**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**

Kevin Cherry

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

Sarah E. Koonts

Sarah E. Koonts, Director
Division of Archives and Records

**APPROVED**

Susan W. Kluttz

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

December 2, 2015

Mark Holland

RECORDS RETENTION AND DISPOSITION SCHEDULE
AMENDMENT AND NAME CHANGE

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**
**ASSISTANT SECRETARY FOR NATURAL RESOURCES**
**DIVISION OF PARKS AND RECREATION**
**COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION**

Amend the Records Retention and Disposition Schedule approved July 1, 1997 by changing the description and disposition instructions for Item 3422 as shown on substitute pages dated January 29, 1999.

IN ADDITION, 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 the

**PLANNING AND DEVELOPMENT SECTION**

to the

**COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION**

The text of only Item 3422 has changed, as indicated above. No new items have been added, no items have been deleted, and no other changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated July 1, 1997.

**APPROVAL RECOMMENDED**

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

Carol Tingley, Chief
Comprehensive Planning and Natural Resources Section

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

January 29, 1999

LLBH

RECORDS RETENTION AND DISPOSITION SCHEDULE
AMENDMENT AND NAME CHANGE

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**
**ASSISTANT SECRETARY FOR NATURAL RESOURCES**
**DIVISION OF PARKS AND RECREATION**
**COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION**

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**PLANNING AND DEVELOPMENT SECTION**

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**COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION**

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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

January 29, 1999

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.

LLBH

## DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
## OFFICE OF ARCHIVES AND HISTORY
## STATE PARKS
## COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION

### ITEM 3420. RECREATION INVENTORIES AND SURVEYS FILE

Records used to measure the supply of, and demand for, recreational areas and facilities. File includes recreation and facility questionnaires, citizen survey reports, national and state recreation demand survey records and reports, and other related records.

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 3422. NORTH CAROLINA TRAILS PROGRAM FILE

Records concerning the administration of the North Carolina Trails Program and the Adopt-a-Trail Program. File includes trail route proposals, applications for state trail designation, progress reports and plans, official copies of minutes of meetings of the North Carolina Trails Committee, and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer minutes 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. Transfer remaining records to the State Records Center after 10 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 3423. OUTDOOR RECREATION PLANNING REFERENCE FILE

Publications concerning recreation planning and maintained for reference purposes. File also includes task force reports and agendas, news releases and reports from recreational organizations, and other related records.

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 3424. NATURAL AND SCENIC RIVERS FILE

Records concerning the classification of rivers as natural or scenic. File includes reference copies of legislation, river studies and reports, evaluation procedures, rules and regulations, synopses of other states' programs, 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 3425. STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLANS (SCORP) FILE

Records concerning recreation planning grants received from the federal government. File includes SCORP's, correspondence, reference copies of grant applications and agreements, questionnaires, maps, survey reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years 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.

## DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
## OFFICE OF ARCHIVES AND HISTORY
## STATE PARKS
## COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION

### ITEM 3428. CAPITAL IMPROVEMENT PROJECTS FILE

Records concerning design and construction projects at state parks. File includes correspondence, contracts, design amendments, construction change orders, construction permits, environmental impact statements, shop drawings, final reports, completed construction cost verification forms, reports listing results of well tests, and other related records.

DISPOSITION INSTRUCTIONS: Transfer shop drawings to the State Records Center immediately to be microfilmed for storage in the security vault. Microfilmed paper records will be returned to agency. Retain in office microfilmed paper records permanently. Microfilm will be held for agency 5 additional years and then transferred to the custody of the Archives. Transfer remaining records to the State Records Center 5 years after completion of project 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. Retain in office duplicate copies of final reports and reports listing results of well tests permanently.

### ITEM 3430. LAND AND WATER CONSERVATION FUND (LWCF) PROJECTS FILE

Records concerning projects undertaken with grant monies received from the National Park Service's LWCF. File includes grant applications and agreements, project proposals and descriptions, correspondence, maps, inspection reports, reference copies of deeds, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after completion of project and when administrative value ends, 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. Return records currently stored in the State Records Center to agency immediately.

