ANALYSES OF WATER REPORTS (FORM 1704) FILE.

Records listing results of microscopic examinations and culture test analyses of water samples.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
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ITEM 27420. ENVIRONMENTAL INORGANIC CHEMISTRY (RAW DATA) FILE.

Records concerning inorganic parameters tested in water samples and hazardous waste samples. Test results, name of county, address, date and time of collection, health department person, and other related data are entered into Environmental Sciences-Private and Public Water Supply Database (Electronic) File (Item 44324) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy records currently stored in the State Records Center 4 years from date received.

ITEM 44323. ENVIRONMENTAL INORGANIC CHEMISTRY-LEAD INVESTIGATIONS AND RAW DATA REPORTS FILE.

Reports and raw data listing lead results of samples from environmental lead investigations in North Carolina. Amended 12-21-05

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be held for agency in the State Records Center 9 additional years and then destroyed. Destroy records currently being held for agency in the State Records Center 10 years from date of record.

ITEM 44324. ENVIRONMENTAL SCIENCES-PRIVATE AND PUBLIC WATER SUPPLY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning analyses of water samples for private and public water supply. Electronic file includes type of establishment, name of facility, name of property owner, name of county, address, date and time of collection, health department person, results of test, and other related data. (File maintenance and backup procedures are conducted by Department of Health and Human Services, Division of Public Health, State Laboratory of Public Health Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Erase/destroy in office when administrative value ends.