

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE SECRETARY
GENERAL COUNSEL
STATE ENVIRONMENTAL REVIEW CLEARINGHOUSE

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

STATE ENVIRONMENTAL REVIEW CLEARINGHOUSE

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

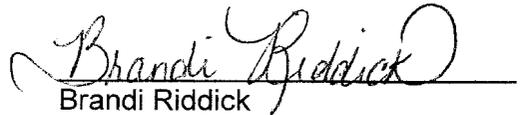
STATE ENVIRONMENTAL REVIEW CLEARINGHOUSE

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 This schedule is to remain in effect until superseded.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



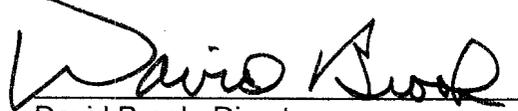
Valerie McMillan, Director
State Environment Review Clearinghouse



Brandi Riddick
Chief Records Officer



W. Kevin McLaughlin, Jr.,
Chief Operating Officer and
General Counsel



David Brook, Director
Division of Historical Resources

APPROVED



Britt Cobb, Secretary
Department of Administration



Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 117. ENVIRONMENTAL REVIEW PROJECT FILE.

Environmental documents submitted for review pursuant to the National and North Carolina Environmental Policy Acts and related correspondence. (Series also includes the discontinued records formerly listed as Notification of Intent to Apply File, State Plan File, and Direct Federal Development Projects File, as well as impact statements, state plans, various reports, and proposals prior to 1978.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 11009. CLEARINGHOUSE ADMINISTRATIVE FILE.

Records concerning current rules, regulations, policies, procedures, reports, and general correspondence documenting operations of the State Clearinghouse. File includes correspondence with other states.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 11010. ENVIRONMENTAL IMPACT STATEMENT LOG FILE.

Notebook log listing all environmental impact statements received by State Clearinghouse. File indicates assigned Clearinghouse number, name, county location, title, and project description.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 11011. N.C. ENVIRONMENTAL BULLETIN FILE.

Web-based report, in paper and electronic formats, updated daily and printed monthly indicating the environmental documents and public notices received for review and/or comment. (Series also includes discontinued bi-weekly published reports, 1972-March 2002.) (File maintenance conducted by Department of Administration, Management Information Systems Division, and file backup procedures conducted by the Office of Information Technology (ITS).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 11012. BIWEEKLY REPORT-NOTIFICATION OF INTENT TO APPLY FILE.

Biweekly reports produced by the Clearinghouse indicating notification of intent to apply for federal assistance received. File includes reports of applications submitted for federal funds and notification of grant awards.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 11013. PROJECT INDEX FILE.

Typed cards (1970-1978) and computer printouts (1979-1997) listing annual data on State Clearinghouse grant and environmental review projects, sorted by County and Catalog of Federal Domestic Assistance (CFDA) number. Information includes assigned clearinghouse numbers, applicants, project descriptions, project locations, funding agency, and dollar amount requested. File superseded by State Clearinghouse Intergovernmental Review Tracking System (SCIRTS) (Electronic) Database (Item 48570) after 1997.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 11014. COUNTY AND FEDERAL PROGRAM INDEX FILE.

Computer printouts listing federal program numbers and the counties in which the projects are taking place.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 48570. STATE CLEARINGHOUSE INTERGOVERNMENTAL REVIEW TRACKING SYSTEM (SCIRTS) DATABASE (ELECTRONIC) FILE.

Database created and used for tracking intergovernmental reviews issued by the office. Fields includes assigned clearinghouse numbers, applicant names, addresses, contact information, project descriptions, and project locations. (File maintenance conducted by Department of Administration, Management Information Systems Division, and file backup procedures conducted by the Office of Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.