

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY**

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

LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY

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

LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY

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 This schedule is to remain in effect until superseded.

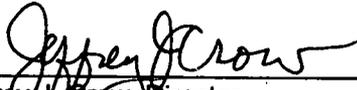
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration



Walter B. Sturgeon, Jr., Executive Director
Low-Level Radioactive Waste Management
Authority



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY

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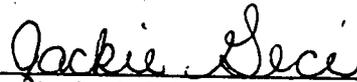
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY

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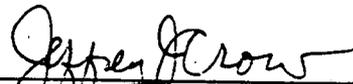
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

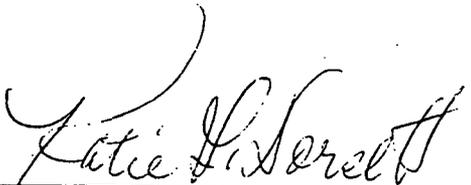


Walter B. Sturgeon, Jr., Executive Director
Low-Level Radioactive Waste Management
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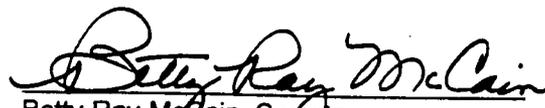


Jeffrey J. Crow, Director
Division of Archives and History

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Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

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.

April 17, 2000

KLS

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
ADMINISTRATIVE/MANAGEMENT SECTION**

ITEM 29413. LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY AND COMMITTEES MAILINGS AND MEETINGS FILE.

Records concerning notifications of meetings held by the authority. File includes agendas, information packets, correspondence with authority members, listing of members, preliminary drafts, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29414. LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY MEMBERS AND STAFF CHRONOLOGICAL CORRESPONDENCE FILE.

Correspondence and memorandums generated by the authority and staff members. File also includes preliminary drafts. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29415. LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY AND COMMITTEES MINUTES FILE.

Official minutes (including preliminary drafts thereof) of the authority and its Technical, External Relations, and Legal and Finance committees. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records to the State Records Center immediately to be microfilmed for permanent storage. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault.

ITEM 29416. MAIL LOG FILE.

Log concerning incoming mail received by the authority. Log lists dates mail received, dates of letters, names of senders, and other related information. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29417. WORD PROCESSING ADMINISTRATIVE (ELECTRONIC) FILE.

Machine readable records concerning the administration and management of the authority. Electronic files on hard drives and floppy disks include correspondence, memorandums, reports, and other related records. (Hard copies of these electronic files are located within the records series for this section.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office relevant files on hard drives and all disks when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
ADMINISTRATIVE/MANAGEMENT SECTION**

ITEM 29418. FEDERAL GOVERNMENT AGENCIES FILE.

Correspondence (including preliminary drafts thereof) with federal agencies. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29419. FISCAL MANAGEMENT FILE.

Correspondence (including preliminary drafts thereof) with the Office of Fiscal Management. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29421. MISSIONS, GOALS, POLICIES, AND PROCEDURES FILE.

Regulations and procedures adopted by the authority for carrying out its missions, goals, and statutory requirements. File also includes policies established by the Executive Director for the authority and preliminary drafts. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29423. REFERENCE MANUALS FILE.

Personnel manual, Department of Administration Policies and Procedures, and salary guidelines. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29424. STATE GOVERNMENT AGENCIES FILE.

Correspondence and memorandums (including preliminary drafts thereof) with state governmental agencies, boards, commissions, and legislative committees, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29428. RECORDS RETENTION AND DISPOSITION SCHEDULE FILE.

Records concerning the records management program of the authority. File includes retention schedule and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
ADMINISTRATIVE/MANAGEMENT SECTION**

ITEM 44311. LITIGATION FILE.

Records concerning litigation in which Low-Level Radioactive Waste Management Authority is party. (Associated Press vs Low-Level Radioactive Waste Management Authority and Quick vs Low-Level Radioactive Waste Management Authority.) File includes legal opinions and briefs, correspondence, affidavits, memorandums, and other related records used in preparing proceedings. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when legal 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.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
ENGINEERING SECTION**

ITEM 29426. PROJECT TECHNICAL DATA AND SUPPORT INFORMATION FILE.

Records concerning soil and core samples used to support findings of contractors. File includes maps, reports, correspondence, and other related records generated by contractors. File also includes soil and core samples. (Low Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Soil and core samples transferred to Department of Environment and Natural Resources, Assistant Secretary for Environmental Protection, Division of Land Resources, Geological Survey Section, Geologic Materials File (Item 44519). Remaining records transferred to Geologic Materials Documentation File (Item 44520).

ITEM 29459. CONTRACTORS SITE SELECTION FILE.

Records concerning site selection and licensing. File includes correspondence and memorandums to and from contractors, progress reports, quality assurance procedures used in implementing the quality assurance plan, work plans, preliminary drafts, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29478. ENGINEERS INFORMATION REQUESTS FILE.

