

DEPARTMENT OF CULTURAL RESOURCES
400TH ANNIVERSARY COMMITTEE

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 all the public records of the

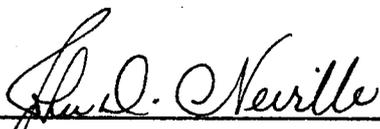
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are listed herein and that they do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Records not listed in this schedule are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records only 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

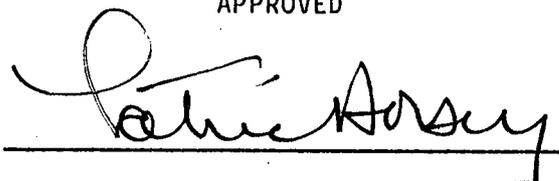


John Neville, Executive Director
400th Anniversary Committee



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

APPROVED



Patric Dorsey, Secretary
Department of Cultural Resources

November 29, 1985

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ITEM 1327. AFHAC EXHIBIT/FESTIVAL CORRESPONDENCE FILE.

Official copies of correspondence related to the British American Festival, Botanical Gardens, Raleigh Roanoke Exhibit, British Studies, Carolina Symposium, and other related data.

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.

ITEM 3690. AFHAC CELEBRATIONS FILE.

Official copies of correspondence related to the various celebrations of the AFHAC.

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.

ITEM 4042. AFHAC ARCHAEOLOGICAL FILE.

Official file concerning information on various archaeological projects related to the committee. File includes information on the Algonkian Indians, Underwater project, and Fort Raleigh.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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 4043. COMMEMORATIVE EVENTS FILE.

Official copies of information related to all commemorative events of the AFHAC. File includes information of the stamps, medals, license plates, royal visits, church visits, and other related data.

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.

ITEM 4044. AFHAC LOGO FILE.

Official copies of the information concerning the logo of the AFHAC. File includes licensing agency, sub-licensing agreements, and other related data.

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.

ITEM 4045. ELIZABETH II FILE.

Official file concerning the Elizabeth II. File includes drawings, bids, historic site information, photographs, and other related data.

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.

ITEM 4046. AFHAC OFFICIAL CORRESPONDENCE FILE.

Official copies of correspondence concerning the AFHAC. File includes information from various state agencies and committee members and correspondence with the United Kingdom.

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.

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ITEM 4047. ASSISTANT DIRECTOR'S 400TH FILE.

Official and reference copies of workshop material, county 400th information, and general correspondence related to the committee.

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.

ITEM 4048. AFHAC AND QUADRICENTENNIAL MINUTES FILE.

Official copies of minutes and back-up material concerning the minutes. File also includes all financial history of committee.

DISPOSITION INSTRUCTIONS: Transfer periodically to the State Records Center to be microfilmed for security and returned. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage. Transfer returned records when reference value ends to the State Records Center. Records will then be transferred to the custody of the Archives.