

NORTH CAROLINA BOARD FOR LICENSING OF GEOLOGISTS

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

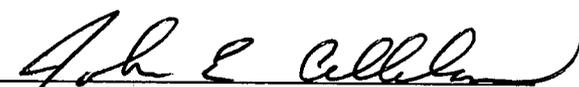
NORTH CAROLINA BOARD FOR LICENSING OF GEOLOGISTS

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

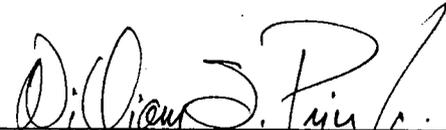
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

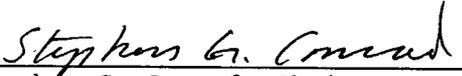


John E. Callahan, Secretary-Treasurer
North Carolina Board for
Licensing of Geologists

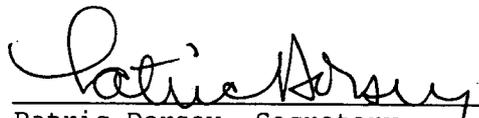


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Stephen G. Conrad, Chairman
North Carolina Board for
Licensing of Geologists



Patric Dorsey, Secretary
Department of Cultural Resources

June 5, 1989

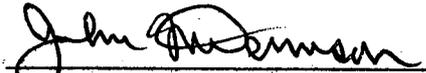
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

North Carolina Board for Licensing of Geologists

Amend the records retention and disposition schedule approved June 5, 1989 by changing the file description and disposition instructions for Item 26929; changing the file description for Item 26931; changing the disposition instructions for Item 26935; changing the title, file description, and disposition instructions for Item 26942; and by changing the title and file description for Item 26943 as shown on substitute pages dated October 10, 1995.

APPROVAL RECOMMENDED

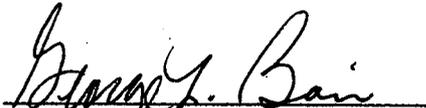


John Dennison, Secretary/Treasurer
N.C. Board for Licensing of Geologists



Jeffrey D. Crow, Acting Director
Division of Archives and History

APPROVED



George Y. Bain, Chairman
N.C. Board for Licensing of Geologists



Betty Ray McCain, Secretary
Department of Cultural Resources

October 10, 1995

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NORTH CAROLINA BOARD FOR LICENSING OF GEOLOGISTS

Item 26926. ASSOCIATIONS FILE. Information concerning local, state, and national associations with which the board deals.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 26927. ATTORNEY GENERAL'S OPINIONS FILE. Legal opinions and rulings prepared by the Office of the Attorney General concerning interpretations of board regulations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 26929. BOARD OFFICIALS' CORRESPONDENCE FILE. Administrative and management correspondence and memorandums written and/or received by the office concerning the development and implementation of policies, procedures, guidelines, and/or regulations for the board. Amended 10-10-95

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 26930. BOARD PUBLICATIONS FILE. Publications prepared by the board. File includes newsletters, booklets, brochures, and other related materials.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

Item 26931. COMPLAINTS FILE. Correspondence concerning complaints received by the board regarding licensed individuals or associated firms. Amended 10-10-95

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 26932. CONTRACTS FILE. Contracts and supporting documents.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract 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 26933. CORRESPONDENCE FILE. Correspondence between the board and the general public. File includes information concerning associations, boards, statistics, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

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Item 26934. EDUCATIONAL FILE. Records concerning educational programs of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 26935. EXAMINATIONS FILE. Completed examinations and tests of applicants who passed or failed the licensing examination conducted by the board.
Amended 10-10-95

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently stored in the State Records Center 5 years from date received. Destroy in office remaining records immediately.

Item 26936. FINANCIAL FILE. Records concerning board's budget and expenditures. File includes requisitions, vouchers, purchase orders, invoices, paid checks, expense reimbursement records, budget reports, bank statements, cash receipts, deposit slips, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

Item 26937. INACTIVE APPLICANTS FILE. Applications of individuals who either did not take or did not finish the licensing examination.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 26938. INVESTIGATIONS FILE. Investigations of licensed individuals for suspected violations of licensing laws or regulations. File includes court cases.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after investigation or case is closed.

Item 26940. LEGISLATIVE FILE. Legislative bills and other legislative information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 26941. LICENSE APPLICATION REQUESTS FILE. Requests for license applications.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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Item 26942. LICENSEES' (ACTIVE) FILE. Records concerning individuals who are currently licensed by the board. File includes examination test results, license applications, correspondence, and other related records. File also includes index of active licensees. Amended 10-10-95

DISPOSITION INSTRUCTIONS: Transfer to Licensees' (Inactive) File (Item 26943) immediately after each licensee retires, dies, or has his/her license suspended or revoked.

Item 26943. LICENSEES' (INACTIVE) FILE. Records concerning individuals whose licenses are considered inactive. File includes examination test results, license applications, correspondence, and other related records. File also includes indexes of inactive licensees. (License may be inactive due to an individual's retirement or death, revocation by the board, or suspension by the board.) (This is an essential agency record.) Amended 10-10-95

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 26944. NORTH CAROLINA BOARD FOR LICENSING OF GEOLOGISTS MINUTES FILE. Official minutes of the board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately 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.