

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE DEPUTY COMMISSIONER I  
RESEARCH STATIONS AND STATE FARM OPERATIONS DIVISION

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

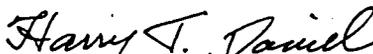
**RESEARCH STATIONS AND STATE FARM OPERATIONS DIVISION**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The 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

**RESEARCH STATIONS AND STATE FARM OPERATIONS DIVISION**

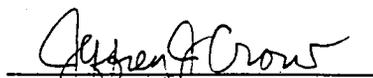
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
Harry Daniel, Chief Records Officer  
Department of Agriculture

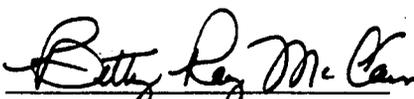
  
Paton H. Kelley, Director  
Research Stations and State Farm  
Operations

  
Maurice Weaver, Deputy Commissioner  
Department of Agriculture

  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
James A. Graham, Commissioner  
Department of Agriculture

  
Betty Ray McCain, 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.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

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 Agriculture to Department of Agriculture and Consumer Services**. 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 Agriculture. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

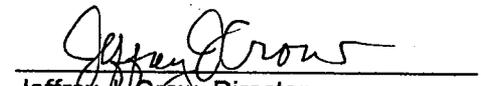
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 AGRICULTURE AND CONSUMER SERVICES**

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.

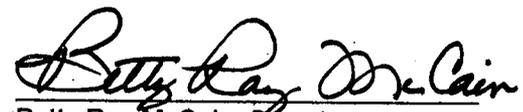
**APPROVAL RECOMMENDED**

  
Harry Daniel, Chief Records Officer  
Department of Agriculture and Consumer  
Services

  
Jeffrey S. Crow, Director  
Division of Archives and History

**APPROVED**

  
James A. Graham, Commissioner  
Department of Agriculture and Consumer  
Services

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

July 1, 1997

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**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
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**ITEM 219. SUBJECT CORRESPONDENCE FILE.**

Records concerning various topics of interest to the division. File includes correspondence regarding various committees, programs, and safety procedures, and other related records.

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 220. LAND USE REPORTS FILE.**

Records concerning land use by each research station. File includes land classifications by acres, field numbers, names of crops, types of chemicals and treatments used, names of leaders for each field, field projects assignments, and other related records. File also includes quarterly livestock reports and inventory reports.

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 8950. FARM BUSINESS RECORDS FILE.**

Records concerning farm transactions. File includes depreciation schedules for equipment and buildings, profit and loss statements, budget records, expenditures records, receipts, correspondence, 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 8951. FARM PERMANENT FILE.**

Records concerning the operation of state-owned farms. File includes information regarding capital improvements, disasters (fire, tornado, etc.), forest management, research projects, leased farms, documentation of fixed assets, timber agreements, food service surveys, farm tax records, area maps, building plans, drafts of Senate Bill 954, and other related records. (This is an essential agency record.)

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 8954. FARM MAPS FILE.**

Maps for state-owned farms. File includes maps of Broughton, Caswell, Cherry, Dix, Dobbs, Fountain, Jackson, McCain, Morrison, Old Health Farm, Samarkand, and Umstead Farms. (This is an essential agency record.)

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 9268. DIVISION CORRESPONDENCE FILE.**

Correspondence and memorandums written to and received from research station superintendents, department heads, state and federal agencies, and the general public.

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  
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**ITEM 9271. BOARD OF AGRICULTURE MINUTES FILE.**

Reference copies of minutes of Board of Agriculture meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 9272. STATUS REPORTS FILE.**

Weekly reports received from research stations providing agricultural data within the state. Reports include information concerning the weather, rainfall, types of crops and field work performed, types of maintenance performed, list of visitation at sites, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 9274. NEWSPAPER CLIPPINGS AND ARTICLES FILE.**

Records concerning the division research stations. File includes newspaper clippings and articles regarding individual stations, historical data, research station brochures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office newspaper clippings when administrative value ends. Transfer remaining records 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 9279. RESEARCH PROJECTS REQUESTS FILE.**

