

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION

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 Forest Resources to Department of Agriculture and Consumer Services, Office of North Carolina Forest Service, Forestry Administration**. 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

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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

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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 This schedule is to remain in effect until superseded.

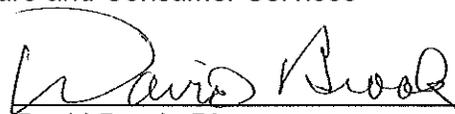
APPROVAL RECOMMENDED



Connie Strickland, Chief Records Officer
Department of Agriculture and Consumer Services



Wib Owen, Assistant Commissioner
North Carolina Forest Service

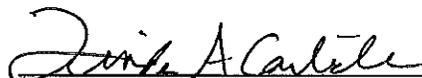


David Brook, Director
Division of Historical Resources

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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
COMMUNICATIONS RECORDS**

ITEM 18463. COMMUNICATIONS RECORDS GENERAL FILE.

Records concerning general communications which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18465. POSTAL FILE.

Records concerning mail service and its use.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18466. RADIO FILE.

Records concerning the division's radio system. File includes directories, listings of operators' licenses, purchase requests, and records concerning private cooperators, the Federal Communication Commission Association (FCCA), the Federal Communications Commission (FCC), and repairs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
COOPERATION RECORDS

ITEM 2661. FEDERAL FILE.

Records concerning divisional cooperation with federal agencies. File includes general correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2662. FORESTRY SCHOOLS FILE.

Records concerning divisional cooperation with forestry schools. File includes general correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2663. OTHER STATES FOREST SERVICES FILE.

Records concerning divisional cooperation with other states.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2666. UNITED STATES FOREST SERVICE FILE.

Records concerning divisional cooperation with the United States Forest Service.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 18553. AGREEMENTS FILE.

Divisional agreements with agencies and individuals.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after expiration of agreement.

ITEM 18554. ASSOCIATIONS FILE.

Records concerning divisional cooperation with associations in matters concerning forest resources.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18555. CIVIC ORGANIZATIONS FILE.

Records concerning divisional cooperation with civic organizations in matters concerning forest resources.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18556. COMMITTEES FILE.

Records concerning committees with which the Division of Forest Resources deals. File includes all meetings records and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 18557. COOPERATION RECORDS MISCELLANEOUS FILE.

Records concerning divisional cooperation with organizations or individuals not listed in the established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
COOPERATION RECORDS

ITEM 18558. COUNCILS FILE.

Records concerning councils with which the Division of Forest Resources deals. File includes all meeting records and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 18559. DEPARTMENTAL FILE.

Correspondence between the division and the department administrators.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18560. NATIONAL ASSOCIATION OF STATE FORESTERS (NASF) FILE.

Records concerning NASF. File includes minutes of meetings and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 18561. NATIONAL WILDFIRE COORDINATING GROUP (NWCG) FILE.

Records concerning NWCG working teams. File includes correspondence and minutes of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18562. NATIONAL WEATHER SERVICE FILE.

Records concerning procedures and guidelines for providing weather data to field organizations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 18563. NON-COOPERATING COUNTIES FILE.

Records concerning counties that do not participate in divisional programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18564. PRIVATE FILE.

Records concerning divisional cooperation with lumber and pulp companies, consulting foresters, and individuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18565. RAILROADS FILE.

Records concerning divisional cooperation with railroads.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18566. RURAL FIRE DEPARTMENTS FILE.

Correspondence with rural fire departments.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18567. SOUTHERN GROUP OF STATE FORESTERS FILE.

Records concerning the Southern Group of State Foresters. File includes minutes of meetings and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 18568. STATE AGENCIES FILE.

Records concerning divisional cooperation with state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
COOPERATIVE MEMBERSHIP**

ITEM 18570. FOREST FERTILIZATION FILE.

Records concerning the North Carolina State University Forest Fertilization Cooperative. File includes research papers, directories, project technical reports, records of meetings, and correspondence.

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 18571. FORESTRY NURSERY COOPERATIVE FILE.

Records concerning the Auburn University Forest Nursery Cooperative. File includes technical data, research papers, reports, directories, and records concerning projects, meetings, and the division's membership.

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 18572. HARDWOOD RESEARCH COOPERATIVE FILE.

Records concerning the North Carolina Hardwood Research Cooperative. File includes research papers, technical reports, correspondence, and records concerning projects and meetings.

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 18573. LOBLOLLY PINE GROWTH AND YIELD COOPERATIVE FILE.

Records concerning the Virginia Polytechnic Institute and Virginia State University Loblolly Pine Growth and Yield Cooperative. File includes research papers, directories, technical reports, computer printouts, correspondence, and records concerning projects and meetings.

