

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION

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

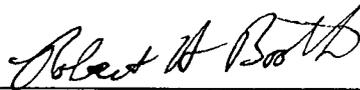
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION

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

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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, Chief Records Officer  
Department of Cultural Resources

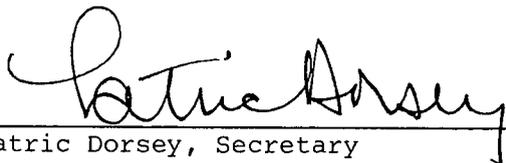


David Brook, Administrator  
Archaeology and Historic  
Preservation Section



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

APPROVED



Patric Dorsey, Secretary  
Department of Cultural Resources

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION  
ADMINISTRATIVE UNIT**

**ITEM 807. MEETINGS AND CONFERENCES FILE.**

Reference copies of records concerning meetings attended by section personnel. File includes literature and handouts received at meetings, correspondence, agendas, programs, minutes, and other related records. Amended 2-25-94

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 809. ADMINISTRATIVE REPORTS FILE.**

Reference copies of semi-annual and biennial reports and annual work program reports for the section. (Original reports are forwarded to Office of the Director, Director, Division File (Item 794).) Amended 2-25-94

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center

**ITEM 22903. LAND POLICY COUNCIL FILE.**

Records concerning the activities of the Land Policy Council and the departmental staff member assigned as the secretary's alternate to the council. File includes agendas, minutes, correspondence, and memorandums.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 22907. MONITOR PROJECT FILE.**

Correspondence with the National Oceanic Atmospheric Administration. File includes budget material, award letters, published reports, and other related records. Amended 2-25-94

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.