

# Program Records Retention and Disposition Schedules Interface Overview

**Program Records Retention and Disposition Schedules for State Agencies**

**State Agency Search**

Please Select One or More Agency Levels. 1

Select Agency Level 1

Select Agency Level 2

Select Agency Level 3

Select Agency Level 4

Select Agency Level 5

**You May Also Search for Keywords in Selected Data Fields.**

Separate keywords with a comma. Select AND for all the words in your List to match , Select OR for any word in your List to match. 2

AND  OR

Fields To Search In:

All 3

Agency Level1  Agency Level4

Agency Level2  Agency Level5

Agency Level3  Title

Description

4  5 [Search Instructions](#)

<b>1</b>	<p>Click drop down box for agency listing and sub listings.</p> <p><b>Agency Level 1:</b> Name of Agency, Board, Commission, Court, Forum, Foundation and System.</p> <p><b>Agency Level 2-5:</b> Sub listing of names dependent on previously selected Agency Levels. Tip: Use keyword search for agency name if a sub list dependent order is not know.</p>
<b>2</b>	<p>Click and type to enter <b>keywords</b> or <b>phrases</b> separated with a comma. Connectors are set a default “<b>OR</b>” which can be changed by clicking “<b>AND.</b>” Select AND for all the words in your List to match. Select OR for any word in your List to match.</p>
<b>3</b>	<p>Click the corresponding check box for field(s) to search. Default setting searches all the fields.</p> <p><b>All:</b> Default setting for all listed fields.</p> <p><b>Agency Level1 – 5:</b> Fields containing names of Agency, Board, Commission, Court, Forum, Foundation or System</p> <p><b>Title:</b> A field of the name of record series or item(s) within a schedule.</p> <p><b>Description:</b> A field containing an explanation of a record series or item within a schedule.</p>
<b>4</b>	<p>Click <b>Search for Schedules</b> button to perform search for Program Records Retention and Disposition Schedule. A blank search returns all program schedules.</p>
<b>5</b>	<p>Click <b>Reset</b> button to restart for a new search. Default setting for fields is “All”</p>

**Search by Agency Levels -  
Search for the Division of Water Quality, Planning Branch.**

**Program Records Retention and Disposition Schedules for State Agencies**

**State Agency Search**  
Please Select One or More Agency Levels.

Department of Environment and Natural Resources  
Assistant Secretary for Environmental Protection  
Division of Water Quality  
Groundwater Section  
Select Agency Level 5  
Select Agency Level 5  
Operation Branch  
**Planning Branch**  
Section Chief's Office

AND  OR

Fields To Search In:

All  Agency Level4  
 Agency Level1  Agency Level5  
 Agency Level2  Title  
 Agency Level3  Description

Search for Schedules      Reset      [Search Instructions](#)

*Each Agency Level is dependent on another.*

**Search Results**

**Program Records Retention and Disposition Schedules for State Agencies**

Search Results for Agency = Department of Environment and Natural Resources

Search Criteria

Result

OPEN	History	Agency Level 1	Level 2	Level 3	Level 4	Level 5
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Environment and Natural Resources	Assistant Secretary for Environmental Protection	Division of Water Quality	Groundwater Section	Planning Branch

1

2

- |   |   |
|---|---|
| 1 | Click <b><u>Open Schedule</u></b> link to view the program schedule.                |
| 2 | Click <b><u>Agency History</u></b> link to review synopsis of the agency's history. |

## Opened Schedule



Search for Agency or Phrase by Keywords with connector “AND” to find all keywords across all fields.

**Program Records Retention and Disposition Schedules for State Agencies**

**State Agency Search**  
Please Select One or More Agency Levels.

Select Agency Level 1  
Select Agency Level 2  
Select Agency Level 3  
Select Agency Level 4  
Select Agency Level 5

**You May Also Search for Keywords in Selected Data Fields.**  
Separate keywords with a comma. Select AND for all the words in your List to match , Select OR for any word in your List to match.