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 18574. SILVICULTURAL HERBICIDE COOPERATIVE FILE.

Records concerning the Auburn University Silvicultural Herbicide Cooperative. File includes research papers, directories, project technical reports, correspondence, and records concerning meetings.

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 18575. TREE IMPROVEMENT AND PROGRAM COOPERATIVE FILE.

Records concerning the North Carolina State University Tree Improvement Program Cooperative. File includes research papers, directories, technical data, and records concerning the division's membership, meetings, and projects.

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.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
EQUIPMENT AND SUPPLIES**

ITEM 2667. AERIAL PHOTOGRAPHS FILE.

Aerial photographs of forest areas. File includes documents related to photographic equipment, particularly its costs and uses.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 18577. AIRCRAFT FILE.

Records concerning aircraft as items of equipment. File includes records concerning aircraft accidents, inspections, operations, licensing of pilots, parts, purchases, regulations, rental, repair, and sales.

DISPOSITION INSTRUCTIONS: Destroy in office immediately after disposition of aircraft and release of records from audits.

ITEM 18578. CHEMICALS FILE.

Records concerning herbicides, fire retardants, and chemicals used to spray for disease and insects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18580. GENERAL SERVICES ADMINISTRATION (GSA) FILE.

Records concerning policies and procedures concerning use and acquisition of GSA equipment.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 18581. HAND TOOLS FILE.

Records concerning hand tools used to fight forest fires. File includes records concerning axes, rakes, shovels, cant hooks, saws, and other hand tools. File also includes correspondence and current information about hand tools.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18582. HEAVY EQUIPMENT FILE.

Records concerning heavy equipment used by the division. File includes correspondence and documentation of all heavy equipment used for fire suppression.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 18584. NURSERY EQUIPMENT FILE.

Records concerning special nursery equipment. File includes records concerning seed cleaners and fertilizer spreaders. File also includes correspondence and current information about nursery equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18586. ORTHOPHOTOQUADS FILE.

Office copies of photographic prints.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 10 year(s).

ITEM 18587. PETROLEUM PRODUCTS FILE.

Records concerning gas, oil, grease, and similar petroleum products.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18588. PLOWS FILE.

Records concerning different types of plows.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
EQUIPMENT AND SUPPLIES**

ITEM 18589. PORTABLE BRIDGES FILE.

Records concerning portable bridges.

DISPOSITION INSTRUCTIONS: Destroy in office upon disposition of bridge.

ITEM 18590. PUMPS FILE.

Records concerning back-pack pumps and hand-operated pumps.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18591. SAFETY FILE.

Records concerning safety equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18592. SHOP TOOLS FILE.

Records concerning shop tools. File includes records concerning hammers, wrenches, power drills, and planers. File also includes correspondence and current information about shop tools.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18593. SIGNS FILE.

Records concerning forestry signs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18594. TRACTORS FILE.

Records concerning tractors.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18595. TRAILERS FILE.

Records concerning trailers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18596. UNIFORMS FILE.

Records concerning uniforms and badges.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FIELD PROJECTS**

ITEM 24049. FIELD PROJECTS GENERAL FILE.

Records concerning field projects in general which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24050. INQUIRIES FILE.

Inquiries and related correspondence concerning the operations and functions of Field Projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24051. ORGANIZATION FILE.

Records concerning the organization of Field Projects. File includes detailed descriptions of units within the sections and organization charts.

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 24053. PROGRAMS FILE.

Records concerning various programs of Field Projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24054. SPECIAL PROJECTS FILE.

Records concerning each specific project of Field Projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24055. STATISTICS FILE.

Statistics concerning operations and functions of Field Projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24056. URBAN FORESTRY FILE.

Records concerning forestry in urban areas.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FINANCE AND ACCOUNTS

ITEM 24057. ACCOUNTING FILE.

Records concerning current amounts and general accounting matters not related to cost keeping or other accounting subjects for which no specific provisions are made. File includes correspondence, instructions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 24059. ALLOTMENT FILE.

Records concerning changes in allotments.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24060. AUDIT FILE.

Records concerning the auditing of fiscal records.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24062. BAD CHECKS FILE.

Records concerning bad checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 24064. CLAIMS FILE.

Claims for or against the Division of Forest Resources.

DISPOSITION INSTRUCTIONS: Destroy in office upon settlement of claim and when released from all audits, whichever occurs later.

ITEM 24066. DARE COUNTY FEDERAL BOMB RANGE FILE.