Requests for information concerning engineering proposals. File also includes correspondence, bidders listings, preliminary drafts, and other related records. (Responses are maintained in Requests for Proposals File (Item 30521) with the exception of contracts and invoices which are located in Fiscal Affairs Section, Contracts (Active) File (Item 29434).) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 30519. FACILITY TECHNOLOGY AND DESIGN FILE.

Proposals (including preliminary drafts thereof) and other related records concerning the technology and design of the low-level radioactive disposal facility. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 30521. REQUESTS FOR PROPOSALS FILE.

Approved proposals submitted by contractors. File also includes correspondence, contracts, preliminary drafts, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
ENGINEERING SECTION**

ITEM 33853. WORD PROCESSING ENGINEERING (ELECTRONIC) FILE.

Machine readable records concerning the engineering activities of the authority. Electronic files on hard drives and floppy disks include correspondence, memorandums, reports, and other related records. (Hard copies of these electronic files are located within the records series for this section. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office relevant files on hard drives and all disks when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
FISCAL AFFAIRS SECTION**

ITEM 29427. BUILDING (PLANT AND PROPERTY) FILE.

Records concerning agency buildings and property. File includes work orders, maintenance reports, key requests, correspondence, fixed assets inventory, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 29429. MAIL SERVICES FILE.

Records concerning mail systems utilized by the authority. File includes copies of receipts for mail and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office mail receipts when released from all audits. Destroy in office remaining records when administrative value ends.

ITEM 29430. NEWSPAPER INVOICES AND AFFIDAVITS FILE.

Invoices, with affidavits, concerning advertisements and newspaper clippings. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 29431. OFFICE EQUIPMENT FILE.

Listings of fixed assets and other office equipment of the authority. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 29433. REQUISITIONS FOR SUPPLIES FILE.

Requests for supplies, services, and equipment, with copy of purchase order and packing slip attached for reference. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 29434. CONTRACTS (ACTIVE) FILE.

Records concerning contractors rendering technical or professional consultant services on a contractual basis. File includes correspondence, invoices, contracts, memorandums of agreement, preliminary drafts, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records to Contracts (Inactive) File (Item 29435) when deemed inactive.

ITEM 29435. CONTRACTS (INACTIVE) FILE.

Records concerning contractors who have rendered technical or professional consultant services on a contractual basis. File includes correspondence, invoices, contracts, memorandums of agreement, preliminary drafts, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
FISCAL AFFAIRS SECTION**

ITEM 29436. RADIO AND TELEVISION STATION INVOICES AND AFFIDAVITS FILE.

Invoices, with affidavits, concerning air time purchased. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 29437. TELEPHONE BILLS/REQUESTS FOR SERVICES FILE.

Monthly telephone invoices used to check calls made and to pay invoices. File also includes requests for telephone service changes and correspondence concerning telephone usage. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office invoices when released from all audits. Destroy in office remaining records after 1 year.

ITEM 29438. TRAVEL AND EXPENSE REPORTS FILE.

Requests for reimbursement for travel and related expenses incurred by members and staff of the authority. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 29440. WORD PROCESSING FISCAL AFFAIRS (ELECTRONIC) FILE.

Machine readable records concerning the fiscal affairs activities of the authority. Electronic files on hard drives and floppy disks include correspondence, memorandums, reports, and other related records. (Hard copies of these electronic files are located within the records series for this section.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office relevant files on hard drives and all disks when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
LOW-LEVEL WASTE ORGANIZATIONS**

ITEM 29439. SOUTHEAST COMPACT FILE.

Correspondence (including preliminary drafts thereof) and other related records concerning radioactive waste management issues and compacts of states other than the southeast compact. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
PERSONNEL SECTION**

ITEM 29442. ADDRESS FILE.

Listing of name, address, and telephone number for each employee and authority member. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 29443. APPLICATIONS FILE.

Completed application forms for employment, resumes, and other related records. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

ITEM 29444. ALLOCATED LIST FILE.

Listings of job classifications, titles, salaries, and job position numbers for authority personnel. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 29445. IN-HOUSE CORRESPONDENCE FILE.

Correspondence and memorandums (including preliminary drafts thereof) generated and circulated within the authority concerning personnel matters. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29446. DEPARTMENT OF ADMINISTRATION PERSONNEL CORRESPONDENCE FILE.

Correspondence and memorandums received from Department of Administration concerning personnel matters, increments, and salary increases. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 29448. EMPLOYEES' ORGANIZATIONS FILE.

Listings of organizations with which authority employees are involved. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29450. LEAVE RECORDS FILE.

Recapitulation of employees' vacation and sick leave. (Comply with applicable provisions of G.S. 126-22 regarding the confidentiality of personnel records.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 29451. WORD PROCESSING PERSONNEL (ELECTRONIC) FILE.

