

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.

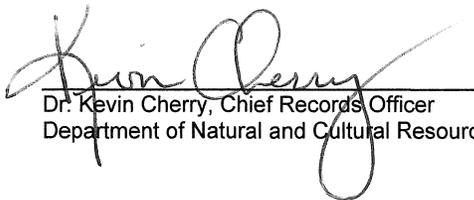
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." 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.

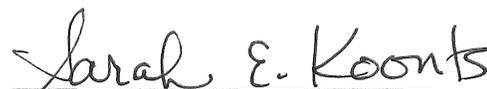
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

ASSISTANT SECRETARY FOR NATURAL 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 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

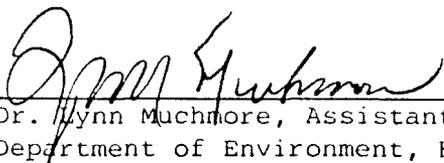
ASSISTANT SECRETARY FOR NATURAL RESOURCES

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.

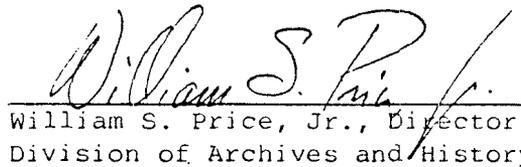
APPROVAL RECOMMENDED



Melba S. McGee, Chief Records Officer
Department of Environment, Health, and
Natural Resources



Dr. Lynn Muchmore, Assistant Secretary
Department of Environment, Health, and
Natural Resources

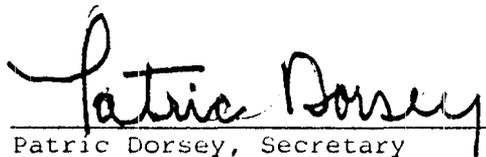


William S. Price, Jr., Director
Division of Archives and History

APPROVED



William W. Cobey, Jr., Secretary
Department of Environment, Health, and
Natural Resources



Patric Dorsey, Secretary
Department of Cultural Resources

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.

April 16, 1990

WCW

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Environment, Health, and Natural Resources** to **Department of Environment and Natural 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 recent schedules of the Department of Environment, Health, and Natural Resources. 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 ENVIRONMENT AND NATURAL RESOURCES

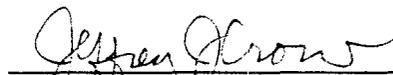
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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.

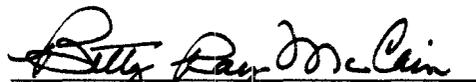
APPROVAL RECOMMENDED


Brenda Toudle, Chief Records Officer
Department of Environment and
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

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ZOOLOGICAL PARK
ANIMAL MANAGEMENT DIVISION**

ITEM 23677. CURATOR'S GENERAL CORRESPONDENCE FILE

Correspondence concerning the operation of the North Carolina Zoological Park.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 23678. CURRENT ANIMAL INVENTORY FILE

Records concerning each animal currently in the North Carolina Zoological Park collection.

DISPOSITION INSTRUCTIONS: Transfer to Animal Specimen Records for Animals no Longer at Zoo File when animal is sold, traded, or dies.

ITEM 23679. INTERNATIONAL SPECIES INVENTORY SYSTEM FILE

Records maintained for the International Species Inventory System.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 23680. ANIMAL SPECIMEN RECORDS FOR ANIMALS NO LONGER AT ZOO FILE

Records concerning animals formerly belonging to the North Carolina Zoological Park collection.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for security and returned. Transfer returned 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. Security microfilm will be stored permanently in the security vault.

ITEM 23681. EDUCATIONAL CORRESPONDENCE FILE

Requests for information about animals, special admissions, and other information.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ZOOLOGICAL PARK
DIRECTOR'S OFFICE**

ITEM 23673. COUNCIL MINUTES FILE

Minutes of meetings of the North Carolina Zoological Park Council.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s) to be microfilmed for permanent security storage in the Archives 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 23674. ARCHITECTURAL AND CONSTRUCTION RECORDS FILE

Correspondence concerning the construction and design of the North Carolina Zoological Park.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 23675. ANIMAL REFERENCE INFORMATION FILE

Records concerning each animal acquired by the North Carolina Zoological Park. File includes photographs of various animals.

DISPOSITION INSTRUCTIONS: Transfer 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.

