

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.

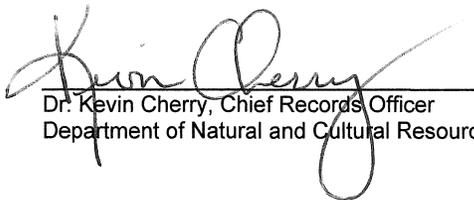
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

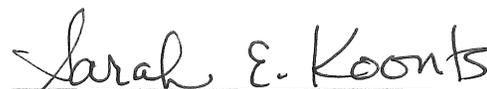
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

ADMINISTRATION SECTION

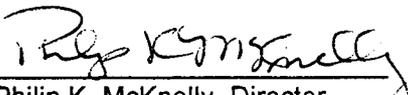
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

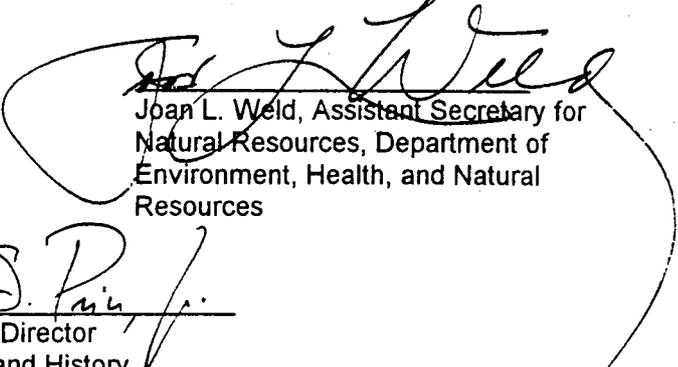
ADMINISTRATION SECTION

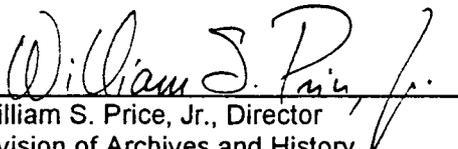
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APPROVAL RECOMMENDED

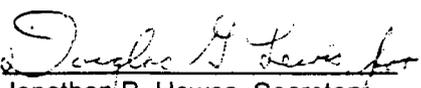

Melba S. McGee, Chief Records Officer
Department of Environment, Health, and Natural Resources

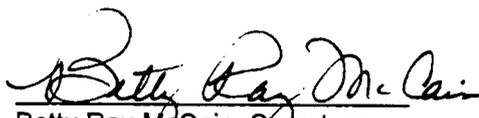

Philip K. McKnelly, Director
Division of Parks and Recreation


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


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

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

July 9, 1993

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF PARKS AND RECREATION
ADMINISTRATION SECTION

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ADMINISTRATION SECTION

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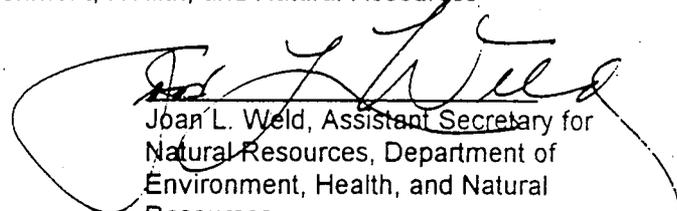
ADMINISTRATION SECTION

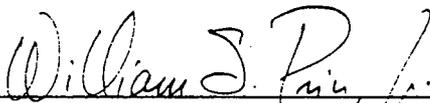
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APPROVAL RECOMMENDED


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

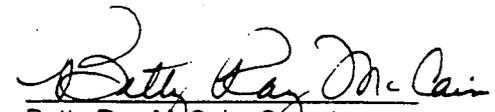

Philip K. McKnelly, Director
Division of Parks and Recreation


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


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

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

July 9, 1993

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.

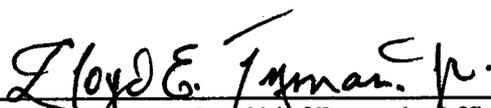
DWM

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

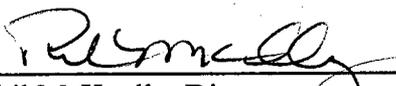
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF PARKS AND RECREATION
ADMINISTRATION SECTION
PERSONNEL OFFICE

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Items 3417, 3418, and 3419 as shown on substitute page dated April 11, 2003.

