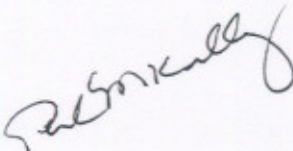


DIVISION OF PARKS AND RECREATION

February 2, 1999

STAFF DIRECTIVE 99-4

TO: Superintendent of State Parks
Section Chiefs
Program Heads

FROM: Philip K. McKnelly 

SUBJECT: Legislative Reports

This staff directive contains a reference table listing the reports that the Division is mandated to generate for the General Assembly. The table includes information regarding due dates, recipients, and the cover letter, as well as referencing the statutory authority for the required report.

Effective immediately, it is expected that all responsible program managers will have draft reports to the Division's executive assistant no later than one week prior to the due date listed.

PKM/GSR

Attachment



REPORT	RESPONSIBLE PROGRAM	STATUTORY AUTHORITY	DUE		SEND TO	COVER LETTER FROM
			FREQUENCY	DATE		
PARTF Annual Report <i>Program</i>	CPP	GS 113-44.15(c)	Annually	15-Mar	PRA GOV OPS NER ERC Fiscal Research Legislative Affairs State Library DENR Library	PRA Chair
PARTF Allocation Report <i>Annual</i>	CPP	GS 113-44.15(c)	Annually	1-Oct	PRA GOV OPS NER ERC Fiscal Research Legislative Affairs	PRA Chair
NHTF Allocation Report	NHP	GS 113-77.9(e)	Semi-annually	within 30 days of grant award announcement	NHTF GOV OPS NER ERC Fiscal Research Legislative Affairs <i>State Library</i>	Secretary of DENR <i>NHTF Chair</i>
NC Trails Program Annual Report	NCT	GS 113A-88(d)	Annually	15-Jan	NCTC Governor Speaker of the House Senate President Pro Tempore Legislative Affairs State Library DENR Library	Secretary of DENR
New River Status Report	CPP	GS 113A-35.1(b)	Annually	15-Jan	Speaker of the House Senate President Pro Tempore Fiscal Research Legislative Affairs State Library DENR Library	Secretary of DENR
1993 Bond Referendum Quarterly Report	CON	SL 1993, c. 663, s. 4	Quarterly	15-Oct 15-Jan 15-Apr 15-Jul	Speaker of the House Senate President Pro Tempore Approp Committee Chairs Fiscal Research Legislative Affairs	Secretary of DENR
NHP Biennial Report	NHP	GS 113A-164.4(7)	Biannually (odd-numbered years)	15-Feb	NHTF Governor Speaker of the House Senate President Pro Tempore NER ERC Fiscal Research Legislative Affairs State Library DENR Library	Secretary of DENR
Systemwide Plan	CPP	GS 113-44.11	Every five years (next report due no later than 12/31/99)	31-Dec	Governor Speaker of the House Senate President Pro Tempore State Library DENR Library	Secretary of DENR

PRA = Parks and Recreation Authority

DENR = Department of Environment and Natural Resources

NHTF = Natural Heritage Trust Fund

GOV OPS = Joint Legislative Committee on Governmental Operations

NER = Appropriations Subcommittee on Natural and Economic Resources

ERC = Environmental Review Commission

CPP = Comprehensive Planning Program

NHP = Natural Heritage Program

NCT = North Carolina Trails Program

CON = Construction Program