Reference copies of project resource requests received from each division research station. File includes research codes, names of project leaders, project leaders codes, types of experiments to be performed, field project assignments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9283. REAL PROPERTY FILE.**

Records concerning division research stations real estate. File includes reference copies of deeds, right-of-ways agreements, land transactions, correspondence, requests for severance, copies of surveys, and other related records. Information entered into Research Stations (Electronic) Database File (Item 38569).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 9286. BUILDING PROJECTS FILE.**

Records concerning research station buildings projects. File includes building specifications; drainage, irrigation, and pond records; correspondence; and other related records. Information entered into Building Projects (Electronic) Database File (Item 38560).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9288. GEOGRAPHIC INFORMATION FILE.**

Maps and aerial photographs of department research stations. File also includes geographic printouts. Information entered into Geographic Information (Electronic) Database File (Item 38564).

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

**ITEM 9289. RESEARCH STATIONS MAPS FILE.**

Reference copies of research stations layout maps and soils maps.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 9290. BLUEPRINTS AND TRACINGS FILE.**

Reference copies of blueprint drawings of houses, research buildings, and barns. File also includes building projects printouts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9291. BLUEPRINTS AND TRACINGS INDEX CARDS FILE.**

Index cards listing names of projects, project descriptions, locations, drawing numbers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 9295. SALES REPORTS FILE.**

Monthly reports concerning the sale of surplus properties (i.e. crops, bulk vegetables, cattle, and old equipment). File also includes correspondence and instructions as to disposition of farm products. Information entered into Surplus Properties Closed (Electronic) Database File (Item 38570).

DISPOSITION INSTRUCTIONS: Transfer to Surplus Properties Closed Reports File (Item 38571) when bid closed or item sold.

**ITEM 38560. BUILDING PROJECTS (ELECTRONIC) DATABASE FILE.**

Machine readable records concerning research stations projects. Electronic file includes detailed construction plans, building specifications, drafts of correspondence, and other related data. (Electronic files are maintained by Agricultural Statistics Division, Systems Analysis and Computer Programming Section.)

DISPOSITION INSTRUCTIONS: Agency representative will update in office routinely. Erase in office when reference value ends.

**ITEM 38561. BUILDING PROJECTS PRINTOUTS FILE.**

Computer generated printouts produced from Building Projects (Electronic) Database File (Item 38560). Printouts list names of research stations, project names, project numbers, locations, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to Blueprints and Tracing File (Item 9290) upon receipt.

**ITEM 38562. FOREST MANAGEMENT FILE.**

Records concerning Forest Management activities at research stations. File includes correspondence, contracts, project maps, requests for severance, and other related records. Information entered into Research Stations (Electronic) Database File (Item 38569).

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 38563. FOREST MANAGEMENT PRINTOUTS FILE.**

Computer generated printouts produced from Research Stations (Electronic) Database File (Item 38569). Printouts list names of parties involved, contracts guidelines, expiration dates, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 copy to Real Property File (Item 9283). Transfer 1 copy to Forest Management File (Item 38562).

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
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**ITEM 38564. GEOGRAPHIC INFORMATION (ELECTRONIC) DATABASE FILE.**

Machine readable records concerning research stations geographic locations. Electronic file includes amount of acreage, names of cities, names of counties, names of roads, names of superintendents, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update periodically. Retain in office copy of magnetic disk permanently.

**ITEM 38565. GEOGRAPHIC INFORMATION PRINTOUTS FILE.**

Computer generated printouts produced from Geographic Information (Electronic) Database File (Item 38564). Printouts list names of research stations, descriptions, locations, names of counties, project names, and other related data.

DISPOSITION INSTRUCTIONS: Transfer copy to Geographic Information File (Item 9288) upon receipt.

**ITEM 38569. RESEARCH STATIONS (ELECTRONIC) DATABASE FILE.**

Machine readable records concerning forest management activities. Electronic files includes names of research stations, drafts of contracts, agreements, and leases, correspondence, dates of contracts and agreements, documentation on land transactions, and other related data. (Electronic files are maintained by Agricultural Statistics Division, Systems Analysis and Computer Programming Section.)

DISPOSITION INSTRUCTIONS: Agency representative will update periodically. Erase in office when reference value ends.