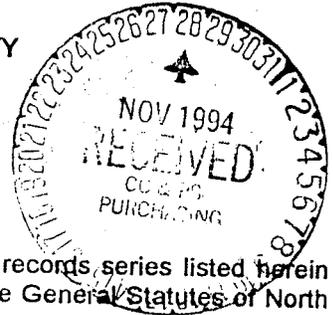


DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT



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

DIVISION OF EMERGENCY MANAGEMENT

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

DIVISION OF EMERGENCY MANAGEMENT

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 This schedule is to remain in effect until superseded.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


Rosemary Turner, Chief Records Officer
Department of Crime Control and Public Safety

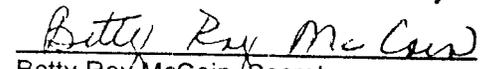

Billy Ray Cameron
Division of Emergency Management


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

APPROVED


Thurman B. Hampton, Secretary
Department of Crime Control and Public Safety




Betty Ray McCain, Secretary
Department of Cultural Resources

November 7, 1994

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.

HFH

... ABOUT THIS RECORDS DISPOSITION SCHEDULE ...

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the identification number) and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Compliance with the disposition instructions listed herein will help ensure conformity with these laws and that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
MITIGATION SECTION
NATIONAL FLOOD INSURANCE PROGRAM BRANCH**

ITEM 2518. COMMUNITY MAPS FILE.

Reference copies of maps used by the branch to assess flood damage and to determine if structures are in flood hazard areas and, if so, what appropriate construction standards are applicable. File includes flood insurance rate maps, floodway maps, flood hazard boundary maps, flood insurance studies, correspondence related to mapping issues, 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 36573. COMMUNITY ASSISTANCE CONTACTS FILE.

Records concerning communities needing assistance from the division due to flood damage. File includes Community Assistance Contact Reports, follow-up letters, field notes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 36574. COMMUNITY ASSISTANCE VISITS FILE.

Records concerning official visits to communities seeking federal assistance due to flooding. File includes field notes, correspondence, Community Assistance Visit Reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 CRIME CONTROL AND PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
PREPAREDNESS, OPERATIONS, AND RESPONSE SECTION
OPERATION SUPPORT BRANCH
FISCAL/FEDERAL EMERGENCY MANAGEMENT AGENCY-EMERGENCY MANAGEMENT
ASSISTANCE (EMA) UNIT**

ITEM 9816. ANNUAL SUBMISSION FILE.

Records concerning the distribution of federal funds (by federal fiscal year) to local jurisdictions throughout North Carolina. File includes Statements of Work, budgetary records, amendments, and the State Administrative Plan.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after date Final Financial Status Reports have been submitted to the Federal Emergency Management Agency (FEMA) Region IV office and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.