

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
OFFICE OF THE DIRECTOR
ASSISTANT TO THE DIRECTOR
HISTORIC STAGVILLE

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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

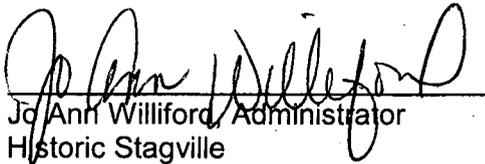
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

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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 This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Jo Ann Williford, Administrator
Historic Stagville


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 6, 2001

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ITEM 45751. CORRESPONDENCE (ADMINISTRATIVE) FILE.

Paper and electronic records concerning administrative and management correspondence and memorandums written and/or received by the office. File also includes backup records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years. Transfer backup records to an off-site location for backup storage and update monthly.

ITEM 45752. PETTY CASH REQUESTS FILE.

Requests for petty cash fund

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years 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 45753. WEEKLY REPORTS FILE.

Paper and electronic records concerning weekly accounts of site activities. File also includes backup records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends. Transfer backup records to an off-site location for backup storage and update monthly.