

DEPARTMENT OF PUBLIC SAFETY  
CCPS - DIVISION OF EMERGENCY MANAGEMENT  
NORTH CAROLINA GEODETIC SURVEY

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 Department of Environment and Natural Resources, Division of Land Resources, North Carolina Geodetic Survey to Department of Public Safety, CCPS – Division of Emergency Management, North Carolina Geodetic Survey. 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 November 21, 2002. 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

**North Carolina Geodetic Survey**

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 Public Safety 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 Public Safety 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.

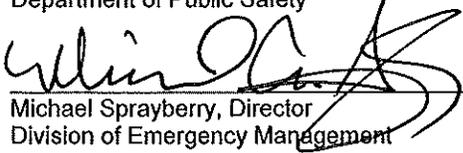
The Department of Public Safety and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Public Safety agrees to comply with all policies, standards, and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

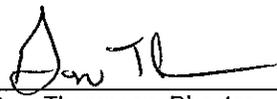
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated 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.

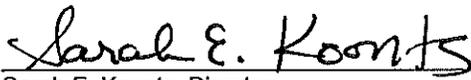
The Department of Public Safety agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
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Robert Brinson, Chief Records Officer  
Department of Public Safety

  
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Michael Sprayberry, Director  
Division of Emergency Management

  
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Gary Thompson, Director  
North Carolina Geodetic Survey

  
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Sarah E. Koonts, Director  
Division of Archives and Records

  
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Frank L. Perry, Secretary  
Department of Public Safety

**APPROVED**

  
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Susan W. Kluttz, Secretary  
Department of Cultural Resources

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**ITEM 2716. GEODETIC SUBJECT FILE**

Records concerning activities of the agency. File includes correspondence to and from the National Geodetic Survey, reference copies of cooperative engineer contracts, general instructions and federal guidelines for field survey units, 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 17197. UNPUBLISHED HORIZONTAL PROJECTS FILE**

Unpublished North Carolina Geodetic Survey project reports listing latitudes and longitudes of survey monuments, adjustments made to these measurements, and other related data. Horizontal and vertical angles; latitudes, longitudes, and elevations of survey monuments; and other related data are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17199. UNPUBLISHED VERTICAL PROJECTS FILE**

Unpublished North Carolina Geodetic Survey project reports listing preliminary elevations of survey monuments, differences in elevations, and other related data. Elevations, differences in accumulated kilometers, meteorological measurements, and other related data are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 17201. PRESENT HORIZONTAL CONTROL (PRINTOUTS) FILE**

Computer generated printouts listing latitudes and longitudes of survey monuments in each county, dates of each monument's establishment, locations of each quadrangle, and other related data. File also includes published National Geodetic Survey indices.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 17202. PRESENT VERTICAL CONTROL (PRINTOUTS) FILE**

Computer generated printouts listing elevations of survey monuments in each county, dates of each monument's establishment, locations of each quadrangle, and other related data. File also includes published National Geodetic Survey indices.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 17204. FIELD OBSERVATIONS FILE**

Summaries of field surveys conducted in accordance with the Cooperative Geodetic Coordinator Agreement with the National Ocean Service. Angles turned; distances measured; adjustments to latitudes, longitudes, and elevations of survey monuments; and other related data are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the National Geodetic Survey upon completion of project.

**ITEM 17205. GEODETIC SURVEY WORKING FILE**

Records concerning unpublished horizontal and vertical geodetic computations which are used to calculate final adjustments to the latitude, longitude, and elevation of survey monuments. File includes topographic and geodetic maps. Final adjustments to the latitude, longitude, and elevation of survey monuments are entered into Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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**ITEM 17206. GEODETIC SURVEY DATABASE (ELECTRONIC) FILE**

Machine readable records concerning agency projects. Electronic files include unpublished horizontal and vertical projects, field observation summaries, horizontal and vertical geodetic computations, descriptions of locations of monuments, recovered survey monuments, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records when reference value ends.

**ITEM 17207. APPLICATION SOFTWARE FILE**

Records in paper and machine readable formats concerning software developed by the agency. File includes source code, objects, manuals, design specifications, and other related records. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records when superseded or obsolete.

**ITEM 17210. INDEX TRIANGULATION DATA FILE**

Records concerning the first geographic positions and coordinates surveys established for geodetic stations throughout the state.

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 44494. BASE STATION (ELECTRONIC) FILE**

Machine readable records concerning geographic positional data. File includes lists of stations, correspondence, and other related records. File also includes backup records.

DISPOSITION INSTRUCTIONS: Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Destroy in office remaining records when superseded or obsolete.

**ITEM 44495. COUNTY BOUNDARIES FILE**

Records in paper and machine readable formats concerning the survey of county boundaries. File includes plats of survey, legal descriptions, county line mark certificates, evidence reports, and other related records. Mark raw survey field data, adjustment constraints and parameters, record and field observations, and other related data are entered into the Geodetic Survey Database (Electronic) File (Item 17206) and routinely updated. File also includes backup records. (File is maintained in accordance with the provisions of G.S. 153A-18.) Amended 9-28-01

DISPOSITION INSTRUCTIONS: Print plats of survey, legal descriptions, and final reports. Transfer printed copies of plats of survey, legal descriptions, and final reports to the State Records Center after 1 year. Records will be held for the agency 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records in paper and electronic formats when administrative value ends.

**ITEM 44496. GEODETIC CONTROL MAPS FILE**

Records concerning high accuracy surveys of the state. File includes project and control maps, and other related records.

DISPOSITION INSTRUCTIONS: Transfer project maps to the State Records Center after 2 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. Destroy in office remaining records after 2 years.

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**ITEM 44500. WEBSITE (ELECTRONIC) FILE**

Machine readable records concerning the agency's presence on the World Wide Web (WWW). File includes contact information, forms, instructions, and other related information. Records are in hypertext markup language (HTML). File also includes backup records.

**DISPOSITION INSTRUCTIONS:** Transfer backup records to an off-site location for backup storage and update weekly. Erase/destroy in office backup records monthly. Erase/destroy in office remaining records when superseded or obsolete.