Records concerning fire protection provided by the Division of Forest Resources at the Dare County Bomb Range. File includes contracts with the U.S. Army and Navy, division personnel records, salary information, travelers insurance, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer personnel records and salary information to agency personnel office 1 year after employee terminates service to be incorporated into official personnel file. Follow federal retention and disposition instructions for remaining records.

ITEM 24067. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) FILE.

Records concerning the Departmental Accounting System and its accounting of federal records.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24068. DISBURSEMENT FILE.

Records concerning disbursement of federal funds.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24069. FEDERAL/FIRE CONTROL FILE.

Records concerning federally-funded fire control programs.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24070. FEDERAL/FOREST MANAGEMENT FILE.

Records concerning federally-funded forest management programs.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FINANCE AND ACCOUNTS**

ITEM 24071. FEDERAL/N.C. DIVISION OF FOREST RESOURCES FILE.

Records concerning the entire division's federal budget. File includes financial plans for state and federal cooperative programs and projects.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24072. FEDERAL/NURSERIES FILE.

Records concerning federally-funded nursery programs.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24073. FEDERAL/PEST CONTROL FILE.

Records concerning pest control programs or projects.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24074. FEDERAL/TREE IMPROVEMENT FILE.

Records concerning federal aspects of the tree improvement budget.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24075. FEDERAL/WATERSHED FILE.

Records concerning each federal budget for watersheds.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 24077. FINANCE AND ACCOUNTS GENERAL FILE.

Records concerning finance and accounts in general which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24079. MEMORANDUMS FILE.

Instructions and policy memorandums concerning finances and accounts.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24080. POSTAGE, TELEPHONE, AND TELEGRAPH FILE.

Correspondence concerning bills, requests for stamps, services, and bills of lading.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24081. PROPERTY ACCOUNTING FILE.

Correspondence concerning the property accounting system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24082. RECEIPTS FILE.

Correspondence concerning divisional receipts.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24083. REPORTS FILE.

Official financial reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) and when released from all audits, whichever occurs later.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FINANCE AND ACCOUNTS

ITEM 24085. SALES FILE.

Records concerning the sale of timber products from the Division of Forest Resources' lands.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24089. STATE/FIRE CONTROL FILE.

State budget data concerning each state fire control budget.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24090. STATE/FOREST MANAGEMENT FILE.

State budget data concerning each statewide forest management budget.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24091. STATE/FORESTATION FILE.

State budget data concerning forestation.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24093. STATE/GENERAL FORESTRY FILE.

State budget data for general forestry.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24094. STATE/NURSERIES FILE.

State budget data concerning specific nurseries.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24095. STATE/PEST CONTROL FILE.

State budget data concerning each pest control budget.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24096. STATE/TREE IMPROVEMENT FILE.

State budget data concerning tree improvement.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24097. STATE/WATERSHED FILE.

State budget data concerning each state watershed.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 24098. STATISTICS FILE.

Statistics about forestry funds and appropriations.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) and when released from all audits, whichever occurs later.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FIRE CONTROL

ITEM 2670. AERIAL OPERATION FILE.

Records concerning aircraft use for fire control work.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2672. FIRE REPORTS FILE.

Official fire reports and related correspondence.

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 2673. FIRE CONTROL GENERAL FILE.

Records concerning fire control program statewide.

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 2674. RURAL COMMUNITY FIRE PROTECTION FILE.

Records concerning fire protection at the small-community level.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2675. STATISTICS FILE.

Records concerning fire control statistics.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 4052. FIRE REVIEWS FILE.

Narrative reports and board of review records about individual fires.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 4053. STAFF STUDIES FILE.

Records concerning staff studies in fire control section.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24099. AERIAL IGNITION FILE.

Records concerning fires caused by aerial ignition.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24100. AIR POLLUTION/SMOKE MANAGEMENT FILE.

Correspondence concerning air pollution regulations and smoke management guidelines.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FIRE CONTROL

ITEM 24101. COMPUTER PROGRAMMING FILE.

Data processing records concerning programs for fire control.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 10 year(s).

ITEM 24102. FIRE CREWS FILE.

Records concerning crews participating in fire control.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24103. FIRE DANGER RATING SYSTEM FILE.

Records concerning systems used in rating fires.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24104. FIRE PLANS FILE.

Official district and county fire plans.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded.

ITEM 24105. NATIONAL FIRE DANGER RATING SYSTEM FILE.

Correspondence concerning the national system for measuring weather factors which assist in planning fire control actions and activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24106. OPERATIONAL FIRE REVIEW FILE.

Correspondence concerning county and district reviews on all fire control programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 24107. ORGANIZATION FILE.

Records concerning organizations assisting in fire control.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24108. PREATTACK PLANNING FILE.

