

DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY

Records Retention and Disposition Schedule

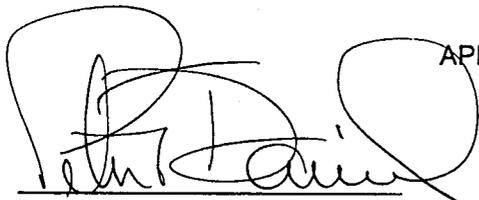
The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

MUSEUM OF NATURAL HISTORY

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

MUSEUM OF NATURAL HISTORY

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 This schedule is to remain in effect until superseded.



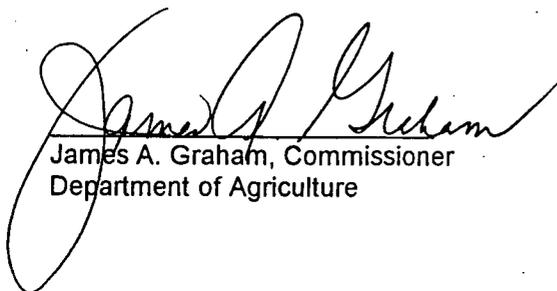
Peter T. Daniel, Chief Records Officer  
Department of Agriculture

APPROVAL RECOMMENDED

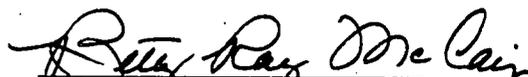


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



James A. Graham, Commissioner  
Department of Agriculture



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 15, 1994

DWM



**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

Records Retention and Disposition Schedule

**Organizational Name Change**

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Agriculture to Department of Agriculture and Consumer Services**. 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 recent schedules of the Department of Agriculture. 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

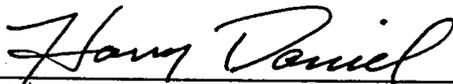
**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

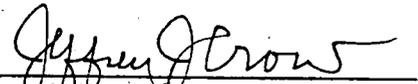
**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

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**

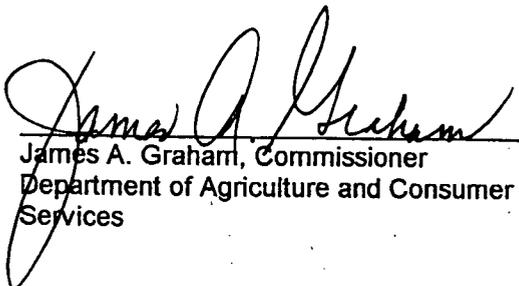


Harry Daniel, Chief Records Officer  
Department of Agriculture and Consumer  
Services

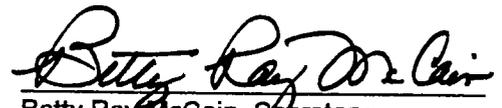


Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



James A. Graham, Commissioner  
Department of Agriculture and Consumer  
Services



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 1, 1997

MS

**DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY  
HAMPTON MARINERS MUSEUM**

**ITEM 9232. GENERAL MUSEUM CORRESPONDENCE FILE.**

Record copies of correspondence for the museum.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9233. ACCESSION RECORD CARD AND LOAN FILE.**

Record copies of index cards providing information on accessions, donations, and gifts.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9234. ACCESSION RECORD BOOK FILE.**

Record copies of books listing permanent accession information on museum items. Includes museum accession number.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9235. MUSEUM ORGANIZATIONS AND MEETINGS FILE.**

Record and reference copies of information pertaining to various museum organizations and meetings. Includes traditional small craft associations, N. C. Museum Council, and the Council of American Maritime Museums.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9236. FIELD TRIPS AND SPECIAL PROGRAMS FILE.**

Record copies of information pertaining to field trips and special programs. Includes details, plans, facts, figures on traditional wooden boat shows, strange seafood spectacular show, field trips, and other special programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9237. BOATSHOP FILE.**

Record copies of information pertaining to the building of boats. Includes apprentice records, plans and building requests, restoration information, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9238. MAILING LIST AND MEMBERSHIP LIST FILE.**

Record copies of mailing and membership lists for "Friends of the Museum."

