

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
STANDARDS DIVISION

Program Records Retention and Disposition Schedule

The Program 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

STANDARDS DIVISION

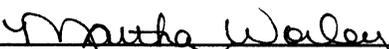
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

The

STANDARDS 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 This schedule is to remain in effect until superseded.

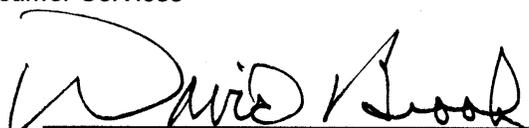
APPROVAL RECOMMENDED



Martha Worley, Chief Records Officer
Department of Agriculture and Consumer Services



Steve Benjamin, Director
Standards Division



David Brook, Director
Division of Historical Resources

APPROVED



Britt Cobb, Commissioner
Department of Agriculture and Consumer Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 29, 2004

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**Department of Agriculture and Consumer Services
Standards Division
Gasoline and Oil Section**

Item 246. CORRESPONDENCE FILE. Records in paper and electronic formats of correspondence and materials concerning various subjects. File includes budget materials, calibration and conference records, requests for information, requests for laws, rules and regulations, requests for inspections, reprocessed oil records, oil company records, amendments to rules and regulations, and miscellaneous correspondence. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8726. BILLS FILE. Records concerning bills for which no requisition was issued. File includes utility bills and truck repair bills.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 8727. GASOLINE NOTICE OF INTENTION FORMS FILE. Forms indicating notice of intention to change gasoline brand name.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after change of brand name.

Item 8728. MOTOR FUELS REGISTRATION FILE. Applications for registration of a motor fuel brand name.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after registration is cancelled.

Item 8730. INSPECTION REPORTS FILE. Reports listing the number of pump inspections and calibrations for gasoline, diesel, and kerosene dealers.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 8732. ANALYTICAL REPORT OF SAMPLE TAKEN FILE. Record copies of inspection reports of gasoline samples tested and gasoline condemnation records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after sample is cleared.

**Department of Agriculture and Consumer Services
Standards Division
Liquid Fertilizer Section**

Item 8709. CORRESPONDENCE FILE. Records in paper and electronic formats concerning correspondence relating to the sale and storage of liquid fertilizer and anhydrous ammonia. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8710. LIQUID FERTILIZER AND ANHYDROUS AMMONIA CORRESPONDENCE AND BLUEPRINTS FILE. Records concerning correspondence and blueprints of proposed sites and plans for future plants or additions to plants. (Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Destroy in office correspondence after 4 years. Destroy in office blueprints when administrative value ends.

Item 8711. LIQUID FERTILIZER AND BAGGED FERTILIZER INSPECTION REPORTS FILE. Record copies of tickets showing inspection of liquid and bagged fertilizer dealers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8712. LIQUID FERTILIZER DEALER APPLICATIONS FILE. Record copies of applications for annual registration of liquid fertilizer dealers in North Carolina.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**Department of Agriculture and Consumer Services
Standards Division
Liquid Propane Gas Section**

Item 8679. CORRESPONDENCE FILE. Records in paper and electronic formats concerning requests for information and inspections. File includes association materials, rules and regulations, and general correspondence. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8680. INSTALLATION BLUEPRINTS FILE. Records concerning drawings of proposed sites for liquid propane gas bulk plants. File includes blueprints and hand drawings. (Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 8681. LIQUID PROPANE (LP) GAS INSPECTION REPORTS FILE. Reports detailing the results of inspections for liquid propane gas installations and vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8682. LIQUID PROPANE (LP) GAS INSPECTOR DAILY REPORTS FILE. Reports listing liquid propane gas installations inspected, approved, and rejected.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 8683. LIQUID PROPANE (LP) GAS REGISTRATION APPLICATIONS FILE. Registration applications received from liquid propane gas dealers. Data entered into Standards Licensing Database (Electronic) File (Item 47227) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Department of Agriculture and Consumer Services
Standards Division
Motor Fuels Laboratory Section**

Item 8713. ANALYTICAL REPORT OF SAMPLES FILE. Records concerning inspection reports of gasoline, kerosene, and diesel fuels. File includes date, name of county, name of station, address, laboratory analysis of sample, and chemist's name.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8714. DAILY LABORATORY REPORTS FILE. Records concerning reports of analysis of gasoline, kerosene, or diesel fuels. File includes number of samples tested and ticket numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8715. FIELD REPORTS FILE. Records concerning daily reports (Form G & O 105) of samples tested by field chemists. Reports detail analyses of gasoline, diesel, and kerosene fuels.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8716. CONDEMNATION MEMORANDUMS FILE. Correspondence concerning gasoline and kerosene sample condemnations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8717. MOTOR FUEL REGISTRATIONS FILE. Brand name registrations concerning motor fuels.