Records concerning planning for fire control.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24109. PRESCRIBED BURNING FILE.

Records concerning controlled burning to prevent fires.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24110. PRESUPPRESSION FILE.

Records concerning the various means utilized to control fire prior to ignition.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24111. WEATHER FILE.

Records concerning weather factors relating to fire control. File includes daily weather reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FIRE PREVENTION**

ITEM 2676. FOREST FIRE PREVENTION CAMPAIGN (FFP) FILE.

Records concerning the FFP program. File includes records concerning fire prevention programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2677. SPECIAL PROJECTS FILE.

Records concerning special or concentrated fire prevention projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24112. ARBOR DAY RECORDS FILE.

Records concerning National Arbor Day in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24113. AWARDS FILE.

Records concerning fire prevention awards.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24114. FIRE PREVENTION GENERAL FILE.

Records concerning fire prevention policies, administration records, training, and supervision records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24115. MATERIALS FILE.

Correspondence concerning materials used in fire prevention. (File does not include Cooperative Forest Fire Prevention materials.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24116. OCCURRENCE MAPS FILE.

Records concerning fire occurrence. File includes occurrence zone maps.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FOREST DEVELOPMENT PROGRAM**

ITEM 24117. FOREST DEVELOPMENT PROGRAM (FDP) GENERAL FILE.

Records concerning FDP in general which are not included in established file plan. File includes preprinted letters to landowners, legal opinions concerning FDP, rulings from budget office and the Secretary of Environment, Health, and Natural Resources, copies of enabling legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24118. PROJECTS FILE.

Records concerning Forest Development Program projects. File includes signed contracts, requests for cost-share payments to landowners, and records of payment.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24119. STATISTICS FILE.

Computer printouts concerning Forest Development Program statistics. File includes records summarizing accomplishments, payment records, and records of allocation of funds. (File is used for program analysis and for compiling reports to the Legislature.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
FOREST MANAGEMENT**

ITEM 2679. POLICIES FILE.

Records concerning policies on forest management.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2680. PRACTICES FILE.

Records concerning silvicultural practices.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2681. PROJECTS FILE.

Records concerning forest management projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2682. STATISTICS FILE.

Records concerning forest management statistics.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24120. CONSULTING FORESTERS FILE.

Records concerning forest management work.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24121. FOREST MANAGEMENT GENERAL FILE.

Records concerning general forest management which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24122. FOREST PRODUCTS FILE.

Records concerning forest products. File includes records concerning prices, availability, markets, and specifications.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24123. GOALS FILE.

Records concerning the goals of Forest Management.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24125. PLANTING FILE.

Records concerning field planting. File includes documents concerning prices, recommendations, and species of plants.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24126. TREE FARMS FILE.

Records concerning the tree farms system.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
GENERAL FORESTRY**

ITEM 2683. COUNTY PROGRAM FILE.

Records concerning general county forestry programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2684. HISTORY FILE.

Records concerning the history of the Division of Forest Resources. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2685. ORGANIZATION FILE.

Records concerning the organization of the Division of Forest Resources.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2686. STATISTICS FILE.

General forestry statistical information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24130. AIR POLLUTION FILE.

Records concerning air pollution and its effects on forestry.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24131. COMMENDATION FILE.

Letters of commendation not pertaining to individuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24132. ENVIRONMENTAL STATEMENTS FILE.

Records concerning environmental impact statements.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24133. FOREST TAXATION FILE.

Records concerning the problems, methods, studies, and inquiries about forest taxation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24135. GENERAL FORESTRY MISCELLANEOUS FILE.

Miscellaneous correspondence concerning groups and subjects which are not connected with the North Carolina Forest Service.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
GENERAL FORESTRY**

ITEM 24136. SPECIAL PROJECTS FILE.

Records concerning special projects which are not included in established file plans.

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.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
IMPROVEMENTS

ITEM 24137. AIR STRIPS FILE.

Records concerning improvements on divisional air strips. File includes general inquiries, requests for improvements and maintenance agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after expiration of maintenance agreement.

ITEM 24138. BUILDINGS FILE.

Records concerning divisional building improvements. File includes plans, specifications, and maintenance agreements.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after expiration of maintenance agreement.

ITEM 24139. FENCES FILE.

Records concerning improvement of fences on forest lands. File includes general inquiries, requests for improvements and maintenance, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24140. FIRE LINES FILE.

Records concerning improvement of fire lines through forest lands. File includes general inquiries, requests for improvements and maintenance, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24141. IMPROVEMENTS GENERAL FILE.

Records concerning general improvements which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24142. HEADQUARTERS FILE.