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY  
HAMPTON MARINERS MUSEUM**

**ITEM 9239. ATTENDANCE RECORDS FILE.**

Record copies of figures on daily museum attendance, program attendance, and weather information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9240. BOOKSTORE ORDERS FILE.**

Record copies of purchasing forms and other information pertaining to the sale of books at the museum. Includes book seller information, ordering addresses, purchasing information, inventory control facts and figures, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9241. INFORMATION CORRESPONDENCE FILE.**

Record copies of information pertaining to requests, thank you notes, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9242. MUSEUM SERVICES RESOURCE FILE.**

Record copies of resource information pertaining to the mariners museum. Includes manuscripts, natural history information, maritime history information, publications, grantsmanship information, National Trust for Historic Maritime Preservation information, museum services, museum tour guides, and volunteer information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9243. TIME SHEETS FILE.**

Reference copies of time sheets for temporary, part-time, and permanent employees.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9244. NEWS RELEASES.**

Record copies of news releases pertaining to field trips, special events, and other programs. Includes newspaper clippings and other general information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY  
LIBRARY**

**ITEM 213. MUSEUM NATURAL HISTORY SUBJECT FILE.**

Record copies of information on various topics and locations pertaining to natural resources. Includes pamphlets, brochures, reprints, maps, animal information, mineral information, states and localities information, museum information, high school information, and other natural history topics.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 214. MUSEUM DIRECTOR (H. H. BRIMLEY) FILE.**

Record copies of the documents the museum's first director (H. H. Brimley). Includes speeches, addresses, newspaper clippings, poetry information, correspondence, scrapbooks, and other related information from 1900 to 1955.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9176. MUSEUM CORRESPONDENCE FILE.**

Record copies of correspondence pertaining to the activities of the museum from its origination. Includes correspondence pertaining to the donation of gifts and shipment of exhibits; such as the whale, museum organization, supplies, expenditures, and correspondence with state officials, general public, and colleagues.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9177. NORTH CAROLINA HISTORICAL AND NATURAL HISTORY INTEREST FILE.**

Record copies of information on natural history and general history of North Carolina. Includes newspaper clippings, magazines, pamphlets, newsletters, and other information pertaining to the interests of the museum.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9178. MUSEUM TRADE EXPOSITION FILE.**

Record copies of information pertaining to the museum and its involvement in state and world trade expositions from 1900 to 1953. Includes lists of exhibits, correspondence, brochures, rules and regulations, paid bills, newspaper clippings, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9180. MUSEUM DIRECTORS AND VARIOUS OFFICIALS FILE.**

Record copies of the speeches, addresses, biographical data, and correspondence of museum officials. Includes records of Fred J. Brimley, T. Gilbert Person, T. Bruner, W. L. Hamnett, and Harry Davis.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY  
LIBRARY**

**ITEM 9181. NORTH CAROLINA ANIMAL LIFE FILE.**

Record copies of scientific data on animal life in North Carolina from 1887 to 1943. Includes charts and research on bird migration, wasp migration, bird eggs, bird data, and other studies of animal life.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9182. MUSEUM GEOLOGY AND BIRDS SUBJECT FILE.**

Record copies of information on subjects pertaining to geology and birds.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9184. NEW RIVER HUNTING CLUB FINANCIAL FILE.**

Record copies of financial records for New River Hunting Club. Includes bank statements, check stubs, and other financial records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9185. NEW RIVER HUNTING CLUB CORRESPONDENCE FILE.**

Record copies of correspondence pertaining to the New River Hunting Club. Includes membership rosters, constitutions, tax information, stock holder records, newsletters, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9186. ONSLOW ROD AND GUN CLUB FILE.**

Record copies of information pertaining to the Onslow Rod and Gun Club. Includes correspondence, membership rosters, financial data, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY  
PUBLICATIONS**

**ITEM 9187. MUSEUM PUBLICATIONS INFORMATION FILE.**

Record copies of information pertaining to the operation of the Museum Publications Section. Includes correspondence, production information, promotion records, subscription records, marketing records for each publication, and publication production bids.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9188. PUBLICATIONS SECTION OFFICE FILE.**

Record and reference copies of information pertaining to the operation of the office. Includes budget records, correspondence, invoices, job descriptions, memorandums, postal regulations, professional organization records, publications, and personnel records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9189. MUSEUM PHOTOGRAPHS FILE.**

Record copies of museum photographs. Includes photographs of the museum, personnel, museum activities, negatives, and contact sheets for recent photographs.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9190. OLD PHOTOGRAPHS COLLECTION FILE.**

