

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR NATURAL RESOURCES

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

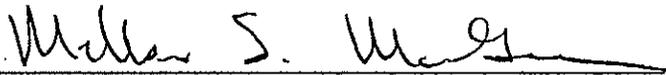
ASSISTANT SECRETARY FOR NATURAL RESOURCES

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

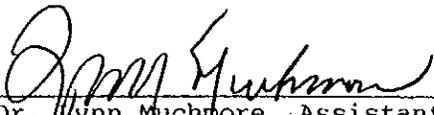
ASSISTANT SECRETARY FOR NATURAL RESOURCES

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 This schedule is to remain in effect until superseded.

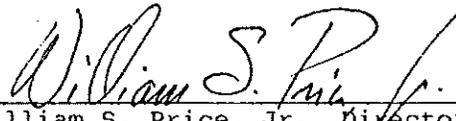
APPROVAL RECOMMENDED



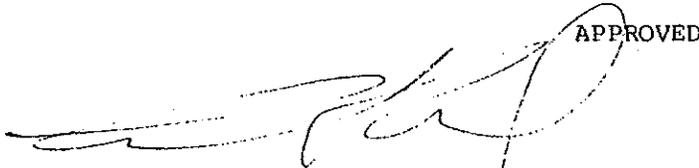
Melba S. McGee, Chief Records Officer  
Department of Environment, Health, and  
Natural Resources



Dr. Lynn Muchmore, Assistant Secretary  
Department of Environment, Health, and  
Natural Resources



William S. Price, Jr., Director  
Division of Archives and History



APPROVED

William W. Cobey, Jr., Secretary,  
Department of Environment, Health, and  
Natural Resources



Patric Dorsey, 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 16, 1990

WCW

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Environment, Health, and Natural Resources to Department of Environment and Natural Resources**. 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 schedules of the Department of Environment, Health, and Natural Resources. 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

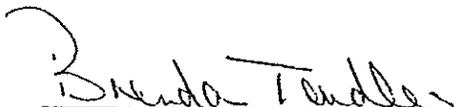
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

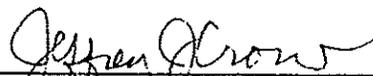
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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.

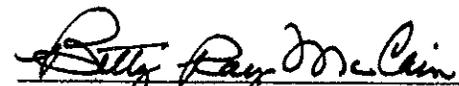
APPROVAL RECOMMENDED

  
Brenda Toudle, Chief Records Officer  
Department of Environment and  
Natural Resources

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
Wayne McDevitt, Secretary  
Department of Environment and  
Natural Resources

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

July 1, 1997

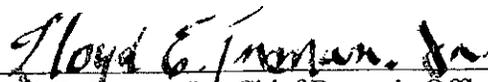
LLBH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR NATURAL RESOURCES  
DIVISION OF SOIL AND WATER CONSERVATION  
DISTRICT PROGRAMS

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 2735 as shown on substitute page dated January 17, 2003.

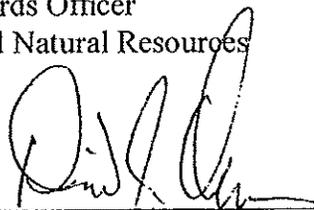
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer  
Department of Environment and Natural Resources



David S. Vogel, Director  
Division of Soil and Water Conservation

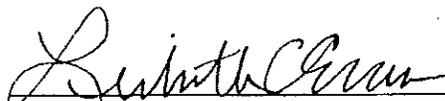


David J. Olson, Director  
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary  
Department of Environment and  
Natural Resources



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

January 17, 2003

AWH

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF AGRICULTURAL SERVICES  
DIVISION OF SOIL AND WATER CONSERVATION

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, Assistant Secretary for Natural Resources, Division of Soil and Water Conservation** to the **Department of Agriculture and Consumer Services, Office of Agricultural Services, Division of Soil and Water Conservation**. 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 April 16, 1990. 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

**DIVISION OF SOIL AND WATER CONSERVATION**

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. **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

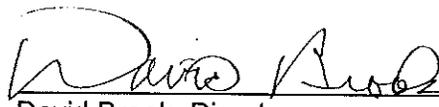
**DIVISION OF SOIL AND WATER CONSERVATION**

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.