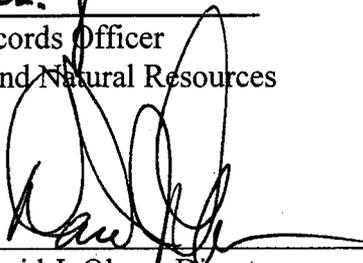
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources



Phil McKnelly, Director
Division of Parks and Recreation

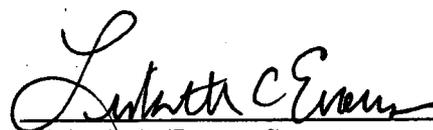


David J. Olson, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and
Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 11, 2003

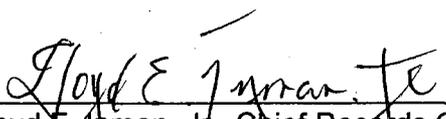
AWH

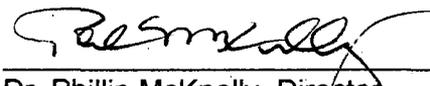
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF PARKS AND RECREATION
ADMINISTRATION SECTION
PERSONNEL

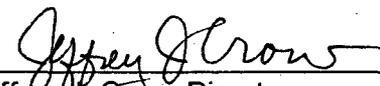
Amend the records retention and disposition schedule approved January 29, 1999 by changing the disposition instructions for Item 35186 as shown on substitute pages dated February 19, 1999.

APPROVAL RECOMMENDED


Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources

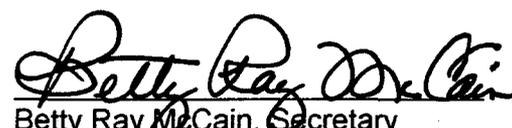

Dr. Phillip McKnelly, Director
Division of Parks and Recreation


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

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF PARKS AND RECREATION
ADMINISTRATION SECTION

Amend the records retention and disposition schedule approved July 1, 1997 by changing one office name (from **Director And Deputy Director's Office** to **Director's Office**), and descriptions and disposition instructions for Items 3406, 3407, 35167, 35168, 35171, 35186. The office name only was changed for Items 35164, 35165, 35166, 35169, 35170, and 35172. All of these changes are shown on substitute pages dated January 29, 1999.

APPROVAL RECOMMENDED



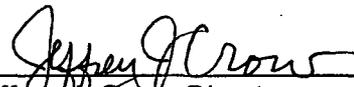
Lennette Sherwood, Interim Chief Records Officer
Department of Environment and Natural Resources



Phillip McKnelly, Director
Division of Parks and Recreation



Dewey Botts, Assistant Secretary
Natural Resources



Jeffrey W. 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
OFFICE OF ARCHIVES AND HISTORY
STATE PARKS
ADMINISTRATION SECTION
BUDGET OFFICE**

ITEM 3409. BUDGET GRANTS FILE

Reference copies of records concerning budget grants awarded to the division for various projects. File includes correspondence, contracts, audit and reimbursement reports, grant agreements, completed contract amendment forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after completion of grant.

ITEM 35158. OFFICE ADMINISTRATION FILE

Records concerning the administration of the Budget Office and each state park. File includes rental schedules, housing and building inventories, general histories of each park, newspaper articles, listings of space needs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer general histories and newspaper articles 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. Destroy in office remaining records after 5 years.

ITEM 35161. PROPERTY AND PURCHASES FILE

Records concerning property owned by the division and purchases made. File includes correspondence, reference copies of purchase requisitions, approvals of purchase requests, policies and procedures for transferring equipment to State Surplus Property, purchasing manuals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office policies and procedures and purchasing manuals when superseded or obsolete. Destroy in office remaining records after final disposition of equipment.

ITEM 35163. UNIFORMS FILE

Records concerning uniform specifications and purchases. File includes listings of deliveries; specifications for emblems, logos, and patches; contracts with uniform vendors; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office contracts 5 years after termination 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. Destroy in office remaining records when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE PARKS
ADMINISTRATION SECTION
DIRECTOR'S OFFICE**

ITEM 3406. DIRECTOR'S ADMINISTRATIVE FILE

Reference copies of records concerning operations and activities of the division. File includes four- and six-year plans listing mission statements, assumptions and outlooks, goals and objectives, and other related information; correspondence; fee schedules; land acquisition and appropriation reports; lease reports; grant awards and agreements; meeting announcements; organizational charts; Statewide Comprehensive Outdoor Recreation Plans (SCORP's); policies and procedures for the division; and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer four- and six-year plans, correspondence, and policies and procedures to the State Records Center after 6 years. 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 3407. STATE PARKS FILE

Reference copies of records concerning North Carolina's state parks. File includes correspondence, leases, listings of construction and capital improvement projects, General Management Plans (GMP's), and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 35165. BOARDS, COMMISSIONS, AND COMMITTEES FILE

Records concerning boards, commissions, and committees which are involved in state park activities. File includes correspondence; listings of members; reports from boards, commissions, and committees of other states; reference copies of agreements; newsletters; reference copies of meeting minutes; and other related records. Amended 1-29-99

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 35167. MINUTES (NORTH CAROLINA TRAILS COMMITTEE) FILE

Reference copies of minutes of meetings of the North Carolina Trails Committee. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35168. MINUTES (PARKS AND RECREATION COUNCIL) FILE

Official minutes of meetings of the Parks and Recreation Council. File also includes audio tape recordings of meetings. (This is an essential agency record.) Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Destroy in office microfilmed paper records when reference value ends. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed. Destroy in office audio tapes when reference value ends.

