

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DEPUTY COMMISSIONER II
DIVISION OF AQUACULTURE AND NATURAL RESOURCES
DIRECTOR'S OFFICE

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

DIRECTOR'S OFFICE

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

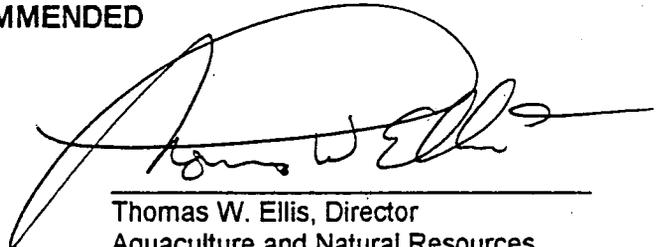
DIRECTOR'S OFFICE

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 This schedule is to remain in effect until superseded.

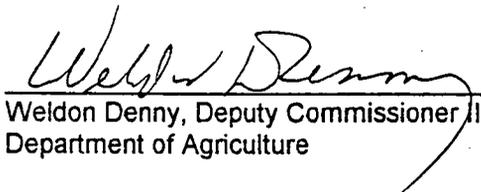
APPROVAL RECOMMENDED



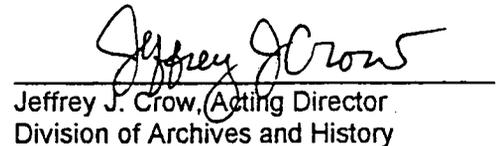
Peter T. Daniel, Chief Records Officer
Department of Agriculture



Thomas W. Ellis, Director
Aquaculture and Natural Resources

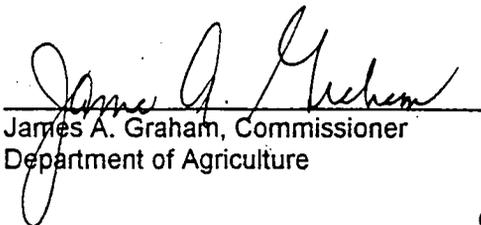


Weldon Denny, Deputy Commissioner II
Department of Agriculture

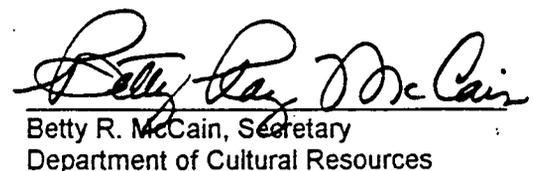


Jeffrey J. Crow, Acting Director
Division of Archives and History

APPROVED



James A. Graham, Commissioner
Department of Agriculture



Betty R. 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.

August 23, 1995

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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

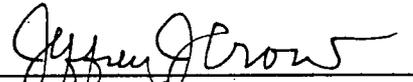
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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

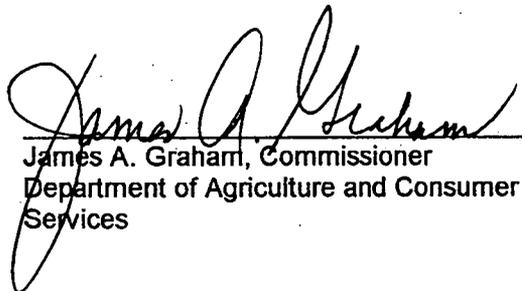


Harry Daniel, Chief Records Officer
Department of Agriculture and Consumer
Services



Jeffrey J. 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 20711. AQUACULTURE LICENSING FILE.

Records concerning the issuance of licenses to individuals and/or companies to operate fish farming facilities. File includes applications and licenses. Information entered into Aquaculture Licensing Database (Electronic) File (Item 37566).

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 37566. AQUACULTURE LICENSING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning licenses issued to individuals and/or companies. Electronic file includes types of licenses issued, names of individuals and/or companies, license numbers, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

ITEM 37567. AQUACULTURE LICENSING (PRINTOUTS) FILE.

Computer generated printouts produced from Aquaculture Licensing Database (Electronic) File (Item 37566). Printouts list types of licenses issued, names of license owners, license numbers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 37949. ADMINISTRATIVE FILE.

Records concerning the management and operation of the division. File includes correspondence, memorandums, policy directives, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37950. AQUACULTURE ADVISORY BOARD MINUTES FILE.

Official minutes of the Aquaculture Advisory Board. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 37951. AQUACULTURE FILE.

Records concerning fish farming operations. File includes data on aquaculture facilities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 37953. CORRESPONDENCE FILE.

Correspondence with the public, commissioner, governor, state and federal officials, and others regarding the division.

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 37955. NATURAL RESOURCES FILE.

Records concerning environmental issues. File includes reports on environmental management, water quality control, soil and water conservation, odor control, and other related issues that affect agriculture.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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ITEM 37957. SPEECHES FILE.

Speeches given by the Director to various organizations and/or groups of individuals.

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.