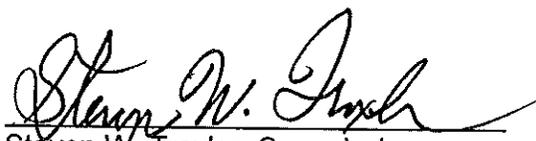
**APPROVAL RECOMMENDED**

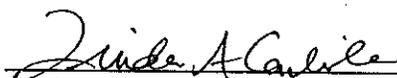
  
\_\_\_\_\_  
Connie D. Strickland, Chief Records Officer  
Department of Agriculture and Consumer Services

  
\_\_\_\_\_  
Richard C. Reich, Ph.D., Assistant Commissioner  
Office of Agricultural Services

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

**APPROVED**

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

  
\_\_\_\_\_  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF AGRICULTURAL SERVICES  
DIVISION OF SOIL AND WATER CONSERVATION  
AGRICULTURE COST-SHARE PROGRAM**

**ITEM 17301. AGRICULTURE COST-SHARE PROGRAM CONTRACT FILE.**

Original copies of Agriculture Cost-Share Program contracts. File also includes pertinent correspondence, contract revisions, and accounting information.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center 1 year after expiration and when released from all audits to be microfilmed. Paper records will be destroyed in the State Records Center and microfilm sent to agency. Destroy in office microfilm when reference value ends.

**ITEM 17302. AGRICULTURE COST-SHARE PROGRAM CORRESPONDENCE FILE.**

Original copies of correspondence concerning the Agriculture Cost-Share Program, which promotes the reduction of nonpoint source pollution into the water courses of the state.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 1 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 17303. NORTH CAROLINA AGRICULTURAL TASK FORCE FILE.**

Records concerning the recommendations made by state and federal agencies concerning the Agriculture Cost-Share Program. File includes minutes.

**DISPOSITION INSTRUCTIONS:** Transfer 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.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF AGRICULTURAL SERVICES  
DIVISION OF SOIL AND WATER CONSERVATION  
DISTRICT PROGRAMS

**ITEM 2735. SOIL AND WATER CONSERVATION COMMISSION MEETINGS FILE.**

Original copies of records concerning meetings of the Soil and Water Conservation Commission. File includes official copies of minutes, agendas, and other related records. Amended 1-17-03

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed.

**ITEM 2736. SOIL AND WATER CONSERVATION DISTRICT PROGRAMS FILE.**

Original copies of correspondence concerning district programs.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 2737. NORTH CAROLINA ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS FILE.**

Original copies of documents pertaining to the functions of the North Carolina Association of Soil and Water Conservation Districts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 2738. OTHER STATES CORRESPONDENCE FILE.**

Original copies of correspondence between public agencies of other states and the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 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 2739. DISTRICT PERMANENT RECORD FILE.**

Original copies of minutes of district meetings. File also includes official district charters from the Secretary of 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 17277. APPLICATIONS FOR STATE GRANT FUNDS FILE.**

Original copies of applications for funds for various watershed projects as authorized by G.S. 139, Article IV.

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

**ITEM 17282. SOIL AND WATER CONSERVATION DIVISION HISTORY FILE.**

Original copies of documents pertaining to the creation and history of the Division of Soil and Water Conservation.

