

DEPARTMENT OF AGRICULTURE
PLANT INDUSTRY 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

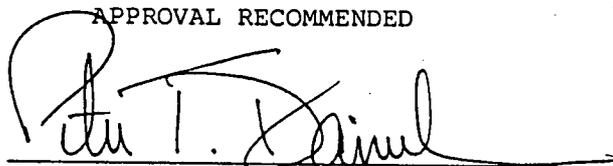
PLANT INDUSTRY DIVISION

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.

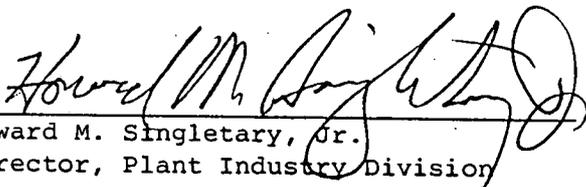
PLANT INDUSTRY DIVISION

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 This schedule is to remain in effect until superseded.

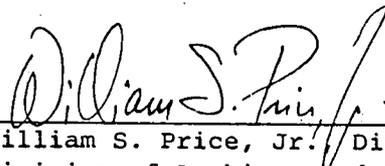
APPROVAL RECOMMENDED



Peter T. Daniel
Chief Records Officer
Department of Agriculture

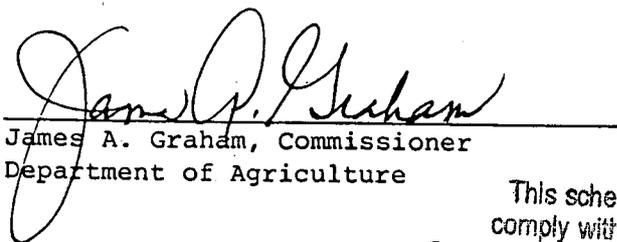


Howard M. Singletary, Jr.
Director, Plant Industry Division

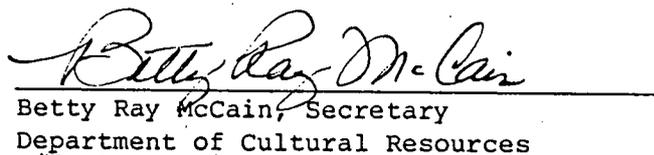


William S. Price, Jr. Director
Division of Archives and History

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.

August 30, 1993

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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

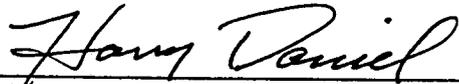
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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

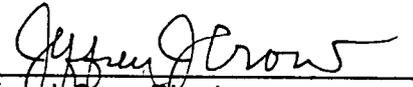
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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

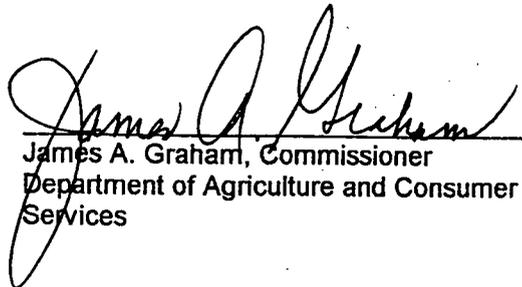


Harry Daniel, Chief Records Officer
Department of Agriculture and Consumer
Services



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

MS

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
PLANT INDUSTRY DIVISION
DIRECTOR'S OFFICE**

ITEM 35561. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence generated or received concerning all phases of the division operations. File includes records regarding plants and diseases, insects, seeds, fertilizer, and biotechnology.

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.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
PLANT INDUSTRY DIVISION
PLANT PROTECTION SECTION**

ITEM 9125. CORRESPONDENCE FILE.

Correspondence concerning section operations. File includes records regarding personnel and division programs.

DISPOSITION INSTRUCTIONS: Transfer personnel records to agency personnel office to be incorporated into official personnel file 1 year after employee terminates service. Transfer remaining records to State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 9127. ENDANGERED PLANTS FILE.

Records concerning endangered plants. File includes correspondence, endangered plant listings, records regarding projects, and other related materials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 9128. BOLL WEEVIL ERADICATION PROGRAM FILE.

Correspondence, compliance agreements, and other records concerning Boll Weevil Eradication Program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after program has been completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 9129. IMPORTED FIRE ANT FILE.

Records concerning the imported fire ant. File includes correspondence, reports, complaints, maps, hearing records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after program has been completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 9130. PROGRAM FILE.

Records concerning various programs in the section. File includes correspondence and reports regarding the Japanese Beetle, Multiflora Rose Program, white-fringed beetle, Mexican Bean Beetle, apiary registrations, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after program has been completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 9131. GYPSY MOTH FILE.

Records concerning the gypsy moth. File includes correspondence, reports, aerial spray records, and other related information regarding the gypsy moth.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after program has been completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 9132. U.S. DEPARTMENT OF AGRICULTURE (USDA) FILE.