Record copies of photographs and prints showing a variety of North Carolina life and landscapes between 1850-1950.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9191. STAFF PUBLICATIONS REPRINT FILE.**

Reference copies of reprints of staff publications. Includes topic file, master list, and staff publication reprints.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9192. PREVIOUS PUBLICATIONS FILE.**

Record copies of information pertaining to the productions of publications and manuscripts.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9193. GIFT SHOP FILE.**

Record copies of information pertaining to the operation of the Gift Shop. Includes correspondence, cash register readings, daily cash analysis sheets, inventory information, personnel information, and catalogs for vendors and publishers.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY  
RESEARCH AND COLLECTIONS**

**ITEM 9213. ACCESSION RECORD CARD FILE.**

Record copies of index cards providing information on museum accessions, donations, and gifts.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9214. ACCESSION RECORD BOOK FILE.**

Record copies of accession books listing the permanent accession information on museum items.

Includes museum accession number, description, locality, dates, donor or collector, number of items, remarks, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9215. MUSEUM SUBJECT FILE.**

Record copies of information pertaining to museum operations. Includes internal memorandums, directives, brochures, calendars, courses, services provided, plans, clippings, photographs, published manuscripts, professional organizations information, addresses, procedures, permits, personnel information, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9216. MAPS FILE.**

Record copies of topographic maps of localities. Includes information on topography, physiography, river basins, drainage, county records, state records, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9217. BRIMLEYANA FILE.**

Record copy of the "Brimeleyana," the journal for the Museum of Natural History.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9218. BRIMLEYANA MASTER LOG FILE.**

Record copies of logs for each manuscript submitted for publication in the "Brimleyana." Includes manuscript information forms, date received, acceptance or rejection information, revisions, disposition records, and reviewer's name.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

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MUSEUM OF NATURAL HISTORY  
RESEARCH AND COLLECTIONS**

**ITEM 9219. EDITORIAL CORRESPONDENCE FILE.**

Record copies of correspondence pertaining to the publication of the museum's scientific journal. Includes correspondence between museum staff and colleagues, journal articles, manuscripts, and comments by manuscript reviewer.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9220. SCIENTIFIC CORRESPONDENCE FILE.**

Record copies of correspondence pertaining to scientific research and publications. Includes information from colleagues, professional associates, and other correspondents.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9221. JOURNAL REPRINT INDEX CARD FILE.**

Record copy of an index to journal publications. Includes information on author's name, publication date, title, name of journal or other publication, volume, and other information on scientific reprints.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9222. SCIENTIFIC REPRINT FILE.**

Record copies of scientific papers and tearsheets published in journals and other publications.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9223. CATALOG BOOKS FILE.**

Record copies of catalog books concerning all research and collection specimen data. Amended 1-31-83

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9224. PERIODICALS FILE.**

Reference copies of scientific periodicals and reference materials.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9225. RESEARCH INFORMATION FILE.**

Record copies of information pertaining to the Research Section. Includes correspondence, requisitions, blank maps, loan requests, and mammal information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**DEPARTMENT OF AGRICULTURE  
OFFICE OF AGRI-BUSINESS  
MUSEUM OF NATURAL HISTORY  
RESEARCH AND COLLECTIONS**

**ITEM 9226. MAMMAL PHOTOGRAPHS AND NEGATIVES FILE.**

Record copies of photographic prints and negatives of marine mammals and mammal exhibits.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9227. NORTH CAROLINA PANTHER REPORTS FILE.**

Record copies of reports of panther sightings in North Carolina.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9228. MAMMAL RECORD SHEET FILE.**

Record copies of details of collection mammals. Includes species, date, collector, measurements, molt patterns, anatomical data, habitat, weather conditions, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9229. NORTH CAROLINA BIRD RECORDS FILE.**

Record copies of information pertaining to occurrences of bird species in North Carolina. Includes additional data on specimens in the collection.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9230. BIRD AND MAMMAL REPRINTS CARD FILE.**

Record copy of the cross-file system for locating bird and mammal reprints.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.

**ITEM 9231. RESEARCH CORRESPONDENCE FILE.**

Record and reference copies of office correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Department of Environment, Health, and Natural Resources, Assistant Secretary for Natural Resources, Museum of Natural Sciences.