Records concerning improvements at forestry headquarters. File includes maintenance agreements, contracts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after expiration of maintenance agreement or contract.

ITEM 24143. IRRIGATION FILE.

Records concerning improvements in irrigation of forest lands.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24144. PAINT STANDARDS FILE.

Records concerning procedures for painting structures. File includes color scheme layouts, paint brochures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24145. POWER LINES FILE.

Records concerning power line improvements on forest lands.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24146. QUARTERS FILE.

Records concerning improvements of quarters for divisional personnel. File includes maintenance agreements, contracts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after expiration of maintenance agreement or contract.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
IMPROVEMENTS**

ITEM 24147. ROADS FILE.

Records concerning road improvements on forest lands. File includes requests for improvements and maintenance, maps, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office maps when superseded or obsolete. Destroy in office remaining records after 5 years.

ITEM 24148. ACTIVE TOWERS FILE.

Records concerning improvements on currently-manned fire towers on forest lands. File includes maintenance agreements, contracts, requests for improvements and maintenance, and other related records.

DISPOSITION INSTRUCTIONS: Transfer when tower becomes unoccupied to the Inactive Towers File.

ITEM 24149. INACTIVE TOWERS FILE.

Records concerning improvements on formerly-manned fire towers on forest lands. File includes maintenance agreements, contracts, requests for improvements and maintenance, and other related records.

DISPOSITION INSTRUCTIONS: Transfer when tower is sold or no longer exists to the Obsolete Towers File.

ITEM 24150. OBSOLETE TOWERS FILE.

Records concerning improvements on formerly-manned fire towers on forest lands. File includes maintenance agreements, contracts, requests for improvements and maintenance, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24151. WATER SYSTEMS FILE.

Records concerning improvements of water systems of forest lands. File includes contracts, specifications of pumps, description of pipes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after expiration of contract.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
INFORMATION AND EDUCATION**

ITEM 2687. DEMONSTRATIONS FILE.

Records concerning forestry demonstrations.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2688. EXHIBITS FILE.

Correspondence concerning Division of Forest Resources exhibits, including fair exhibits, window displays, floats, and other public relations affairs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2692. SPEECHES FILE.

Speeches given for clubs, groups, and meetings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 17056. AUDIO VISUAL FILE.

Records concerning divisional films. File includes film showing requests, cataloging data, and records documenting the exchange of films.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 17057. CHAMPION BIG TREE PROGRAM FILE.

Records concerning the "champion big tree." File includes measurements of trees, a list of trees declared champion of the species, and correspondence between division and landowners concerning eligibility and acceptance of nomination.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 17058. INFORMATION AND EDUCATION GENERAL FILE.

Records concerning general information and education records which are not included in established file plans.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 17060. PLANS FILE.

Records concerning plans and programs of information and education. File includes lists of people interested in the forestry program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 17063. STATISTICS FILE.

Statistics concerning information and education work.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
INSECT AND DISEASE CONTROL

ITEM 2699. DISEASE FILE.

Records concerning plants and diseases in forests.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2700. INSECTS FILE.

Records concerning the protection of forests against insects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24152. INSECT AND DISEASE CONTROL GENERAL FILE.

Records concerning administrative phases of forest protection.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24153. NATURAL HAZARD FILE.

Records concerning floods, windstorms, and other natural hazards.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24154. PESTICIDES FILE.

Records concerning the use and effects of pesticides.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24156. STATISTICS FILE.

Statistics concerning the protection of forest lands.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24157. SURVEYS FILE.

Surveys concerning the protection of forest lands.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
LANDS

ITEM 4054. REPORTS FILE.

Official copies of reports and statements not concerning designated projects.

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 24158. ACQUISITION FILE.

Records concerning the acquisition of forest lands by the state.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 20 additional years and then transferred to the custody of the Archives.

ITEM 24159. BOUNDARIES FILE.

Records concerning the boundaries of state lands.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 20 additional years and then transferred to the custody of the Archives.

ITEM 24160. CLAIMS FILE.

Records concerning private claims on state lands.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 20 additional years and then transferred to the custody of the Archives.

ITEM 24161. CLASSIFICATION FILE.

Records concerning land classification work on state lands.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24162. DEEDS, LEASES, AND AGREEMENTS FILE.

Official copies of deeds, leases, and agreements for all improvements to state lands.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 24163. EXCHANGE FILE.

Records concerning the exchange of lands.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 20 additional years and then transferred to the custody of the Archives.

ITEM 24164. LANDS GENERAL FILE.

Records concerning state lands in general which are not included in established file plan. File includes general correspondence concerning land under the division's jurisdiction.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24166. LAND MANAGEMENT FILE.