DISPOSITION INSTRUCTIONS: Records transferred to Motor Fuels Registration File (Item 8728).

Item 8718. SUBJECT FILE. Records concerning correspondence and various subjects. File includes fiscal records, general correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office fiscal records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining records when administrative value ends.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section**

Item 8719. PUMP TECHNICIANS FILE. Applications for registration of licensed pump technicians. Data entered into Standards Licensing Database (Electronic) File (Item 47227) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Administrative**

Item 45755. EMERGENCY RESPONSE PLAN DATABASE (ELECTRONIC) FILE. Electronic records concerning the emergency response plan for the Standards Laboratory. Electronic file includes updates to personnel lists, medical facilities updates, and changes to the emergency response plan for the Standards Laboratory. Data is entered into this database by office personnel. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when superseded or obsolete.

Item 45756. FACILITY ACCESSIBILITY FILE. Records concerning laboratory's compliance with the Americans with Disabilities Act (ADA). File includes physical changes to laboratory building, specifications, correspondence, and other related records. (Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 47227. STANDARDS LICENSING DATABASE (ELECTRONIC) FILE. Electronic records concerning licenses issued to liquid propane gas dealers, pump technicians, motor fuel dealers, petroleum device technicians, scale technicians, and public weighmasters. Electronic file includes names, addresses, license certificate numbers, and other related data. Data is entered into this database from Liquid Propane (LP) Gas Registration Applications File (Item 8683), Pump Technicians File (Item 8719), License Applications File (Item 45784), Scale Technicians' Registrations File (Item 8701), and Public Weighmaster Application File (Item 8705). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Grain Moisture**

Item 45757. ANALYSIS OF MOISTURE CONTENT FILE. Records concerning analysis (Form GM-2) of grain moisture content values and field summary of the official grain standard. File includes dates of tests, grain types, sample identification numbers, test weights, names of inspectors, dates issued/returned, and retest results.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45758. BLUE CARD (GM-11) FILE. Cards concerning inspection history of moisture meters. File includes moisture meters' locations, dates inspected, and approval/rejection status from inspections.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45759. FIELD INSPECTION REPORTS (GRAIN MOISTURE) FILE. Test reports from inspectors of grain moisture meters, scales at grain buying facilities, test weight apparatus, and grain thermometers. File includes test inspection forms, listings of sample identification numbers, types of moisture meters tested, approved or rejected status, dates tested, and inspectors' area numbers. Data is entered into Field Sample Use (Access.File.MDB) Database (Electronic) File (Item 45760) when received and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 45760. FIELD SAMPLE USE (ACCESS.FILE.MDB) DATABASE (ELECTRONIC) FILE. Electronic records concerning sample usage, approval status and dates of use for grain moisture standards issued to grain moisture meter inspectors. Electronic file includes sample identification numbers, types of moisture meters tested, approved or rejected status, inspectors' area numbers, and dates tested. Data is entered into this database from Field Inspection Reports (Grain Moisture) File (Item 45759). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 years.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Grain Moisture**

Item 45761. GRAIN MOISTURE (ACCESS-GRAIN MOISTURE.MDB) DATABASE

(ELECTRONIC) FILE. Electronic records concerning laboratory and field personnel's analysis of a specific grain standard. Electronic file includes dates of tests, grain types, sample identification numbers, names of inspectors, test results, and other related data. Data is entered into this database from laboratory and field personnel. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

Item 45762. GRAIN MOISTURE PROGRAM FILE. Records in paper and electronic formats concerning summary of laboratory results obtained from laboratory moisture meter tests (Form GM-9) issued to field inspectors as a reference tool. File includes laboratory meter test results, dates of tests, and sample identification numbers. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 45763. GRAIN STANDARD FIELD USE SUMMARY FILE. Records in paper and electronic formats concerning forms (GM-3) used by grain moisture field inspectors to indicate their use of grain standards samples and dates of return. File includes dates received/returned, samples used, and names of inspectors. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 45764. INSPECTION (ACCESS-INSPECT.MDB) DATABASE (ELECTRONIC) FILE.

