DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF ADMINISTRATION
AGRICULTURAL DEVELOPMENT AND FARMLAND PRESERVATION TRUST FUND

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 Agriculture and Consumer 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 *"administrative/reference value ends."* The Department of Agriculture and Consumer 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 Agriculture and Consumer Services will be responsible for cost of microfilm production.

The Department of Agriculture and Consumer Services and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of Agriculture and Consumer 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 and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

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 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 Agriculture and Consumer 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

Connie Strickland, Chief Records Officer

Dewitt Hardee, Program Director
Agricultural Development and Farmland `
Preservation Trust Fund

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Steve Troxler, Commissioner
Department of Agriculture and Consumer Services

Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF ADMINISTRATION
AGRICULTURAL DEVELOPMENT AND FARMLAND PRESERVATION TRUST FUND

ITEM 50350. AGRICULTURAL DEVELOPMENT AND FARMLAND PRESERVATION GRANT CONTRACTS FILE

Records in paper and electronic formats, including e-mail, concerning the application, award, and progress of agricultural development and farmland preservation grants. File includes grant applications, awarded contracts, and final grant budget snapshots and packages. File also includes requests for proposals, project budgets, award decision letters, contract tracking forms, legal documents, quarterly and semiannual budget and progress reports, correspondence (including e-mail), and related records. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Destroy in office records concerning non-awarded grants 3 years after decision. Scan contracts for awarded grants in office. Retain contracts and final grant budget snapshots and packages in electronic format in office permanently. Destroy in office all paper records and all other electronic records concerning awarded grants 5 years after closeout of grants 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 50351. AGRICULTURAL DEVELOPMENT AND FARMLAND PRESERVATION GRANT BUDGET FILE

Records in paper and electronic formats, including e-mail, concerning payouts and reimbursements to grantees. File includes initial payment requests, reimbursement requests, payment request forms, invoices, receipts, plan and projects reimbursement checklists, conservation easement reimbursement checklists, electronic payment statements, copies of paper checks, grant status spreadsheets, budget reports, and related records. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout of grants 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 50352. AGRICULTURAL CONSERVATION EASEMENT LEGAL FILE

Records in paper and electronic formats, including e-mail, concerning recording of perpetual agricultural conservation easements awarded to grantees. File includes copies of recorded easements. File also includes property surveys, property appraisals, baseline documentation reports, environmental audit reports, title policies, final signed closing statements, HUD settlement statements, closing attorneys' final opinion letters, and related records. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Scan records in office. Retain electronic records in office permanently. Retain in office paper copies of recorded easements permanently. Destroy in office remaining paper records after 5 years 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 50353. AGRICULTURAL CONSERVATION EASEMENT MONITORING FILE

Records in paper and electronic formats, including e-mail, concerning monitoring of perpetual agricultural conservation easements awarded to grantees. File includes monitoring incident reports and grantee plans of action. File also includes grantee monitoring reports, grantee monitoring checklists, field staff monitoring reports, maps, related correspondence (including e-mail), photographs, and related records. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Scan records in office. Retain in office first and last monitoring incident reports and related grantee plans of action, maps, and photographs in paper and electronic formats permanently. Destroy in office remaining monitoring incident reports and related grantee plans of action, maps, and photographs when superseded. Destroy in office remaining records after 5 years 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 50354. AGRICULTURAL DEVELOPMENT PROJECTS AND PLANS MONITORING FILE

Records in paper and electronic formats, including e-mail, concerning monitoring of agricultural development projects for the promotion of agriculture and agribusiness. File includes monitoring incident reports and grantee plans of action. File also includes grantee monitoring reports, grantee monitoring checklists, field staff monitoring reports, related correspondence (including e-mail), photographs, and related records. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Scan records in office. Retain in office first and last monitoring incident reports and related grantee plans of action, maps, and photographs in paper and electronic formats permanently. Destroy in office remaining monitoring incident reports and related grantee plans of action, maps, and photographs when superseded. Destroy in office remaining records after 10 years 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 50355. AGRICULTURAL DEVELOPMENT AND FARMLAND PRESERVATION GRANT APPLICATION SCORING FILE

Records in paper and electronic formats, including e-mail, concerning scoring and review of agricultural development and farmland preservation grant applications. File includes evaluation worksheets for conservation easements, evaluation worksheets for agricultural plans and agricultural development projects, interview worksheets for agricultural plans and agricultural development projects, site visit evaluation worksheets for conservation easements, and related records. (Comply with applicable provisions of 5 USC Section 552a and G.S. 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 50356. ADVISORY COMMITTEE MINUTES FILE

Records in paper and electronic formats concerning the actions of the Advisory Committee. File includes minutes. File also includes agenda packets. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to the State Records Center after 5 years to be imaged. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Paper records will be destroyed in the State Records Center after imaging. Retain signed original minutes in office permanently. Destroy in office agenda packets when reference value ends.

ITEM 50357. COUNTYWIDE FARMLAND PROTECTION PLANS FILE

Records concerning countywide farmland protection plans. File includes reference copies of plans submitted by counties. (Official copy retained by originating county.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 50358. VOLUNTARY AGRICULTURAL DISTRICT ANNUAL REPORTS FILE

Records concerning voluntary agricultural districts. File includes annual reports submitted by districts. (Official copy retained by originating voluntary agricultural district.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 50359. VOLUNTARY AGRICULTURAL DISTRICT GEOGRAPHIC INFORMATION SYSTEM (GIS) FILE

Electronic records concerning geographic information about voluntary agricultural districts. File includes layer of geographic locations of voluntary agricultural districts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 50360. AGRICULTURAL CONSERVATION EASEMENT GEOGRAPHIC INFORMATION SYSTEM (GIS) FILE

Electronic records concerning geographic information about agricultural conservation easements. File includes layer of geographic locations of agricultural conservation easements.

DISPOSITION INSTRUCTIONS: Retain in office permanently.