Records concerning divisional management of forest lands.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24167. RECREATION FILE.

Records concerning recreational development on state lands.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
LANDS**

ITEM 24168. SUPERVISION FILE.

Records concerning general administration of state lands but not directly connected with any designated case.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24169. TAXATION FILE.

Records concerning taxation of forest resources.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24170. TRESPASS FILE.

Records concerning cases of trespassing on state lands.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
LAW ENFORCEMENT

ITEM 24172. BURNING PERMITS FILE.

Reference copies of burning permits.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24173. CASES FILE.

Records concerning specific cases involving enforcement of laws relating to forest resources.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24174. COUNTY FILE.

Records concerning forest fires in the various counties.

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 24175. LAW ENFORCEMENT GENERAL FILE.

Records concerning statewide data and general subjects which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24177. SEED TREE FILE.

Records concerning enforcement of the Seed Tree Law.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24178. STATISTICS FILE.

Law enforcement statistics.

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 24179. STREAM OBSTRUCTION FILE.

Records concerning stream obstructions.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24180. WOODS CLOSURE FILE.

Records concerning woods closure.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
LEGISLATION**

ITEM 2693. FEDERAL FILE.

Records concerning prepared and enacted federal legislation relating to forest resources.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2694. STATE FILE.

Records concerning proposed and enacted state legislation relating to forest resources.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24181. LEGISLATION GENERAL FILE.

Records concerning general legislation relating to forest resources.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
MARKET DEVELOPMENT AND UTILIZATION**

ITEM 24182. MARKET DEVELOPMENT AND UTILIZATION BUYERS GUIDE FILE.

Records concerning booklet published by the office. File includes research information from mills and loggers, primary processors lists, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24183. MARKET DEVELOPMENT AND UTILIZATION GENERAL FILE.

Records concerning market development and utilization in general which are not included in established file plan. File includes general correspondence, responses to requests, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24184. UTILIZATION FILE.

Records concerning utilization of forest resources. File includes booklets, mill listings, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
NURSERIES**

ITEM 2695. STATISTICS FILE.

Records concerning nursery statistics maintained on both paper and magnetic tapes.

DISPOSITION INSTRUCTIONS: Destroy or erase in office when reference value ends.

ITEM 4051. PLANS FILE.

Records concerning operational plans for nurseries.

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 24185. ACCOUNTS FILE.

Records concerning unpaid credit accounts.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after file is closed out and when released from all audits, whichever occurs later.

ITEM 24186. CHEMICALS FILE.

Records concerning chemicals used by nurseries. File includes list of chemicals by company.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24187. COMMERCIAL NURSERIES FILE.

Records concerning commercial nurseries.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24188. COST ACCOUNTING FILE.

Cost accounting records concerning nurseries.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 24189. CREDIT, FINANCE, AND DELINQUENT ACCOUNTS FILE.

Records concerning credit accounts. File includes lists of unpaid accounts by individuals.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after account is closed out and when released from all audits, whichever occurs later.

ITEM 24190. CUSTOM PRODUCTION FILE.

Records concerning the custom production of seedlings for companies and other large buyers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24192. FRASER FIR FILE.

Records concerning Fraser fir seedlings. File includes records concerning production, sales, problems, projects, and disease.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24193. NURSERIES GENERAL FILE.

Records concerning nurseries in general which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24194. GREENHOUSE FILE.

Records concerning greenhouses at nurseries.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
NURSERIES

ITEM 24196. LABOR FILE.

Records concerning labor at nurseries.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24200. PRODUCTION RECORDS FILE.

Records concerning production at nurseries.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24201. SALES PROGRAM FILE.

Records concerning the sales of seedlings. File includes records concerning proposed sales, price changes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24202. SEED FILE.

Records concerning the sale of seeds, seeds as items for sale, and inventories.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24203. SEED AND CONE COLLECTIONS FILE.

Records concerning the collection of seeds and cones.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24204. SEED EXTRACTION FILE.

Records concerning all phases of seed extraction.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24205. SEEDLING APPLICATIONS FILE.

Official applications for seedlings received from the general public.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24207. SEEDLING DISTRIBUTION FILE.

Records concerning seedling distribution to the general public.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24208. SEEDLING INVENTORY FILE.

Records concerning the seedling inventory.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24209. SEEDLING MATCHING FILE.

Records concerning the "seedling matching programs" of various companies and organizations.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24210. SEEDLING NEEDS FILE.

Records, kept yearly, showing needs for seedling production.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24211. SEEDLING PRICE FILE.

Correspondence dealing with price of seedlings.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24212. SEEDLING PURCHASE FILE.

