

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from **Department of Natural and Cultural Resources** to **Department of Natural and Cultural Resources**. 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 recently updated versions of the program schedules contained herein. 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 NATURAL AND CULTURAL RESOURCES

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 North Carolina 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. 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.

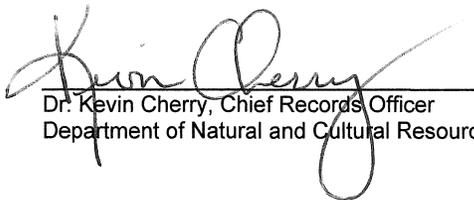
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Department of Natural and Cultural Resources 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 to destroy these records. For those record series scheduled to be microfilmed, the Department of Natural and Cultural Resources will be responsible for cost of microfilm production.

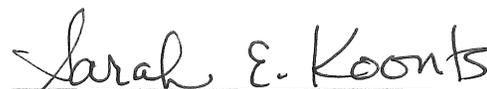
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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


Dr. Kevin Cherry, Chief Records Officer
Department of Natural and Cultural Resources


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


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

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION

Records Retention and Disposition Schedule

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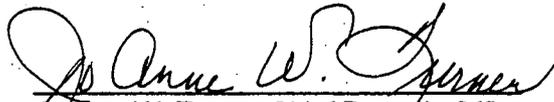
NORTH CAROLINA AQUARIUMS DIVISION

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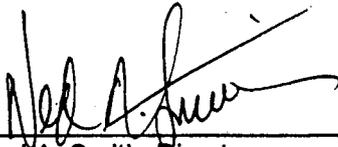
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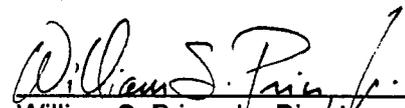
APPROVAL RECOMMENDED



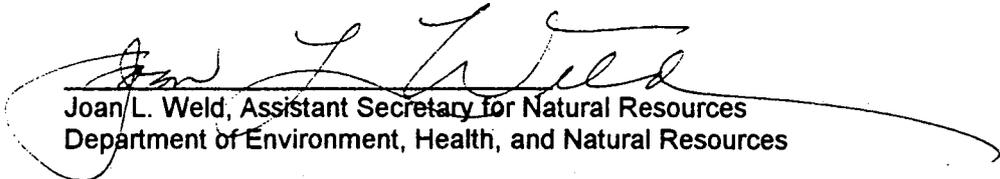
JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources



Ned A. Smith, Director
North Carolina Aquariums Division

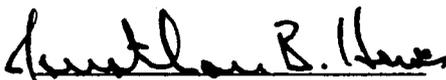


William S. Price, Jr., Director
Division of Archives and History

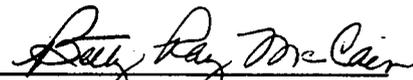


Joan L. Weld, Assistant Secretary for Natural Resources
Department of Environment, Health, and Natural Resources

APPROVED



Jonathan B. Howes, Secretary
Department of Environment, Health, and
Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION

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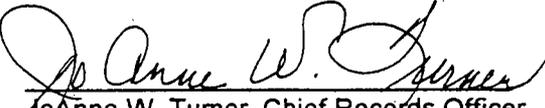
NORTH CAROLINA AQUARIUMS DIVISION

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NORTH CAROLINA AQUARIUMS DIVISION

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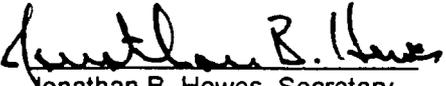

JoAnne W. Turner, Chief Records Officer
Department of Environment, Health, and Natural Resources

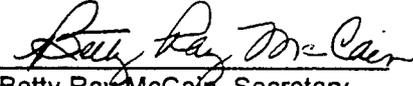

Ned A. Smith, Director
North Carolina Aquariums Division


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


Joan L. Weld, Assistant Secretary for Natural Resources
Department of Environment, Health, and Natural Resources

APPROVED


Jonathan B. Howes, Secretary
Department of Environment, Health, and
Natural Resources


Betty Ray McCain, Secretary
Department of Cultural Resources

May 9, 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.

