

**DEPARTMENT OF ENVIRONMENTAL QUALITY  
ASSISTANT SECRETARY FOR THE ENVIRONMENT  
DIVISION OF WATER RESOURCES  
WATER QUALITY PERMITTING SECTION**

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

**WATER QUALITY PERMITTING SECTION**

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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

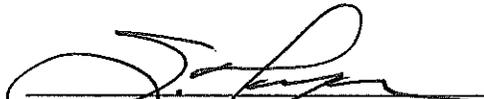
The Department of Environmental Quality and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Environmental Quality hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records.

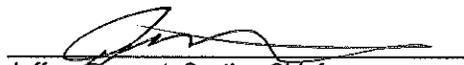
The Department of Environmental Quality and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Environmental Quality agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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.

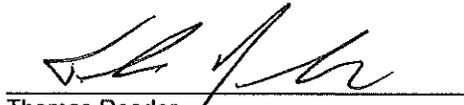
The Department of Environmental Quality agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

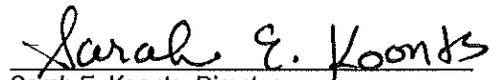
APPROVAL RECOMMENDED

  
Sam M. Hayes, Chief Records Officer  
Department of Environmental Quality

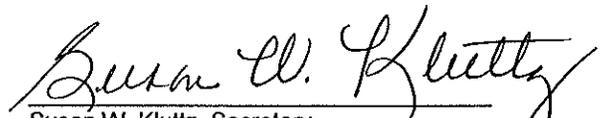
  
Jeffrey Poupart, Section Chief  
Water Quality Permitting Section

  
S. Jay Zimmerman, Director  
Division of Water Resources

  
Thomas Reeder  
Assistant Secretary for the Environment  
Department of Environmental Quality

  
Sarah E. Koonts, Director  
Division of Archives and Records

  
DONALD R. VAN DER VAART  
APPROVED  
Donald R. van der Vaart, Secretary  
Department of Environmental Quality

  
Susan W. Klultz, Secretary  
Department of Natural and Cultural Resources

**DEPARTMENT OF ENVIRONMENTAL QUALITY  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER RESOURCES  
WATER QUALITY PERMITTING SECTION**

**ITEM 48568. 401 OVERSIGHT AND EXPRESS PERMITS FILE**

Records in paper and electronic formats, including e-mail, concerning wetlands construction permits submitted under the 401 Water Quality Certification program co-administered by the Division of Water Resources, N.C. Department of Environmental Quality (NCDEQ) and the U.S. Army Corps of Engineers. File includes applications, correspondence, plans, permits, site maps, and other documentation.

DISPOSITION INSTRUCTIONS: Scan paper records in office when received. Destroy in office paper copies of scanned records when all quality control procedures have been completed. Retain electronic records in office permanently. Destroy paper records currently held in the State Records Center immediately.

**ITEM 48569. 401 OVERSIGHT AND EXPRESS PERMITS DATABASE (ELECTRONIC) FILE**

Electronic records of scanned copies of wetlands construction permits submitted under the 401 Water Quality Certification program co-administered by the Division of Water Quality, N.C. Department of Environment and Natural Resources and the U.S. Army Corps of Engineers. File includes scanned copies of applications, correspondence, plans, permits, site maps, and other documentation.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to 401 Oversight and Express Permits File (Item 48568).