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center to be microfilmed. Paper records will be destroyed in the State Records Center, one copy of microfilm sent to agency, another copy of microfilm sent to agency library, and a third copy of microfilm transferred to the custody of the Archives. Retain microfilm in agency permanently.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF AGRICULTURAL SERVICES  
DIVISION OF SOIL AND WATER CONSERVATION  
DISTRICT PROGRAMS

**ITEM 17283. INTRADIVISION CORRESPONDENCE FILE.**

Original copies of intradivisional correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 17284. ADMINISTRATIVE FILE.**

Original and duplicate copies of documents concerning divisional goals and objectives. File includes speeches, program definitions, section programs, and correspondence pertaining to the organization and operations of divisional programs.

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 17285. SOIL SURVEY PROGRAM FILE.**

Original and duplicate copies of documents concerning soil survey reports and soils resource inventories. File includes published soil survey reports, soils resource inventory reports, and memorandums of understanding between the department and the Soil Conservation Service and other agencies.

DISPOSITION INSTRUCTIONS: Transfer when designated inactive to the State Records Center to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming, one copy of microfilm sent to agency, and another copy of microfilm transferred to the custody of the Archives. Destroy microfilm in agency after reference value ends.

**ITEM 17289. WATERSHED PROJECTS FILE.**

Original copies of records concerning divisional watershed projects. File includes information concerning watershed project meetings and correspondence pertaining to watershed projects.

DISPOSITION INSTRUCTIONS: Transfer records concerning each project to the State Records Center 2 years after completion. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 17290. WATERSHED PROJECTS PLANNING FILE.**

Original copies of records concerning watershed projects in the planning stages.

DISPOSITION INSTRUCTIONS: Transfer pertinent data after completion of project to Watershed Project File. Destroy in office remaining records when reference value ends.

**ITEM 17291. DIARIES FILE.**

Original copies of documents pertaining to watershed project surveys.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 17292. APPLICATIONS FOR MATCHING FUNDS FILE.**

Original copies of records received from districts pertaining to matching soil and water conservation program funds. File includes proposed budgets, audits, and requests for matching funds.

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

**ITEM 17296. NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS (NACD) FILE.**

Original copies of correspondence between the division and the NACD.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 17297. LENGTHS OF SERVICE FILE.**

Duplicate copies of documents listing name and length of service of each divisional employee.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF AGRICULTURAL SERVICES  
DIVISION OF SOIL AND WATER CONSERVATION  
DISTRICT PROGRAMS

**ITEM 17298. RESOURCE CONSERVATION WORKSHOPS FILE.**

Original copies of correspondence, agendas, programs, and attendance rosters for divisional resources conservation workshops.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF AGRICULTURAL SERVICES  
DIVISION OF SOIL AND WATER CONSERVATION  
WETLANDS INVENTORY SECTION

**ITEM 17304. ACTIVE PROJECTS FILE.**

Original and duplicate copies of records concerning active wetlands inventory projects. File includes requests for mapping assistance, photointerpretation records, maps, and other related correspondence.

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 17306. SECTION CORRESPONDENCE FILE.**

Original and duplicate copies of section correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 17307. FIELD DATA SHEETS FILE.**

Duplicate copies of completed field data sheets used to verify photointerpretation and mapping of wetlands.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 17308. HYDRIC SOILS FILE.**

Original and duplicate copies of records concerning hydric (wetland) soil, used to determine wetlands. File includes correspondence, field notes, soil series descriptions, reference publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 17310. PHOTOINTERPRETATION FILE.**

Duplicate copies of wetland interpretation overlays affixed to infrared transparencies, used for reference purposes pending receipt of U.S. Fish and Wildlife Service maps.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 17312. WETLANDS RESEARCH FILE.**

Original and duplicate copies of reference data used for wetlands research. File includes listings of wetlands, reference publications, regulations, research material, and other related records.

DISPOSITION INSTRUCTIONS: Transfer publications to departmental library when reference value ends. Destroy in office remaining records when reference value ends.

**ITEM 17313. U.S. FISH AND WILDLIFE SERVICE FILE.**

Original copies of records concerning division's dealings with the U.S. Fish and Wildlife Service while conducting inventories of the state's wetlands. File includes correspondence and other related data.

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.