ITEM 25238. ZOOLOGICAL PARK BUILDING COMMITTEE MINUTES FILE

Minutes of the meetings of the North Carolina Zoological Park Building Committee.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s) to be microfilmed for permanent security storage in the Archives 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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ZOOLOGICAL PARK
MANAGEMENT SERVICES DIVISION**

ITEM 23687. BACKUP DATA FILE

Records concerning the daily operations of the North Carolina Zoological Park. File includes group invoices, petty cash records, check copies, monthly admission passes, daily admission reports and summaries, daily concession reports, concession and admission worksheets, yearly bank deposit forms, and records concerning society transactions, vending transactions, and telephone commission transactions.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ZOOLOGICAL PARK
VETERINARY MEDICAL SERVICES DIVISION**

ITEM 36455. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE

Machine readable records concerning daily activities of the division. Electronic files include reports, correspondence, daily rounds agendas, standard operating procedures, and other related records.

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 36456. ANIMAL CHARTS (ACTIVE) FILE

Records concerning medical histories of animals in the zoo's collection. File includes veterinarian's notes, laboratory reports, microbiology reports, clinical pathology reports, computer printouts listing dates of anesthesia and drug treatments, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Animal Charts (Inactive) File (Item 36457) when animal dies or is traded.

ITEM 36457. ANIMAL CHARTS (INACTIVE) FILE

Records concerning medical histories of animals formerly in the zoo's collection. File includes veterinarian's notes, laboratory reports, microbiology reports, clinical pathology reports, computer printouts listing dates of anesthesia and drug treatments, and other related records. (Veterinary Medical Services Division personnel will prepare and arrange records for microfilming prior to boxing records for transfer to the State Records Center. Office personnel will also make and insert targets for microfilming.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s) to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

ITEM 36459. DRUG USAGE FILE

Registration forms and permits for the use of drugs on animals at the zoo. File also includes reference copies of United States Department of Agriculture (USDA) inspection reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

ITEM 36460. HEALTH CERTIFICATES FILE

Reference copies of certificates verifying the good health of an animal prior to its being shipped to an out-of-state institution.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 36461. LOG BOOKS FILE

Log books listing activities with animals involving radiology, bird sexing, necropsy, narcotics, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36462. MEDARKS DATABASE (ELECTRONIC) FILE

Machine readable records concerning medical histories of animals in the zoo's collection. Results of medical evaluations, results of clinical pathology tests, dates of anesthesia and drug treatments, results of parasitology tests, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Copy electronic files from hard drive to floppy disk. Transfer floppy disks to an off-site location for backup storage. Agency representative will update periodically. Erase in office electronic files on hard drive and floppy disks when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ZOOLOGICAL PARK
VETERINARY MEDICAL SERVICES DIVISION**

ITEM 36463. MEDARKS PRINTOUTS FILE

Computer printouts listing dates of anesthesia and drug treatments, types of vaccinations given, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to appropriate Animal Charts (Active) File (Item 36456) when generated.

ITEM 36464. MEDICAL SERVICES PRINTOUTS FILE

Computer printouts listing inventories of animals, freezer samples, and drugs; neonatal growth patterns; current research requests; and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36466. PHOTOGRAPHIC MATERIALS FILE

Photographs, slides, and video tapes of veterinary medical procedures. File also includes indices to slides.

DISPOSITION INSTRUCTIONS: Transfer photographs, slides, and indices to the State Records Center when reference value ends for immediate transfer to the custody of the Archives. Erase or reuse in office video tapes when reference value ends.

ITEM 36467. SENIOR VETERINARIAN'S CORRESPONDENCE FILE

Correspondence to and from the Senior Veterinarian concerning medical center events or policies, associations, education and research, laboratory equipment, and other related subjects. File also includes budgetary correspondence and responses to requests for information. Correspondence is entered into Administrative Word Processing (Electronic) File (Item 36455).

DISPOSITION INSTRUCTIONS: Destroy in office correspondence concerning the budget, requests for information, and laboratory equipment after 5 years. Transfer remaining correspondence to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36469. VETERINARY MEDICAL SERVICES DATABASE (ELECTRONIC) FILE

Machine readable records concerning operations of the veterinary hospital. Electronic files include animal collections, freezer samples, neonatal growth patterns, pharmacy inventories, research requests, and other related records.

DISPOSITION INSTRUCTIONS: Copy electronic files from hard drive to floppy disk. Transfer floppy disks to an off-site location for backup storage. Agency representative will update periodically. Erase in office electronic files on hard drive and floppy disks when reference value ends.

ITEM 36470. WORKSHEETS FILE

Anesthesiology, parasitology, drug treatment and vaccination, and clinical pathology worksheets generated during the treatment or examination of animals or specimens. Results of clinical pathology tests, dates of anesthesia and drug treatments, results of parasitology tests, and other related data are entered in MedARKS Database (Electronic) File (Item 36462) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36471. ANIMAL X-RAYS FILE

Diagnostic x-rays of collection and noncollection animals.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.