ITEM 35169. PARKS AND RECREATION STUDY COMMISSION FILE

Records concerning the General Assembly's Parks and Recreation Study Commission. File includes listings of members, meeting notes taken by the executive secretary to the director of the division, and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE PARKS
ADMINISTRATION SECTION
DIRECTOR'S OFFICE**

ITEM 35172. STATE PARKS ISSUES FILE

Records concerning issues which affect the operation of state parks. File includes policies and procedures for using inmates in state parks, General Management Plan (GMP) guidelines, law enforcement guidelines, and other related records. Amended 1-29-99

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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE PARKS
ADMINISTRATION SECTION
PARKS AND RECREATION WAREHOUSE**

ITEM 35173. PERPETUAL INVENTORY FILE

Index cards listing beginning inventories at the warehouse, quantities shipped, destinations of shipments, costs, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35174. SURPLUS PROPERTY RECEIPTS FILE

Reference copies of receipts for surplus items transferred to the warehouse or to State Surplus Property.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35175. WAREHOUSE DELIVERIES FILE

Completed forms listing descriptions, quantities, delivery dates, and other related information for items delivered to the warehouse from state parks.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 35176. WAREHOUSE ORDERS FILE

Completed order forms submitted by state parks listing items requested, items shipped, estimated costs, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE PARKS
ADMINISTRATION SECTION
PERSONNEL OFFICE**

ITEM 3417. TEMPORARY AND SEASONAL PERSONNEL FILE

Records concerning temporary and seasonal employees of the division. File includes applications, completed recommendation forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 4-11-03

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently being held for agency in the State Records Center 30 years from date of record.

ITEM 3418. SEASONAL PERSONNEL FILE

Official copies of forms concerning seasonal employees. File includes recommendations and applications. Amended 4-11-03

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently being held for agency in the State Records Center 30 years from date of record.

ITEM 3419. PERSONNEL (INACTIVE) FILE

Records concerning all former Division of Parks and Recreation employees. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Records concerning personnel of the Division of Parks and Recreation dated prior to this schedule were transferred to the State Records Center as Item 2484 in Department of Environment, Health, and Natural Resources, Division of Personnel schedule.) Amended 4-11-03

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently being held for agency in the State Records Center 30 years from date of record.

ITEM 35179. LAW ENFORCEMENT FILE

Records concerning law enforcement officers at state parks. File includes personal histories, test results, background verification forms, and other related records. File also includes exposure control plans listing procedures for law enforcement officers to follow to limit risk of exposure to blood-borne diseases. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer exposure control plans to the State Records Center when 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. Transfer remaining records to appropriate personnel file 1 year after employee terminates service.

ITEM 35184. PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS) DATABASE (ELECTRONIC) FILE

Machine readable records concerning each position in the division and job classifications. Employees' names, position numbers, beginning and separation dates, actions taken to change job classifications, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE PARKS
ADMINISTRATION SECTION
PERSONNEL OFFICE**

ITEM 35185. PERSONNEL MANAGEMENT SYSTEM (PMS) FILE

Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 35186. POSITION CONTROL CARDS FILE

Index cards for each position in the division listing employees' names, position numbers, beginning and separation dates, and other related information. Employees' names, position numbers, beginning and separation dates, and other related data are entered into Personnel Management Information System (PMIS) Database (Electronic) File (Item 35184) and routinely updated. Amended 2-19-99

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 35187. SERVICE AWARDS FILE

Listings of available service awards. File also includes listings of employees eligible for, and receiving, service awards.

DISPOSITION INSTRUCTIONS: Destroy in office listings of available service awards when superseded or obsolete. Destroy in office remaining records after 5 years.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE PARKS
ADMINISTRATION SECTION
PUBLIC INFORMATION OFFICE**

ITEM 35190. ISSUES FILE

Reference copies of records generated by other sections within the division concerning park-specific issues. File includes correspondence; reports concerning state trails, the Land and Water Conservation Fund (LWCF), and other related subjects; legislative study commission reports; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35193. PUBLIC INFORMATION MEDIA FILE

Records used in the administration of the division's public information program. File includes films, photographs and negatives, video tapes, brochures from other states concerning their parks, index cards listing subjects or events on video tapes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 35194. PUBLIC INFORMATION WORD PROCESSING (ELECTRONIC) FILE

Machine readable records concerning activities of the Public Information Office. Electronic files include correspondence, speeches, copy for newsletters, and other related data.

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 35195. SCRIPTS FILE

Scripts of broadcasts of the radio program "NC Living."

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 35196. SPEECHES FILE

Speeches made by the Public Information Officer. Text of speeches is entered into Public Information Word Processing (Electronic) File (Item 35194).

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.