DWM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
NORTH CAROLINA AQUARIUMS DIVISION
DIRECTOR'S OFFICE

Amend the records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 11132 as shown on substitute pages dated January 29, 1999.

APPROVAL RECOMMENDED



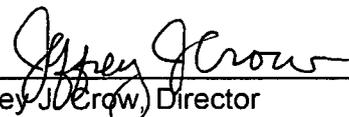
Lenette Sherwood, Interim Chief Records Officer
Department of Environment and Natural Resources



Rhett White, Director
North Carolina Aquariums Division



Dewey Botts, Assistant Secretary
Natural Resources

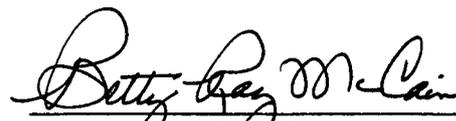


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Wayne McDevitt, Secretary
Department of Environment and Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

January 29, 1999

LLBH

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
DIVISION OF AQUARIUMS
DIRECTOR'S OFFICE**

ITEM 85. AQUARIUMS FILE

Records concerning North Carolina's aquariums. File includes 10-year plans; annual reports; reference copies of news releases; visitation reports; correspondence concerning temporary positions, admission fees, space rental, and other routine subjects; reference copies of fish collection permits; and other related records.

DISPOSITION INSTRUCTIONS: Transfer 10-year plans, annual reports, and visitation reports 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. Destroy in office remaining records when administrative value ends.

ITEM 11131. OFFICE ADMINISTRATIVE FILE

Records concerning routine tasks and daily operations of the division. File includes equipment purchasing schedules, applications for car assignments, reference copies of organizational charts and policies and procedures for the department, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36702. AQUARIUM SOCIETY REFERENCE FILE

Reference copies of records concerning the North Carolina Aquarium Society. File includes meeting announcements and agendas, financial statements, contractual agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36704. CORRESPONDENCE WORD PROCESSING (ELECTRONIC) FILE

Machine readable records concerning correspondence from the Director. Correspondence is entered into this electronic file.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when reference value ends.

ITEM 36705. DIRECTOR'S CORRESPONDENCE FILE

Correspondence to and from the Director, aquariums, and other agencies concerning activities and programs of the division. Correspondence is entered into Correspondence Word Processing (Electronic) File (Item 36704).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 36706. ENVIRONMENTAL EDUCATION FILE

Records concerning the Environmental Education Advisory Council and the Office of Environmental Education. File includes meeting announcements, resources manuals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36707. GRANTS FILE

Reference copies of records concerning grants received by the division and aquariums. File includes requests for grants, award letters, reports listing how monies are spent, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of grant.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
DIVISION OF AQUARIUMS
DIRECTOR'S OFFICE**

ITEM 36709. LEGAL FILE

Records concerning legislation affecting the division and aquariums. File includes reference copies of general statutes and the North Carolina Administrative Code, listings of congressional delegates, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36710. MANAGEMENT OBJECTIVES FILE

Listings of goals and objectives for the division and aquariums.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36711. MISSION STATEMENTS FILE

Mission statements for the division and aquariums.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36712. SPEECHES FILE

Speeches made by the Director of the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
DIVISION OF AQUARIUMS
FORT FISHER AQUARIUM**

ITEM 11137. CHRONOLOGICAL CORRESPONDENCE FILE

Reference copies of correspondence to and from the Director's Office concerning activities of the aquarium.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 11140. AQUARIUM ADMINISTRATIVE FILE

Records concerning routine tasks and daily operations of the aquarium. File includes reference copies of news releases, monthly reports, reference copies of organizational charts, staff meeting minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
DIVISION OF AQUARIUMS
PINE KNOLL SHORES AQUARIUM**

ITEM 11143. ACCOUNTS FILE

Reference copies of records concerning accounts being processed for payment. File includes accounting code sheets, invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after account is paid out and closed.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
DIVISION OF AQUARIUMS
ROANOKE ISLAND AQUARIUM**

ITEM 11146. CORRESPONDENCE (ROUTINE) FILE

Routine correspondence to and from the Director's Office concerning temporary positions, budgets, exhibits, intern programs, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.