Records concerning purchases of seedlings by the public.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
NURSERIES**

ITEM 24213. SEEDLING SURPLUS FILE.

Records concerning seedlings that are surplus to the division. File includes correspondence and records declaring seedlings as surplus and authorizing out-of-state sales.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24214. WHITE PINE FILE.

Records concerning the growing and selling of white pines. File includes correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
OPERATION**

ITEM 2696. FIELD REVIEWS FILE.

Unit inspection reports and copies of special federal inspections.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2698. SPECIAL FILE.

Records concerning subjects of special or unusual nature relating to operations.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24215. COMPUTER FILE.

Records concerning all aspects of computer operations. File includes records concerning meetings, budgets, and the purchase of hardware and software. File also includes correspondence, guidelines, and statewide computer instructions and procedure updates.

DISPOSITION INSTRUCTIONS: Destroy in office statewide computer instructions and procedure updates when superseded. Destroy in office remaining records after 5 years.

ITEM 24216. OPERATION GENERAL FILE.

Records concerning general operations of the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24218. SAFETY FILE.

Records concerning safety.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
PERSONNEL**

ITEM 24224. EXPENSE ACCOUNTS FILE.

Records concerning employee expense accounts.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
REPORTS**

ITEM 2702. FEDERAL REPORTS FILE.

Reports received from or sent to the federal government.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2703. REPORTS GENERAL FILE.

General reports not otherwise listed in the established file plan.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24231. STATE REPORTS FILE.

Reports received from or sent to state government.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24232. NURSERIES FILE.

Reports prepared by superintendents at nurseries.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
RESEARCH AND INVESTIGATION**

ITEM 3385. HARDWOOD FILE.

Records concerning the hardwood research program. File includes records concerning operations, planting, plot, policies, practices, programs, seeds, and statistics.

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 4055. DEVELOPMENT PROJECTS FILE.

Records concerning research and investigation in development projects.

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 24233. COOPERATION FILE.

Records concerning administrative phases of cooperation with other investigative agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24234. FORESTRY NOTES FILE.

Notes concerning forestry research. File includes distribution lists.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24235. RESEARCH AND INVESTIGATION GENERAL FILE.

Records concerning research and investigations which are not included in the file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24236. INFLUENCES FILE.

Records concerning influences affecting lumber industries, markets, management, nurseries, prices, protection, pulp and paper, timber surveys, weather, wood preservation, and wood-using industries.

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.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
STATE AND LAND MANAGEMENT**

ITEM 24237. DEPARTMENT OF ADMINISTRATION FILE.

Records concerning the Department of Administration's forest lands that are referrals to the Division of Forest Resources. File includes evaluations of forest lands, recommended forest management plans, maps, agreements, and other related records.

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 24238. DEPARTMENT OF AGRICULTURE FILE.

Records concerning the Department of Agriculture's forest lands assigned to the Division of Forest Resources for forest management. File includes annual reports, budgets, contracts and/or agreements for service, invoice billing reports, management plans, and records of meetings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24239. DEPARTMENT OF CORRECTION'S FILE.

Records concerning the Department of Correction's forest lands that are assigned or referred to the Division of Forest Resources. File includes maps, agreements, evaluations of forest lands, forest management plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24240. DEPARTMENT OF TRANSPORTATION FILE.

Records concerning the Department of Transportation's forest lands that are referrals to the Division of Forest Resources. File includes evaluations of forest lands, recommended forest management plans, maps, agreements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24241. NORTH CAROLINA NATIONAL GUARD FILE.

Records concerning the Department of Crime Control and Public Safety, North Carolina National Guard's forest lands assigned to the Division of Forest Resources for forest management. File includes annual reports, budgets, contracts and/or agreements for service, invoice billing reports, management plans, and records of meetings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24242. STATE PROPERTY OFFICE FILE.

Records concerning the Department of Administration, State Property Office's forest lands that are referrals to the Division of Forest Resources. File includes evaluations of forest lands, recommended forest management plans, maps, agreements, and other related materials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
STATE FORESTS

ITEM 2704. MANAGEMENT PLAN FILE.

Official management plans for state forests.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2705. PLANS FILE.

Records concerning state forest plans.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 2706. SURVEYS FILE.

Records concerning state forest surveys.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24243. CUBIC FEET INVENTORY FILE.

Records concerning the cubic feet inventory on state forests.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24244. DEMONSTRATIONS FILE.

Records concerning types of demonstration areas and similar exhibit areas.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24245. ENVIRONMENTAL FILE.

Records concerning environmental subjects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24246. FISHING FILE.

Records concerning fishing in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24248. HUNTING FILE.

