

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION

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

AGRONOMIC SERVICES DIVISION

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 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 Agriculture and Consumer Services 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 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 Cultural Resources to destroy these records.

The Department of Agriculture and Consumer Services 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 Agriculture and Consumer Services 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.

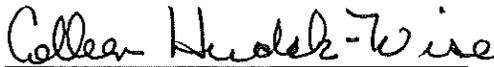
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 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 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.

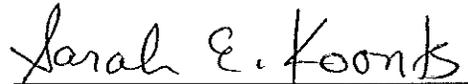
APPROVAL RECOMMENDED



Gennie D. Strickland, Chief Records Officer
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Colleen Hudak-Wise, Ph.D., Director
Agronomic Services Division



Sarah E. Koonts, Director
Division of Archives and Records



Steven W. Troxler, Commissioner
Department of Agriculture and Consumer Services

APPROVED



Susan W. Kluttz, Secretary
Department of Cultural Resources

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION**

ITEM 9254. DIRECTOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, of official copies of director's correspondence concerning aspects of the Agronomic Services Division. File includes correspondence to and from clients, commercial labs, department personnel, North Carolina State University (NCSU), and other state agencies. File also includes budget estimates.

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

ITEM 9255. DIRECTOR'S SUBJECT FILE.

Reference copies of correspondence concerning various subjects. File includes budget estimates and other related reference material.

DISPOSITION INSTRUCTIONS: Records transferred to Director's Correspondence File (Item 9254).

ITEM 9256. DIRECTOR'S COMMITTEE FILE.

Official copies of correspondence with various committees.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 9258. DEAD LETTER FILE.

Reference copies of letters sent concerning incomplete information sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 49969. AGRONOMIC SAMPLE INFORMATION AND ANALYTICAL RESULTS DATABASE
(ELECTRONIC) FILE.**

Electronic records concerning official copies of agronomic sample information, results of laboratory analyses, and recommendations provided by staff. Electronic file includes data from soil tests, nematode assays, and plant/waste/solution/media analyses. The database stores direct readings from analytical laboratory instruments as well as manually entered information regarding samples submitted, client contact information, fees and billing, etc.

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION
FIELD SERVICES SECTION**

ITEM 49985. SECTION CHIEF'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, of official copies of the section chief's correspondence concerning Field Services Section activities. File includes correspondence to and from clients, commercial labs, agency divisions, North Carolina State University (NCSU), and division personnel.

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION
NEMATODE ASSAY SECTION**

ITEM 9265. NEMATODE ASSAY REPORTS FILE.

Official copies of tabulated nematode assay reports. File includes completed recommendations.

DISPOSITION INSTRUCTIONS: Records transferred to the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

ITEM 49970. SECTION CHIEF'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, of correspondence concerning Nematode Assay Section activities. File includes correspondence to and from clients, commercial labs, divisions in agency, North Carolina State University (NCSU), and Agronomic Services Division personnel.

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

ITEM 49971. DIAGNOSTIC AND PREDICTIVE NEMATODE SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of diagnostic and predictive nematode sample information forms. File includes clients' names, addresses, and crop information. File also includes correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

ITEM 49972. RESEARCH NEMATODE SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of records concerning nematode samples submitted for research purposes. File includes research agreements, sample information forms, and related correspondence. Relevant data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

ITEM 49973. INTERNAL NEMATODE SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of records concerning nematode samples analyzed internally for data-gathering and informational purposes of the division. File includes sample information forms, background information, correspondence, and other related records. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File, (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION
NEMATODE ASSAY SECTION**

ITEM 49975. REGULATORY NEMATODE SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of nematode sample information forms submitted by the Plant Industry Division for phytosanitary certification. File includes clients' names, addresses, crop information, and relevant correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

ITEM 49978. ECOLOGICAL NEMATODE SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of records concerning nematode sample information forms submitted in connection with ecological research conducted at NCSU. File includes clients' names, addresses, crop information, and relevant correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

ITEM 49979. PINWOOD NEMATODE SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of records concerning nematode sample information forms submitted for identification of pinewood nematodes. File includes clients' names, addresses, crop information, and relevant correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

ITEM 49980. OUT-OF-STATE NEMATODE SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of records concerning nematode sample information forms submitted by clients who are not North Carolina residents. File includes clients' names, addresses, crop information, and relevant correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION
PLANT/WASTE/SOLUTION/MEDIA (PWSM) TESTING SECTION**

ITEM 9266. PLANT ANALYSIS REPORTS FILE.

Official copies of plant tissue reports. File includes nutrient analysis and plant agronomist comments.

DISPOSITION INSTRUCTIONS: Records transferred to Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

ITEM 49981. SECTION CHIEF'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, of official copies of the section chief's correspondence concerning Plant/Waste/Solution/Media Testing Section activities. File includes correspondence to and from clients, commercial labs, divisions in agency, North Carolina State University (NCSU), and division personnel.

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

ITEM 49982. DIAGNOSTIC AND PREDICTIVE PLANT/WASTE/SOLUTION/MEDIA (PWSM) SAMPLE INFORMATION FORMS (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of diagnostic and predictive sample information forms. File includes clients' names, addresses, crop information, and relevant correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

ITEM 49983. RESEARCH PLANT/WASTE/SOLUTION/MEDIA (PWSM) SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of records concerning samples submitted to the Plant/Waste/Solution/Media (PWSM) lab for research purposes. File includes research agreements, sample information forms, and relevant correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

ITEM 49984. INTERNAL PLANT/WASTE/SOLUTION/MEDIA (PWSM) SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies concerning Plant/Waste/Solution/Media samples analyzed internally for data-gathering and informational purposes of the division. File includes sample information forms, background information, and relevant correspondence. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION
SOIL TESTING SECTION**

ITEM 9260. RESEARCH SOIL SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of research information. File includes research agreements, sample information forms, correspondence, and analytical results associated with research soil samples. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

ITEM 9261. LABORATORY SHEETS FILE.

Reference copies of laboratory data detailing analysis of soil samples.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 9262. COUNTY SOIL TEST REPORTS FILE.

Reference copies of information concerning soil test results. File includes supporting correspondence and county extension correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 9263. DIAGNOSTIC AND PREDICTIVE SOIL TESTING SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of sample information forms. File includes clients' names, addresses, correspondence, and crop information. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

ITEM 49966. HEAVY METALS SOIL SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of soil sample information forms. File includes correspondence associated with heavy metals soil samples. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years.

ITEM 49967. INTERNAL SOIL SAMPLE INFORMATION (REFERENCE) FILE.

Records in paper and electronic formats, including e-mail, of reference copies of soil sample information forms. File includes background information associated with soil samples analyzed internally for data-gathering and informational purposes of the division. Data are entered into the Agronomic Sample Information and Analytical Results Database (Electronic) File (Item 49969).

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
AGRICULTURAL SERVICES
AGRONOMIC SERVICES DIVISION
SOIL TESTING SECTION**

ITEM 49968. SOIL TESTING SECTION CHIEF'S CORRESPONDENCE FILE.

Records in paper and electronic formats, including e-mail, of correspondence of the section chief concerning Soil Testing Section activities. File includes correspondence to and from clients, commercial labs, North Carolina State University (NCSU), division personnel, and other agency divisions.

DISPOSITION INSTRUCTIONS: Destroy in office records after 5 years.