Records concerning the USDA. File includes correspondence, compliance agreements, regulations from other states, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
PLANT INDUSTRY DIVISION
PLANT PROTECTION SECTION**

ITEM 9133. NURSERY/NURSERY DEALER/PLANT COLLECTOR FILE.

Computer printout listing of nurseries, nursery dealers, and plant collectors. File also includes correspondence, applications for nursery dealers and plant collectors, receipt transmittal forms, and other related records concerning the nursery certification system.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 35563. GENETIC ENGINEERING BOARD FILE.

Correspondence, permit applications, minutes and other related records of the Genetic Engineering 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 35564. N.C. PLANT CONSERVATION BOARD MINUTES FILE.

Minutes of the N.C. Plant Conservation Board and related correspondence. (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 35865. REGULATORY WEED PROGRAM FILE.

Records concerning the Regulatory Weed Program. File includes correspondence, permits, summary distribution maps, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after program has been completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35866. WITCHWEED ERADICATION PROJECT FILE.

Computer opscan forms submitted by field personnel to record results of field control and survey components.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
PLANT INDUSTRY DIVISION
SEED AND FERTILIZER SECTION**

ITEM 234. OFFICIAL SEED TEST CARDS FILE.

Cards listing sample numbers, names and addresses of companies, and analyses of seed tests.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 235. SERVICE SEED TEST CARDS FILE.

Cards listing sample numbers, dates received, names and addresses of companies, and analyses of service seed tests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 236. FERTILIZER PENALTIES CORRESPONDENCE FILE.

Records concerning penalties for violation of fertilizer regulations. File includes correspondence and reports indicating amount of penalty owed to the department.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 2590. OFFICIAL SEED TEST LEDGER FILE.

Ledgers used as a cross-index to seed test cards.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 2591. SERVICE SEED TEST LEDGERS FILE.

Ledgers used as a cross-index to service test cards.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9098. SEED TESTING CORRESPONDENCE FILE.

Correspondence concerning seed testing.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 9099. INSPECTORS' REPORTS FILE.

Daily inspection reports of field activities by seed inspectors.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9100. STOP SALE ORDERS AND RELEASES FILE.

Records concerning restrictive action materials. File includes transcripts, stop sale orders, and official "stop sale" notices.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9103. OFFICIAL TEST REPORTS FILE.

Official seed test reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9106. SERVICE SEED TEST REPORTS FILE.

Official service seed test reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9107. INSPECTORS' OFFICIAL SERVICE TRANSCRIPTS FILE.

Transcript results of seed and fertilizer samples sent in from field offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
PLANT INDUSTRY DIVISION
SEED AND FERTILIZER SECTION**

ITEM 9108. SEED DEALERS RENEWAL APPLICATIONS FILE.

Applications for renewal of licenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9109. INDEX TO COMPANIES ON REPORTING SYSTEM FILE.

Cards listing names, addresses, permit numbers, effective dates, and names of bondsmen for seed and fertilizer companies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 9110. FERTILIZER CORRESPONDENCE FILE.

Correspondence concerning registration of fertilizer and the reports system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 9112. FERTILIZER INSPECTORS' DAILY REPORTS FILE.

Daily inspection reports of field activities by fertilizer inspectors.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 9113. FERTILIZER INSPECTORS' TRANSCRIPTS FILE.

Inspectors' records concerning samplings of fertilizer. File also includes original transcripts completed by inspectors when sampling fertilizer and lime.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 9114. ANNUAL FINAL REGISTRATION PRINTOUT FILE.

Computer printout of Greenbar's listing of companies selling fertilizer.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 9115. REGISTRATION APPLICATIONS FILE.

Applications for registration of fertilizer manufacturers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 9116. LABORATORY SAMPLE ASSIGNMENT CORRELATION TO INSPECTOR TRANSCRIPTS FILE.

Computer printout listing laboratory sample assignment numbers with corresponding inspector transcript numbers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 9117. FERTILIZER STOP SALE AND RELEASE FILE.

Records concerning stop sale and release orders. File includes correspondence, forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 9119. FERTILIZER AND LIME ANALYSIS REPORTS FILE.

Analysis reports (microfiche) received from the laboratory.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 9120. TRANSMITTALS SUBMITTED TO ACCOUNTS DIVISION FILE.

Transmittals of checks or money submitted to the Accounts Division for registration fees, licenses, and penalties assessed.

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

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
PLANT INDUSTRY DIVISION
SEED AND FERTILIZER SECTION**

ITEM 35867. SEED PATHOLOGY TEST CARDS FILE.

Index listing sample numbers, names and addresses of companies, and types of tests requested.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 35868. SEED PATHOLOGY TEST FORMS AND REPORTS FILE.

Seed pathology test analysis and reference copies of analyses reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 35869. SERVICE SEED PATHOLOGY TEST CARDS FILE.

Index listing sample numbers, names and addresses of companies, and types of tests requested.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 35870. SERVICE SEED PATHOLOGY TEST FORMS AND REPORTS FILE.

Service seed pathology test analysis and reference copies of analyses reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.