DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES

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

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

ADMINISTRATIVE 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 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

May 31, 1988

KWM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
PURCHASING OFFICE

Amend the records retention and disposition schedule approved May 31, 1988 by changing the disposition instructions for Item 776 as shown on substitute pages dated July 16, 1999.

APPROVAL RECOMMENDED

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

Renné Vance, Business Officer
Administrative Services

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

July 16, 1999

LLBH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES

Amend the records retention and disposition schedule approved May 31, 1988 by changing the disposition instructions for Item 23296 and 23298 as shown on substitute pages dated October 16, 1998.

APPROVAL RECOMMENDED

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

Renné Vance, Business Officer
Administrative Services

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

October 16, 1998

LLBH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES

Amend the records retention and disposition schedule approved May 31, 1988 by changing the disposition instructions for Items 23293 and 23294 as shown on substitute pages dated August 7, 1998.

APPROVAL RECOMMENDED

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

Renee Vance, Business Officer
Administrative Services

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

August 7, 1998

LLBH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
PURCHASING OFFICE

Amend the records retention and disposition schedule approved May 31, 1988, as amended May 13, 1994, by changing the disposition instructions for Item 776 as shown on substitute page dated July 31, 1997.

APPROVAL RECOMMENDED

Elizabeth F. Buford

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

Frank H. Brown, III

Frank H. Brown, III, Comptroller
Administrative Services

Jeffrey J. Crow

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Betty Ray McCain

Betty Ray McCain, Secretary
Department of Cultural Resources

July 31, 1997

LLB

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
PURCHASING OFFICE

Amend the records retention and disposition schedule approved May 31, 1988 by changing the file descriptions of Item 776 and Item 777; changing the disposition instructions of Item 23276; and by changing the file description and disposition instructions of Item 23277 as shown on substitute pages dated May 13, 1994.

APPROVAL RECOMMENDED

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

Frank H. Brown, III, Comptroller
Administrative Services

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

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

May 13, 1994

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
MAIL ROOM

Amend the records retention and disposition schedule approved May 31, 1988 by changing the disposition instructions of Item 23279 as shown on substitute page dated April 15, 1994.

APPROVAL RECOMMENDED

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

Frank H. Brown, III, Comptroller
Administrative Services

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

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

April 15, 1994

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
CONTROLLER'S OFFICE

Amend the records retention and disposition schedule approved May 31, 1988 by changing the description and disposition instructions of Item 768; and by changing the disposition instructions of Item 12227 as shown on substitute page dated April 15, 1994.

APPROVAL RECOMMENDED

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

Frank H. Brown, III, Comptroller
Administrative Services

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

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

April 15, 1994

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES

Amend the records retention and disposition schedule approved May 31, 1988 by changing the disposition instructions of Item 769 as shown on substitute page dated January 6, 1993.

APPROVAL RECOMMENDED

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

Frank H. Brown, III, Comptroller
Administrative Services

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

APPROVED

Patric Dorsey, Secretary
Department of Cultural Resources

January 6, 1993

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
CONTROLLER'S OFFICE

Amend the records retention and disposition schedule approved May 31, 1988 by changing the disposition instructions of Item 12225 and by adding Item 27238 as shown dated August 24, 1990.

APPROVAL RECOMMENDED

Robert H. Booth

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

Heyward H. McKinney

Heyward H. 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

August 24, 1990

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
ADMINISTRATIVE OFFICE

Amend the records retention and disposition schedule approved May 31, 1988, by deleting Item 11999 as shown dated September 29, 1989.

APPROVAL RECOMMENDED

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

Hal McKinney, Assistant to the Secretary
Administrative Services

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

APPROVED

Patric Dorsey, Secretary
Department of Cultural Resources

September 29, 1989

WCW

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES

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

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

ADMINISTRATIVE 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 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

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.

May 31, 1988

KWM

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
ADMINISTRATIVE OFFICE

ITEM 11998. BOARDS AND COMMISSIONS FILE.

Records concerning boards and commissions associated with the Department of Cultural Resources. File includes correspondence, rosters of memberships, budget records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when the board or commission is defunct. Records will be held for agency in the State Records Center for 5 additional years and then transferred to the custody of the Archives.

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

ITEM 770. VOUCHERS FILE.
Invoices, receipts, purchase orders, purchase requisitions, reference copies of checks, travel reimbursement forms, accounting code sheets, and other related records concerning all departmental purchases. Amended 4-15-94

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 2593. MONTHLY BUDGET REPORT FILE.
Budget reports used to compile each Monthly Budget Report (ATBD701 Monthly Report, Agency Management Monthly Report), the Monthly Report on Appropriations and Allotments, the Voucher Register, the Voucher Register A/c Classification, the Receipts Register, the Receipts Register A/c Classification; cash receipts, disbursements, and balances; and outstanding

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 2594. MONTHLY BUDGET REPORT (BD701-RCC) FILE.
Budget reports used to compile each monthly budget report, broken out to reflect funds by Responsibility Cost Center (RCC).

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 2595. ACCOUNTING CODE SHEETS WITH DOCUMENTATION FILE.
Accounting code sheets for certified budget, budget transfers, allotments and reversions, beginning balances, and cash requisitions to disbursing accounts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 2596. VALIDATION AND TITLE INPUT LISTING FILE.
Computer printouts used to validate descriptive titles or new line items in the budget.

DISPOSITION INSTRUCTIONS: Destroy in office when updated validation reports are distributed.

ITEM 2977. RECEIPTS FILE.
Records concerning receipts of funds by agency.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 3639. DETAIL REGISTER FILE.
Computer printouts detailing Journals 10 (Budget Transactions), 30 (Encumbrances), 40 (Expenditures), and 50 (Receipts). (Information on Journals 30, 40, and 50 is summarized in Monthly Budget Report.)