### ITEM 35225. CAPITAL ACCOUNT BY PROJECT DATABASE (ELECTRONIC) FILE

Machine readable records concerning costs and expenditures of projects in state parks. Park names, project codes, amounts of appropriations and expenditures, balances, and other related data are 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 35226. CORPS OF ENGINEERS PROJECTS FILE

Records concerning projects at state parks undertaken by the Corps of Engineers. File includes project descriptions, permits, correspondence, construction specifications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after completion of project 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.

### ITEM 35228. FACILITY INVENTORY AND INSPECTION PROGRAM (FIIP) FILE

Records concerning inventories and inspections of structures in state parks. File includes inventories, inspection reports, listings of estimated repair costs, and other related records. Park names and numbers, building numbers, needed repairs, and other related data are entered into Facility Inventory and Inspection Program (FIIP) Database (Electronic) File (Item 35229) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office inventories when superseded or obsolete. Destroy in office remaining records upon completion of repairs.

## DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
## OFFICE OF ARCHIVES AND HISTORY
## STATE PARKS
## COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION

### ITEM 35229. FACILITY INVENTORY AND INSPECTION PROGRAM (FIIP) DATABASE (ELECTRONIC) FILE

Machine readable records concerning inventories and inspections of structures in state parks. Park names and numbers, building numbers, needed repairs, and other related data are 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 35230. GENERAL ASSEMBLY FILE

Reference copies of legislation affecting the state parks system.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

### ITEM 35231. GENERAL MANAGEMENT PLANS FILE

Management plans for state parks listing land and natural resources protection and capital development projects completed and in progress, general operational activities, and other related information.

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 35232. GRANTS, GIFTS, AND OTHER FUND RAISING ACTIVITIES FILE

Listings of grant and gift monies received and fund raising activities held by the section.

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

### ITEM 35233. PROJECT EVALUATION PROGRAM (PEP) AND PROJECT TRACKING (PROJTRAC) DATABASE (ELECTRONIC) FILE

Machine readable records concerning cost estimates and operating costs of facilities in state parks. Park names and numbers, operating costs, types of needed repairs, types of improvements made, and other related data are 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 35234. PLANNING AND DEVELOPMENT FILE

Records concerning planning and development activities at state parks. File includes studies, issue responses, correspondence, inquiries from the general public, and other related records.

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 35235. PLANNING BY FISCAL YEAR FILE

Proposals for budgetary expenditures.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

## DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
## OFFICE OF ARCHIVES AND HISTORY
## STATE PARKS
## COMPREHENSIVE PLANNING AND NATURAL RESOURCES SECTION

### ITEM 35236. POLICY PLANNING AND MARKETING FILE

Records concerning outreach, volunteer, and concessions programs at state parks. File includes memorandums of understanding and agreements to operate concession stands, leases, licenses, synopses of volunteer and outreach activities, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office memorandums of understanding, agreements, leases, and licenses when superseded or obsolete 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 after 5 years.

### ITEM 35237. TOTAL QUALITY MANAGEMENT (TQM) INITIATIVES AND ASSIGNMENTS FILE

Records concerning the division's initiatives for improving working relationships among sections and increasing productivity. File includes work plans, goals and objectives, listings of work assignments and problem-solving techniques, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after superseded or obsolete.

### ITEM 35672. ROAD INVENTORY AND INSPECTION PROGRAM (RIIP) DATABASE (ELECTRONIC) FILE

Machine readable records concerning inventories and inspections of road structures in state parks. Park names and numbers, road names and numbers, types of needed repairs, and other related data are 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 35673. SYSTEMWIDE PLANS FILE

Records concerning the systemwide plan for the state parks system. File includes State Park System Plans, listings of usage trends, correspondence, park evaluations, and other related records.

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.