

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.

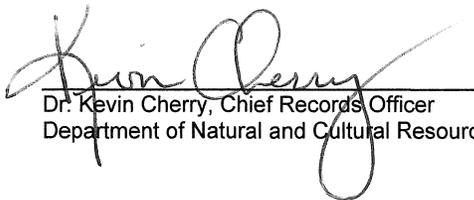
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

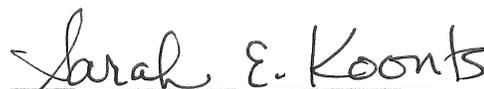
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

OPERATIONS SECTION

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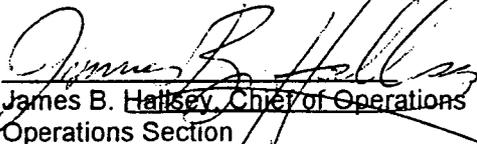
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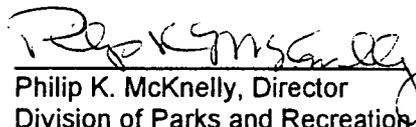
APPROVAL RECOMMENDED



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



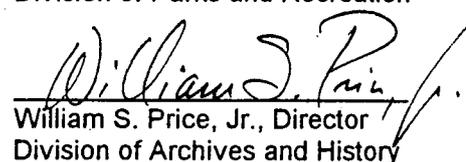
James B. Halsey, Chief of Operations
Operations Section



Philip K. McKnelly, Director
Division of Parks and Recreation

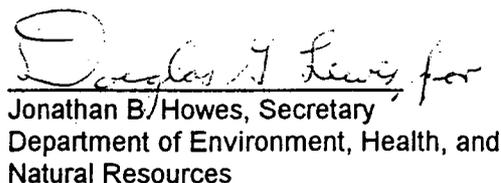


Joan L. Weld, Assistant Secretary for
Natural Resources, Department of Environment,
Health, and Natural Resources

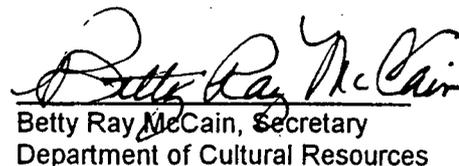


William S. Price, Jr., Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 16, 1993

DWM

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
DIVISION OF PARKS AND RECREATION
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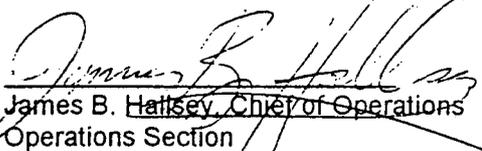
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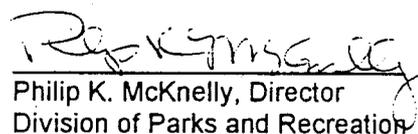
APPROVAL RECOMMENDED



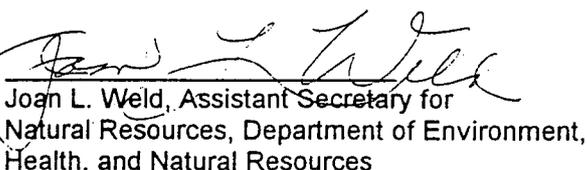
Melba S. McGee, Chief Records Officer
Department of Environment, Health, and Natural Resources



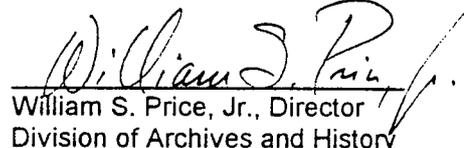
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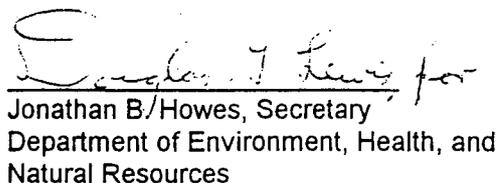


Joan L. Weld, Assistant Secretary for
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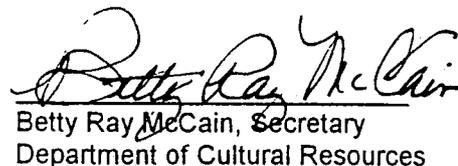


William S. Price, Jr., Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

July 16, 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

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

ITEM 2537. STATE PARKS FILE

Records concerning park-specific management of park areas, interpretation and education, visitor protection and safety, natural and cultural resources management, maintenance and operations, and state trails. File includes correspondence, site visit reports, park advisory committee membership lists, analyses of biological and cultural resources, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 15 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 3410. OPERATIONS SECTION ADMINISTRATIVE FILE

Records concerning the administration and operation of the section and all state parks. File includes correspondence, budget procedures, reference copies of budgets, policies and procedures, personnel-related policies, operations reports, and other related records.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 35223. PIER PERMITS FILE

Permits issued for the construction of piers on state lakes. File also includes correspondence, applications, design specifications, buoy cancellation notices, and other related records. Pier numbers, permittees' names and addresses, amounts of fees collected, and other related data are entered into Pier Permits Database (Electronic) File (Item 35224) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after completion of pier 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.

ITEM 35224. PIER PERMITS DATABASE (ELECTRONIC) FILE

Machine readable records concerning the construction of piers on state lakes. Pier numbers, permittees' names and addresses, amounts of fees collected, 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.