

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY

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

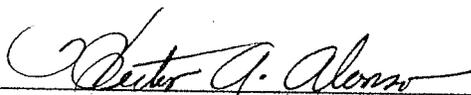
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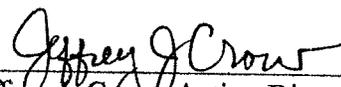
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

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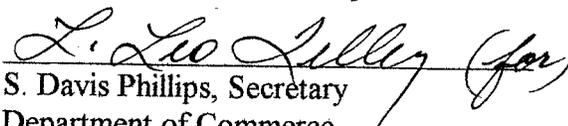
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

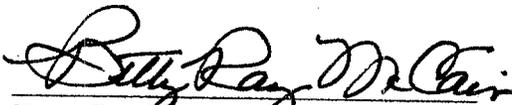
APPROVAL RECOMMENDED


Hector A. Alonso, Chief Records Officer
Department of Commerce


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

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

September 12, 1995

JH

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OFFICE OF THE SECRETARY

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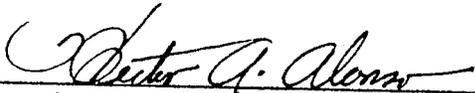
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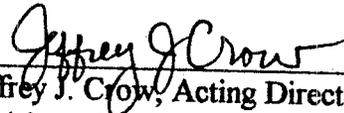
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APPROVAL RECOMMENDED

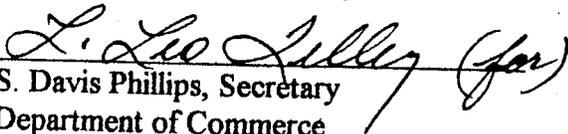


Hector A. Alonso, Chief Records Officer
Department of Commerce

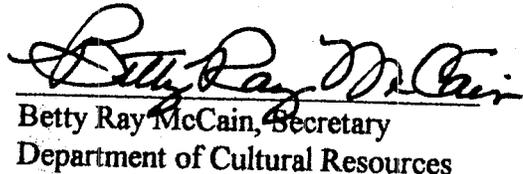


Jeffrey J. Crow, Acting Director
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Department of Cultural Resources

September 12, 1995

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.

JH

**DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WANCHESE SEAFOOD INDUSTRIAL PARK**

ITEM 14982. N.C. SEAFOOD INDUSTRIAL PARK AUTHORITY MINUTES FILE.

Official minutes of the North Carolina Seafood Industrial Park Authority. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 14983. WANCHESE SEAFOOD INDUSTRIAL PARK (WSIP) FILE.

Records concerning the establishment and operation of WSIP, which was constructed in 1981 to promote and facilitate fishing and marine-related industries in the state. File includes or concerns background and history of WSIP, promotion and advertising, utilities, permits, commissions, councils, associations, ceremonies and festivals, available services, newspaper clippings, information papers, studies, leases and guidelines, news releases, permits, correspondence, reports, 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 14985. PROPERTY AND CONSTRUCTION FILE.

Records concerning Wanchese Seafood Industrial Park (WSIP) property and construction. File concerns the various buildings, leases, maintenance, and other related matters. File includes correspondence, reports, blueprints, plans, leases and agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract 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.

ITEM 14987. ACTIVE PROSPECTS FILE.

Records concerning prospective clients for Wanchese Seafood Industrial Park (WSIP). File includes correspondence, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Prospects File (Item 14988) when designated inactive.

ITEM 14988. INACTIVE PROSPECTS FILE.

Records concerning companies, corporations, and businesses formerly considered prospective clients for Wanchese Seafood Industrial Park (WSIP) but designated inactive. File includes correspondence, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14989. OREGON INLET FILE.

Records concerning Oregon Inlet and efforts to maintain its navigation channel. File includes correspondence, newspaper articles and clippings, information papers, studies, 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.

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WANCHESE SEAFOOD INDUSTRIAL PARK**

ITEM 14990. OTHER AGENCIES FILE.

Records concerning other agencies and organizations with which the Wanchese Seafood Industrial Park is involved or interacts. File includes correspondence, reports, publications, and reference information.

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 31309. NORTH CAROLINA SEAFOOD INDUSTRIAL PARK AUTHORITY (NCSIPA) FILE.

Records concerning the NCSIPA, which administers the Wanchese Seafood Industrial Park. File includes bylaws and legislation, resolutions, 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.