

DEPARTMENT OF CULTURAL RESOURCES  
ADMINISTRATIVE SERVICES  
BUSINESS OFFICE

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

BUSINESS OFFICE

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 this schedule are not authorized to be destroyed.** The

BUSINESS OFFICE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

*Robert H. Booth*

Robert H. Booth, Chief Records Officer  
Department of Cultural Resources

*Hal McKinney*

Hal McKinney, Assistant to the Secretary  
Administrative Services

*William S. Price, Jr.*

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

APPROVED

*Patric Dorsey*  
Patric Dorsey, Secretary  
Department of Cultural Resources

September 2, 1988

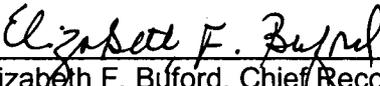
KWM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES  
ADMINISTRATIVE SERVICES  
BUSINESS OFFICE

Amend the records retention and disposition schedule approved September 2, 1988 by adding the Item 44493 as shown on substitute pages dated December 29, 2000.

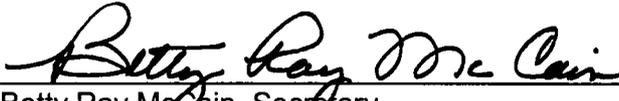
APPROVAL RECOMMENDED

  
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Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources

  
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Renné Vance, Business Officer  
Administrative Services

  
\_\_\_\_\_  
Jeffrey W. Crow, Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
Betty Ray McCain, Secretary  
Department of Cultural Resources

December 29, 2000

LLBH

DEPARTMENT OF CULTURAL RESOURCES  
ADMINISTRATIVE SERVICES  
BUSINESS OFFICE

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*Hal McKinney, Jr.*

Hal McKinney, Assistant to the Secretary  
Administrative Services

*William S. Price, Jr.*

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

APPROVED

*Patric Dorsey*  
Patric Dorsey, Secretary  
Department of Cultural Resources

This schedule was modified to  
comply with the provisions of the  
**General Schedule for State Agency Records,**  
effective October 1, 2000.  
Remaining items retain the  
original date shown below.

September 2, 1988

KWM

**DEPARTMENT OF CULTURAL RESOURCES  
ADMINISTRATIVE SERVICES  
BUSINESS OFFICE**

**ITEM 12186. ACTIVE GRANTS FILE.**

Records concerning each grant administered by the budget section, including those from the National Park Service. File includes correspondence and related material.

DISPOSITION INSTRUCTIONS: Transfer to the Inactive Grants File when grant is paid.

**ITEM 12187. INACTIVE GRANTS FILE.**

Records concerning each grant administered by the budget section after all payments have been made and grant has been terminated.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) 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 12188. STATE AGENCIES FILE.**

Correspondence and memorandums from other North Carolina state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 44493. GRANT APPLICATIONS FILE.**

Records concerning applications for grants administered by the Office of the Secretary. File includes applications, correspondence, evaluations, memorandums, and other related records.  
Amended 12-29-00

DISPOSITION INSTRUCTIONS: Transfer to Active Grants File (Item 12186) when grant is approved. Destroy in office remaining records after 1 year 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.