Permit, wells, Water Quality

AND  OR

Fields To Search In:

All  
 Agency Level1  
 Agency Level2  
 Agency Level3  
 Agency Level4  
 Agency Level5  
 Title  
 Description

Search for Schedules Reset

**Keywords Search with "AND" connector for all fields.**

**Tip: Use Keyword search for agency names if subgroup dependent order is not known.**

[Search Instructions](#)

## Search Results

Search Results for All Agencies:  
 Keyword(s) = Permit, wells, Water Quality And/Or = AND

Open Schedule to find all keywords.

OPEN	History	Agency Level 1	Level 2	Level 3	Level 4	Level 5
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Environment and Natural Resources	Assistant Secretary for Environmental Protection	Division of Water Quality	Groundwater Section	Operation Branch

## Opened Schedule

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
 ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
 DIVISION OF WATER QUALITY  
 GROUNDWATER 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

**ITEM 17396. WELL CONSTRUCTION PERMITS FILE.**

Records concerning the construction of wells. File includes applications, blueprints, correspondence, pump test results, permits, and other related records. Permittees' names, site locations, permit numbers, permit issue dates, and other related data are entered into Permits And Compliance Unit PARADOX Database (Electronic) File (Item 34045) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year. Records will be he

## Search for Specific Record Series within a Schedule by 2 Phrases Using Connector “OR” for Either or the Other Phrase across the Title or Description Fields.

### Program Records Retention and Disposition Schedules for State Agencies

#### State Agency Search

Please Select One or More Agency Levels.

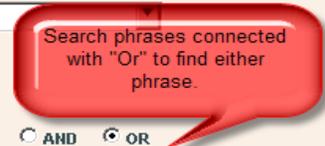
Select Agency Level 1  
 Select Agency Level 2  
 Select Agency Level 3  
 Select Agency Level 4  
 Select Agency Level 5

You May Also Search for Keywords in Selected Data Fields.

Separate keywords with a comma. Select AND for all the words in your List to match, Select OR for any word in your List to match.

nursing home, long-term care

AND  OR



Fields To Search In:

- All
- Agency Level1
- Agency Level2
- Agency Level3
- Agency Level4
- Agency Level5
- Title
- Description

Search for Schedules

Reset

[Search Instructions](#)

### Search Results

Search Results for All Agencies:  
 Keyword(s) = long-term care, nursing home And/Or = OR

OPEN	History	Agency Level 1	Level 2	Level 3	Level 4	Level 5
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Insurance	Technical Services Group	Seniors' Health Insurance Information Program (SHIIP)		
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Justice	State Bureau of Investigation	Division of Criminal Information	Administration Section	
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Health and Human Services	Division of Aging	Plans and Policy Section		
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Health and Human Services	Division of Aging	Program Services Section		
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Health and Human Services	Division of Health Service Regulation	Certificate of Need Section		
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Health and Human Services	Division of Health Service Regulation	Construction Section		
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Health and Human Services	Division of Health Service Regulation	Licensure and Certification Section		
<a href="#">Open Schedule</a>	<a href="#">Agency History</a>	Department of Health and Human Services	Division of Health Service Regulation	Licensure and Certification Section	Regional Office Operations	

Opened 2 Schedules to find two record series containing either keyword.

### 1. Schedule

**DEPARTMENT OF INSURANCE  
TECHNICAL SERVICES GROUP  
SENIORS' HEALTH INSURANCE INFORMATION PROGRAM (SHIIP)**

**ITEM 37603. LONG-TERM CARE POLICY INFORMATION FILE.**  
Reference copies of policy contracts approved by the Department of Insurance regarding long-term care for individuals.

### 2. Schedule

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
LICENSURE AND CERTIFICATION SECTION**

**ITEM 1730. LICENSED NURSING HOMES FILE.**  
Records concerning licensed nursing homes. File includes license applications, licenses, inspection reports, Form DFS-8001CN (certificate of need), waivers, correspondence, and other related records