DISPOSITION INSTRUCTIONS: Destroy in office when monthly budget report is received.

ITEM 14204. CHART OF ACCOUNTS FILE.
Charts listing the data elements with valid titles for each fund within the agency. (This document is required by the Office of State Auditor and is produced on an end-of-year basis.)

DISPOSITION INSTRUCTIONS: Destroy in office when report is updated and the June 30th report is released from all audits.

ITEM 14205. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) VALIDATION UPDATE REPORT FILE.

Reports concerning input into the Departmental Accounting System's (DAS) validation and title files.

DISPOSITION INSTRUCTIONS: Destroy in office when updated validation reports are distributed.

ITEM 14206. DETAIL JOURNAL FILE.

Computer printouts documenting weekly expenditures. Information is compiled in Monthly Budget Report and received weekly.

DISPOSITION INSTRUCTIONS: Destroy in office when monthly budget report is received.

ITEM 14207. EXPENDITURE LEDGER FILE.

Computer printouts documenting monthly departmental expenses since the beginning of fiscal year.

DISPOSITION INSTRUCTIONS: Transfer June 30th report to the State Records Center after 2 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 1 additional year and then destroyed. Destroy in office remaining records when updated.

ITEM 14210. INDIRECT COST PROPOSALS FILE.

Indirect cost proposals submitted to the federal government.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 14216. TRIAL BALANCE REPORT FILE.

Computer printouts documenting weekly balances of departmental funds.

DISPOSITION INSTRUCTIONS: Destroy in office monthly final reports after 3 years. Destroy in office remaining records after 1 month.

ITEM 23856. BILLING FOR PRINTING AND SUPPLIES FILE.

In-house records documenting billing for printing and supplies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

ITEM 30539. UNEMPLOYMENT WAGE REPORT SUMMARIES FILE.

Reports received from the N.C. Employment Security Commission concerning monetary claims regarding former departmental employees. File includes names and charges paid by counties. Amended 4-30-93

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

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.

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
COMPUTER OPERATIONS

ITEM 3566. MASTER SECURITY FILE.
Security copies of capitulated electronic data processing public records for electronic data processing systems applications operated by the Department of Cultural Resources.

DISPOSITION INSTRUCTIONS: Duplicate copies may be erased or destroyed at the discretion of the agency. Backup by copying all official master files containing public records and transfer to the State Records Center. Public records custodians should update the files periodically by erasing and exchanging the tapes as necessary.

ITEM 3991. DATA PROCESSING PLANNING FILE.
Records concerning data processing needs of the various sections within the agency and assessments of those needs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

ITEM 23285. ARCHIVES FINDING AID FILE.
Data base of finding aids for the Archives.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23286. COLLECTIONS MANAGEMENT FILE.
Data base for the North Carolina Museum of History giving descriptions and siting the location of props owned by the museum. (Props are used in exhibits but are not part of the official

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23287. NORTH CAROLINA MUSEUM OF HISTORY FUNDRAISING FILE.
Data base for fundraising information. File includes a record of pledges made and funds received, a list of North Carolina companies targeted as potential contributors, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 23288. NORTH CAROLINA HISTORIC STRUCTURES FILE.
Data base for identified historic structures in North Carolina. (File is used to retrieve geographic data for environmental review.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23289. NORTH CAROLINA HISTORIC ARCHAEOLOGY SITES FILE.
Data base for identified historic sites in North Carolina. (File is used to retrieve geographic data for environmental review. The Archaeology and Historical Preservation Section of the Division of Archives and History has authority to modify this magnetic media data. (File should be considered confidential.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23290. NORTH CAROLINA PREHISTORIC ARCHAEOLOGY SITES FILE.
Data base for identified prehistoric Indian sites in North Carolina. (File is used to retrieve geographic data for environmental review.) (File should be considered confidential.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23291. TAX REFORM RECOVERY ACT OF 1986 FILE.
Data base for information concerning the Tax Reform Recovery Act of 1986 as it applies to various restoration projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

ITEM 23292. UNDERWATER ARCHAEOLOGICAL SITES FILE.
Data base listing underwater archaeological sites. File includes information concerning shipwrecks.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23295. TRYON PALACE FILE.
Data base listing collections at Tryon Palace.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23297. MUSEUM OF ART PAST EXHIBITION FILE.
Data base listing objects that have been exhibited in the museum but are not part of the museum's collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23299. MUSEUM OF ART COLLECTIONS MANAGEMENT FILE.
Data base for the North Carolina Museum of Art giving descriptions and siting the location of props owned by the museum. (Props are used in exhibits, but are not part of the official collection.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23300. MUSEUM OF ART REPRODUCTION FILE.
Data base for the Museum of Art reproduction rights. File includes lists of requests and actions for reproduction of any items in the museum's collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
CONTROLLER'S OFFICE

ITEM 768. CONTROLLER'S DEPARTMENT BUDGET FILE.

Records used in preparing department's biennial budget. File includes budget information, format and program records, and salary and budget cut information. Amended 4-15-94

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 4056. WORKING FILE.

Records created in the preparation of actions by the Controller. File includes reports, information concerning each fund, surveys of purchasing, preparations of insurance coverage, records concerning grant administration, and other related material.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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.

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
PURCHASING OFFICE

ITEM 776. CLOSED PURCHASE ORDER (COMPLETED) FILE.

Purchase orders, requisitions, and invoices that have been filled, paid, or for accounts closed. Amended 7-16-99

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 3 years from date