

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

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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.

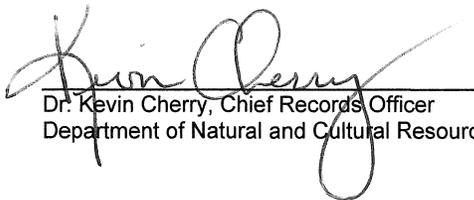
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

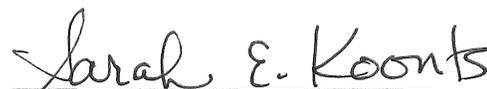
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

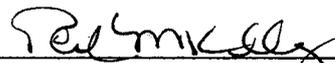
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETRY FOR NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION  
STATE PARKS AND LAKES STANDARD

Amend the records retention and disposition schedule approved July 1, 1997 by changing the descriptions and disposition instructions for Items 4212, 17185, and 17186 as shown on substitute pages dated January 29, 1999.

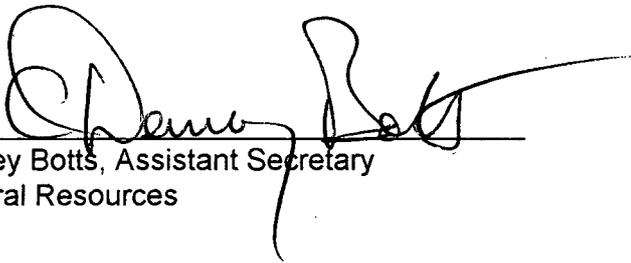
APPROVAL RECOMMENDED



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



Dr. Phillip McKnelly, Director  
Division of Parks and Recreation



Dewey Botts, Assistant Secretary  
Natural Resources

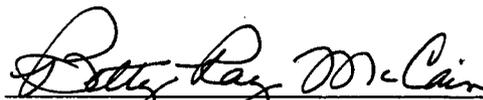


Jeffrey B. Crow, Director  
Division of Archives and History

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  
STATE PARKS AND LAKES STANDARD**

**ITEM 3455. PIER PERMIT FILE**

Official copies of applications for pier permits. File includes original pier permits, drawings, certificates of inspection, collection notices, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then disposition will be determined.

**ITEM 3456. ORGANIZED GROUP CAMPING FILE**

Official copies of applications for recreational use of camping areas. File includes related correspondence and State Parks forms 29 and 29a.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 4212. MOUNT MITCHELL STATE PARK NATURALIST FILE**

Official and reference copies of records concerning the natural history of Mount Mitchell State Park. File includes natural and scenic rivers studies, endangered fish studies, various reports concerning natural habitat, and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Records transferred to State Parks and Lakes Historical Reference File (Item 17186).

**ITEM 17182. BUDGET FILE**

Reference copies of material related to the budget work of the office. File includes or concerns travel vouchers, vehicle travel statements, employee time reports, purchase invoices, budget reports, concessions, camping and launching receipts, bath house records, and other budget-related material.

DISPOSITION INSTRUCTIONS: Destroy in office budget reports after 2 years if all audits have cleared. Destroy in office travel vouchers; vehicle travel statements; employee time reports; purchase invoices; and concession, bath house, camping, and launching receipts after 2 years. Destroy in office remainder after 2 years.

**ITEM 17183. GENERAL CORRESPONDENCE FILE**

Official and reference copies of general correspondence between state parks, lakes, divisions offices, and general public. File includes memorandums, statistics, and other related documents.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 17184. GENERAL REFERENCE FILE**

Reference copies of job descriptions, inventory lists, building procedures, fire policies, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends or becomes obsolete.

**ITEM 17185. PARKS AND LAKES NATURALIST FILE**

Official and reference copies of records concerning the natural history of a state park or lake. File includes natural and scenic rivers studies, endangered fish studies, various reports concerning natural habitat, and other related records. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 50 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.

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STATE PARKS  
STATE PARKS AND LAKES STANDARD**

**ITEM 17186. STATE PARKS AND LAKES HISTORICAL REFERENCE FILE**

Records concerning the construction of various state parks and lakes historical sites. File includes records concerning the site, plans, environmental records, site preservation records, newspaper clippings, slides, and photographs. Amended 1-29-99

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 50 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 17187. STATE PARKS AND LAKES INVENTORIES AND SURVEY FILE**

Official documents concerning use of state parks, lakes, areas, and facilities. File includes pier/buoy permits, attendance reports, and reference material.

DISPOSITION INSTRUCTIONS: Transfer one security copy of machine readable records (magnetic tape/disk, etc.) to the State Records Center or other off-site storage location for backup storage. Agency representative will update periodically. Transfer one copy of computer output to the Operations Section of the Division of Parks and Recreation. Maintain one copy of output in agency to be updated periodically. Transfer Pier/Buoy Permits to Pier Permit File. Destroy in office remaining records when computer file is verified and corrected. Erase machine readable records (magnetic tape/disk, etc.) when agency need ends.

**ITEM 17188. STATE PARKS AND LAKES INVESTIGATIONS AND CITATIONS FILE**

Official copies of citations and "General Notices" issued for violations of laws. File includes related correspondence and investigations materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if case is closed or all litigation has been completed.

**ITEM 17189. STATE PARKS AND LAKES MAP FILE**

Reference copies of master plans concerning state parks and lakes. File includes or concerns survey maps, sites, pier locations, building specifications, blueprints, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

**ITEM 17190. STATE PARKS AND LAKES YOUTH RESTITUTION COMMUNITY WORK FILE**

Reference copies of correspondence, time sheets, behavioral checklist, and replacement forms concerning individuals assigned to perform restitution work with a state park or lake.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after individual completes community work.