Records concerning hunting in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24250. LANDSCAPING FILE.

Records concerning landscaping in state forests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24251. LOGGING FILE.

Records concerning logging in state forests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
STATE FORESTS

ITEM 24252. OPERATIONS FILE.

Records concerning operations of state forests.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24253. ORGANIZATIONS FILE.

Records concerning organizations of state forests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24254. PERMITS FILE.

Records concerning permits for use of state forests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24255. PLANTING FILE.

Records concerning planting in state forests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24258. PRODUCTS FILE.

Records concerning products of the state forests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24259. STATISTICS FILE.

Records concerning state forest statistics.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24260. TAXES FILE.

Official state forest tax records for state forest products.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 24261. TIMBER INVENTORY FILE.

Records concerning timber inventories.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 24262. TRAILS FILE.

Records concerning trails.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24263. WILDLIFE FILE.

Records concerning wildlife.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 27116. PROGRAMS FILE.

Records concerning programs administered by state forest officials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
STATE FORESTS**

ITEM 27117. RECREATION FILE.

Records concerning recreation at state forests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 27119. SALES FILE.

Records concerning sales.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 27120. SANITATION FILE.

Records concerning sanitation.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 27121. SAWMILLS FILE.

Records concerning sawmills.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
TECHNICAL DEVELOPMENT AND PLANNING**

ITEM 24265. FORESTRY CAMP FILE.

Records concerning forestry camp sponsored by the division. File includes applications, instructors' records, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24266. TECHNICAL DEVELOPMENT AND PLANNING GENERAL FILE.

Section general correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24267. PROJECTS FILE.

Records concerning project studies and special assignments.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
TRAINING

ITEM 24268. ANNUAL CALENDAR FILE.

Records concerning various training schools planned. File includes general correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24269. TRAINING GENERAL FILE.

General training records which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24270. FOREST RESOURCES SCHOOL FILE.

Records concerning in-service training courses or schools. File includes schedules, instructions, correspondence, and information on schools approved.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24271. INTERACTION MANAGEMENT FILE.

Records concerning training sessions held on interaction management. File includes schedules, test scores, attendance records, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24272. LESSON PLAN FILE.

Copies of lesson plans used in training courses.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24273. NATIONAL/FEDERAL SCHOOL FILE.

Records concerning out-of-state courses attended by division personnel. File includes announcements of courses and lists of personnel who attended.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24274. NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) FILE.

Records concerning NIIMS. File includes test scores, critiques, lists of personnel who attended, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24275. OTHER AGENCY SCHOOLS FILE.

Records concerning training courses held in conjunction with other state agencies. File includes general correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24276. WILDLAND FIRE SUPPRESSION FILE.

Records concerning subject fires which help volunteer fire departments. File includes lists of courses available, scripts of slide programs presented, and a list of teachers who are eligible to instruct.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
TRAINING**

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DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

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Records concerning subject fires which help volunteer fire departments. File includes lists of courses available, scripts of slide programs presented, and a list of teachers who are eligible to instruct.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
TREE IMPROVEMENT

ITEM 2707. COOPERATION FILE.

Records concerning cooperative efforts with individuals, companies, and agencies.

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 24277. COST ACCOUNTING FILE.

Records concerning cost accounting records for tree improvement work.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 24278. FRASER FIR FILE.

Records concerning Fraser fir tree improvement work. File includes studies, records concerning test areas, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24279. TREE IMPROVEMENT GENERAL FILE.

Records concerning general subjects about tree improvement which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24281. PLANS FILE.

Records concerning plans of operation and the future of the tree improvement program.

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 24284. PROGENY TEST FILE.

Records concerning statewide progeny tests. File includes records documenting testing procedures and experiments. (File is used to evaluate growth patterns.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24285. RECORDS FILE.

Records concerning aspects of operations, growth, and tests of the tree improvement program.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24286. SEED CERTIFICATION FILE.

Records concerning seed certification.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24287. SEED ORCHARDS FILE.

Records concerning seed orchards.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24288. STATISTICS FILE.

Statistical records concerning tree improvement.

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.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
TREE IMPROVEMENT**

ITEM 24289. SUPERIOR TREES FILE.

Records concerning superior tree selection.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF NORTH CAROLINA FOREST SERVICE
FORESTRY ADMINISTRATION
WATERSHEDS**

ITEM 2708. PROJECTS FILE.

Records concerning work plans and progress reports pertaining to specific watersheds.

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 24290. WATERSHEDS GENERAL FILE.

Records concerning general subjects about watersheds which are not included in established file plan.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24291. PLANTING FILE.

Records concerning tree planting at watersheds.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.