Electronic records concerning grain moisture inspections performed in the state. Electronic file includes names, addresses, telephone numbers of companies inspected, types of meters inspected, types of scales inspected, serial numbers, types of thermometers inspected, and approval/rejected status. Data is entered into this database by field inspectors. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Grain Moisture**

Item 45765. INSPECTION WITH NO ATTENDANT ON PREMISES FILE. Forms (GM-10) completed by grain moisture inspectors when they perform an inspection at a location with no attendant present. File includes company names, equipment tested, inspectors' names, and dates of inspection.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 45766. INSPECTORS' REPORT LOG FILE. Records in paper and electronic formats concerning daily log of receipt of grain moistures inspectors' daily reports. File includes dates of reports and dates received by laboratory. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records after 2 years.

Item 45767. INSPECTORS' RETEST RESULTS LOG FILE. Records in paper and electronic formats concerning log of laboratory results (Form GM-14) of air oven tests performed on grain standards returned to the laboratory after field testing. File includes sample identification numbers, retest results, and original air oven test results. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 45768. ITINERARIES FILE. Records in paper and electronic formats concerning grain moisture inspectors' monthly itineraries. File includes names of locations and dates locations will be inspected. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 45769. METER CALIBRATION FILE. Records in paper and electronic formats concerning calibration data for the Grain Analysis Computer (GAC) 2000, GAC II, and GAC 2100 moisture meters located in the Standards Laboratory. File includes calibration data received from meter manufacturers. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records when superseded or obsolete.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Grain Moisture**

Item 45770. OFFICIAL GRAIN SAMPLE FILE. Records in paper and electronic formats concerning tests (Forms GM-4, GM-5, GM-6, GM-7, and GM-8) performed in the laboratory to establish grain moisture official samples. File includes moisture meter results, single-stage oven tests and retests, and two-stage oven tests and retests. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 45771. REJECTED FOR REPAIRS REPORT FILE. Records in paper and electronic formats concerning reports (GM-12) written by grain moisture field inspectors summarizing actions taken for device rejections, retests, approvals, and rejections. File includes company names, devices tested identification, actions taken, and dates of rejection. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 45772. REJECTION NOTICE CARD FILE. Cards (Form GM-13) completed by grain moisture field inspectors when a moisture meter or scale is rejected. File includes company names, devices tested identification, and dates of rejection.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Metrology**

Item 45778. CALIBRATION CERTIFICATES FILE. Records in paper and electronic formats concerning the traceability and data sheets which are generated for all measurements performed by metrologist. File includes statement of traceability, device tested sheet, and clients' shipping and billing addresses. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 7 years.

Item 45779. CORRECTIVE ACTION FORMS AND REPORTS FILE. Records in paper and electronic formats concerning forms used to record corrective actions taken and corrected report of calibration. File includes completed corrective action (NC95AF1), amended report, and original report. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

Item 45780. ENVIRONMENTAL FILE. Records concerning the monitoring of the environmental conditions in the laboratory. File includes Omega, Partlow, and Honeywell recording charts.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 45781. HEALTH FILE. Records concerning confidential employee health issues. File includes medical tests, correspondence, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records and G.S. 8-53 and 42 USC 1320d-2 (d) (2) regarding the confidentiality of medical records and health information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 40 years or 20 years after employee terminates service, whichever occurs later as required by federal retention requirement 29 CFR 1910.1020 (d) (1) (i) for medical records.

Item 45782. INSPECTORS' TEST REPORTS FILE. Records in paper and electronic formats concerning test reports issued to inspectors for standards inspectors use in the field. File includes reports of tests from Standards Laboratory and calibration certificates. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Metrology**

Item 45783. LABORATORY CERTIFICATION FILE. Certifications issued by National Institute of Standards and Technology (NIST), National Type Evaluation Program (NTEP), and National Voluntary Laboratory Accreditation Program (NVLAP). File includes NIST Certificate of Measurement Traceability, NTEP Authorized Areas of Evaluation, and NVLAP Certificate of Accreditation.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 45784. LICENSE APPLICATIONS FILE. Records concerning application process for petroleum device technicians and scale technicians. File includes applications for license/certificate renewal and correspondence. Data entered into Standards Licensing Database (Electronic) File, Item 47227 and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 45785. MEASUREMENT ASSURANCE FILE. Reports issued by National Institute of Standards and Technology (NIST), Research Measurement Assurance Program (RMAP), and other regulatory agencies pertaining to measurements in the Standards Laboratory. File also includes correspondence and publications.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 45786. OFF-SITE TAPE STORAGE FILE. Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 45787. ROUND ROBIN FILE. Records in paper and electronic formats concerning test reports issued at the annual regional measurement assurance program meetings. File includes Standards Laboratory Report of Test, calibration certificate, Southeastern Measurement Assurance Program and Southwest Measurement Assurance Program Round Robin Reports, and Phase I and II reports. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