Machine readable records concerning personnel activities of the authority. Electronic records on hard drives and floppy disks include correspondence, memorandums, reports, and other related records. (Hard copies of these electronic files are located within the records series for this section.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office relevant files on hard drives and all disks when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
PERSONNEL SECTION**

ITEM 29452. POSITIONS FILE.

Reference copies of job descriptions, job advertisements, and requests for personnel actions concerning existing, new, or additional positions. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29453. TEMPORARY EMPLOYEES FILE.

Records concerning temporary authority employees. File includes time sheets and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 29454. PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE.

Records concerning authority employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 29455. PERSONNEL (ACTIVE) FILE.

Records concerning authority personnel. File includes correspondence, applications, resumes, personnel actions forms, documentation for disciplinary actions, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to Personnel (Inactive) File (Item 29456) when employee terminates service.

ITEM 29456. PERSONNEL (INACTIVE) FILE.

Individual personnel file for each former authority employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

ITEM 29462. OFFICE OF STATE PERSONNEL FILE.

Correspondence and memorandums (including preliminary drafts thereof) to and from Office of State Personnel concerning personnel matters. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29463. ORGANIZATIONAL CHART FILE.

Copy of organizational chart of the authority. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
PUBLIC INFORMATION SECTION**

ITEM 29457. AUDIO CASSETTES FILE.

Cassette tapes containing minutes of Low-Level Radioactive Waste Management Authority meetings and meetings of the Technical, External Relations and Legal and Finance Committees. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 29460. CONCERNED CITIZENS AND ORGANIZATIONS FILE.

Letters, resolutions, and petitions from the public concerning low-level radioactive waste issues, including the potential siting of a disposal facility in their state or county. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

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.

ITEM 29461. GOVERNMENT RESPONSE FILE.

Responses to letters, resolutions, and petitions from public officials and governmental bodies concerning low-level radioactive waste issues, including the potential siting of a disposal facility in their state or county. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

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.

ITEM 29465. MEETING NOTICES FILE.

Meeting notices (including preliminary drafts thereof) sent to individuals and organizations concerning the time and place of meetings. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29468. PRESS RELEASES FILE.

News releases (including preliminary drafts thereof) that have been distributed to the media. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29469. WORD PROCESSING PROFESSIONAL FILING SYSTEM (PFS) MAILING LIST (ELECTRONIC) FILE.

Machine readable mailing list used by the authority and staff. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 29470. PUBLICATIONS FILE.

Publications distributed to the public. File includes newsletters (Spectrum), fact sheets, brochures, and preliminary drafts regarding low-level radioactive waste issues and authority projects. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina when received from printer in accordance with G.S. 125-11.7/11.8. Transfer 1 copy of each publication to the State Records Center annually. 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.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
PUBLIC INFORMATION SECTION**

ITEM 29471. PUBLIC MEETINGS, PUBLIC FORUMS, AND OPEN HOUSES FILE.

Publications used in the preparation and presentation of meetings, forums, and open houses. File includes attendee sheets, follow-up reports, preliminary drafts, and other related records. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29472. PUBLIC SERVICE ANNOUNCEMENTS FILE.

Public service announcements (including preliminary drafts thereof) used as meeting notices and for educational purposes. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29473. SPEAKERS REQUESTS FILE.

Correspondence (including preliminary drafts thereof) relating to requests for speakers. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29474. SPEECHES FILE.

Speeches (and preliminary drafts thereof) used at public meetings and presentations by the authority members and staff. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29475. PUBLIC HEARINGS FILE.

Notices, attendee sheets, directions, meeting arrangements, preliminary drafts, and other related records used in preparation and participation in public hearings. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 29476. VIDEO CASSETTES FILE.

Video cassettes used for public information, authority meetings, and presentations for educational projects. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 29477. VISUAL AIDS FILE.

Slide presentations shown to the public for educational purposes. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF ADMINISTRATION
LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT AUTHORITY
PUBLIC INFORMATION SECTION**

ITEM 30520. SITE DESIGNATION REVIEW COMMITTEES' FILE.

Records concerning activities of the committees. File includes correspondence, meeting notices, minutes, memorandums, and preliminary drafts. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office preliminary drafts when administrative value ends. Transfer remaining records 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.

ITEM 31826. REQUESTS FOR INFORMATION FILE.

Summary reports listing information requested by the public, information provided, and other actions taken relating to the request. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 33854. WORD PROCESSING PUBLIC INFORMATION (ELECTRONIC) FILE.

Machine readable records concerning public information activities of the authority. Electronic files on hard drives and floppy disks include correspondence, memorandums, reports, and other related records. (Hard copies of these electronic files are located within the records series for this section.) (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office relevant files on hard drives and all disks when administrative value ends.

ITEM 44306. NEWSCLIPPINGS FILE.

News articles concerning the Low-Level Radioactive Waste Management Authority. (Low-Level Radioactive Waste Management Authority is scheduled to be abolished June 30, 2000.)

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 destroyed.