**Department of Agriculture and Consumer Services
Standards Division
Standards Laboratory Section
Metrology**

Item 45788. SAFETY FILE. Records in paper and electronic formats concerning safety issues in the Standards Laboratory. File includes safety training, job safety analysis, first aid reports, near miss reports, and fire extinguisher maintenance record. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

Item 45789. SHIPPING FILE. Records concerning artifacts shipped to and from the Standards laboratory. File includes bills of lading and daily shipment detail report.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 45790. STANDARD CALIBRATION REPORT FILE. Records in paper and electronic formats concerning test reports issued by National Institute of Standards and Technology (NIST) for primary standards and the Standards Laboratory for working standards. File includes Standards Laboratory Report of Test, Report of Calibration, NIST Report of Calibration, Report of Mass Values, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 20 years.

Item 45791. STANDARD CONTROL CHARTS FILE. Records in paper and electronic formats concerning control limits established by evaluating measurements of control standards. File includes control charts, analysis of charts, and readings taken during measurements. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 10 years.

**Department of Agriculture and Consumer Services
Standards Division
Weights and Measurements Section**

Item 8684. CORRESPONDENCE FILE. Records in paper and electronic formats concerning section correspondence with packaging companies, inspections, and conferences. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8685. OUT-OF-STATE CORRESPONDENCE FILE. Records in paper and electronic formats concerning section correspondence with Bureau of Standards in each state. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8691. SUMMARY REPORTS FILE. Records in paper and electronic formats concerning inspection summary reports. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

Item 8692. INSPECTORS' DAILY REPORTS FILE. Daily reports of inspectors and assistant inspectors.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 8693. INSPECTORS' REPORTS FILE. Reports and tickets detailing scales and packages inspected.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 8694. REJECTED SCALE REPORTS FILE. Records concerning scales which are rejected for being out of tolerance.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after condemnation is cleared.

Item 8695. TOBACCO BARN INSPECTION REPORTS FILE. Record copies of documents concerning the yearly inspection of tobacco barns. File includes safety regulations.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**Department of Agriculture and Consumer Services
Standards Division
Weights and Measurements Section**

Item 8696. TOBACCO BARN CURER INSPECTION RECORDS FILE. Record copies of documents concerning tobacco barn curers.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

Item 8697. TOBACCO CURER CORRESPONDENCE FILE. Record copies of correspondence relating to approval and sale of curers.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

Item 8698. TOBACCO WAREHOUSE INSPECTOR REPORTS FILE. Yearly inspection reports of tobacco warehouses during tobacco season.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 8699. SCALES COMPANIES APPROVAL FILE. Approval certificates and correspondence relating to the approval of weighing and measuring devices used in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after cancellation of company registration.

Item 8700. INACTIVE SCALE COMPANIES FILE. Record copies of correspondence, certificates, and cancellation papers for inactive scale companies.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after cancellation.

Item 8701. SCALE TECHNICIANS' REGISTRATIONS FILE. Applications for registration of licensed scale technicians. Data is entered into Standards Licensing Database (Electronic) File (Item 47227) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 8702. METER AND SCALE APPROVAL FILE. Correspondence relating to the approval for sale of meters and scales.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after cancellation of approval.

Item 8703. BULK MILK TANK COMPANY REPORTS FILE. Record copies of correspondence, calibration records, and test reports concerning bulk milk tank companies.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Department of Agriculture and Consumer Services
Standards Division
Weights and Measurements Section**

Item 8704. CONCRETE MASONRY AND CINDER BLOCK REGISTRATIONS FILE. Record copies of applications for manufacturers of concrete masonry units.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

Item 8705. PUBLIC WEIGHMASTER APPLICATION FILE. Applications for licensing public weighmasters. Data is entered into Standards Licensing Database (Electronic) File (Item 47227) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after weighmaster becomes inactive.

Item 8706. PUBLIC WEIGHMASTER CORRESPONDENCE FILE. Records in paper and electronic formats concerning correspondence to and from registered weighmasters. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 8708. REPORTS OF CALIBRATION FILE. Copies of measurement standards indicating the value of the state's standard in relation to the corresponding national standard.

DISPOSITION INSTRUCTIONS: Retain permanently in Commissioner's Office vault.