

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
OFFICE OF THE DIRECTOR**

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 the

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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.**

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 This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

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

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Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

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Lisbeth C. Evans, Secretary  
Department of Cultural Resources

February 16, 2001

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**ABOUT RECORDS RETENTION AND DISPOSITION SCHEDULES  
IN NORTH CAROLINA STATE GOVERNMENT**

Records may be destroyed *only* on the basis of both the program records schedule developed for your office and the *General Schedule for State Agency Records*. The consistent and routine implementation of the disposition instructions listed in these schedules provides the proper and legal foundation for the disposition of public records through destruction or transfer to the State Records Center. Your program records disposition schedule lists those program-specific records maintained in your office as reported to the Division of Archives and History. It lists only those records that are unique to your office, whether they are to be destroyed in your office or transferred to the State Records Center. The *General Schedule* addresses records commonly found in agencies throughout state government, provides uniform descriptions and disposition instructions, and indicates minimum retention periods. Every schedule provides a brief description of each records group (following the item identification number) and instructions for their authorized disposition (following the words "DISPOSITION INSTRUCTIONS").

Authority for these disposition instructions is contained in Chapters 121 and 132 of the General Statutes of North Carolina. Compliance with the disposition instructions listed will help ensure conformity with these laws. Compliance will also help assure that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section 500. Errors and omissions do not invalidate these schedules or render them obsolete. All provisions of these schedules remain in effect until they are officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in program records schedules should be made. Records Services Branch personnel will then amend that schedule in order to ensure that it remains complete and accurate.

The official published version of the *General Schedule* is available through the Records Services Branch's site on the World Wide Web (www), currently located at the following address:  
<http://www.ah.dcr.state.nc.us/sections/archives/rec/> (Please note that this address is subject to change over time.)

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing program schedules; supply and delivery of boxes, tape and labels for records listed on program schedules as scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is currently no charge for these services.

For questions, please contact  
Laura L. B. Hensey, Records Management Analyst  
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**ELECTRONIC MAIL AS A PUBLIC RECORD**

*Guidelines for Its Retention, Disposition, and Destruction*

The Division of Archives and History assumes that every state agency or other political unit in the state of North Carolina sends and receives electronic mail ("e-mail") or will shortly have the capability of doing so. E-mail (unless it is personal in nature) contains information of value concerning, or evidence of, the administration, management, operations, activities, and business of an office. Like paper records---such as the memoranda, correspondence, reports, and the hundreds of other types of records received traditionally, for example, through interoffice or U.S. mail or other avenues---e-mail has administrative, legal, reference, and/or archival values. The content of electronic mail is a public record (according to G.S. 121-2 (8) and 132.1) and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. This regulation, along with a current records retention and disposition schedule, is intended to provide for that guidance.

Accordingly, agencies and their offices which use e-mail should normally retain or destroy e-mail by following the provisions of either their own program records retention and disposition schedule or the *General Schedule for State Agency Records*. Taken together, these two schedules will guide the filing of e-mail (whether in paper or electronic format) within existing records series, and the handling of it according to the disposition instructions assigned to each such records series. Because of the characteristics of the medium, however, electronic mail also possesses a dual identity. E-mail is also used to transmit and receive messages which may have reference or administrative value but which are simultaneously of an ephemeral, temporary, or transient nature. As such, e-mail of this kind functions in some ways like telephone calls or telephone messages. Such messages remain public records but may be treated as having a reference or administrative value which ends when the user no longer needs the information such a record contains. E-mail of ephemeral or rapidly diminishing value may be erased or destroyed when the user has determined that its reference value has ended.

Agencies and offices need, however, to pay particular attention to the sometimes complex requirements for the retention of e-mail for longer periods of time, i.e. e-mail of more than transient value. E-mail in this category may be retained in electronic or paper form (the latter may in some cases be the only means of providing for archival retention, for example through microfilming of paper copies), but must be retained for as long as the period specified in a valid records schedule. If retained in paper form, the copies must retain transmission and receipt data. If electronic mail is retained in electronic form, office administrators need to insure that their electronic environment (client server, mainframe computer in or outside their agency, or office personal computer) assures the retention of e-mail for the required period of time. Office administrators may need to contact relevant personnel at ITS (Information Technology Services), at their own agency computer systems unit, or any other personnel who operate computer units or systems immediately or remotely, to insure that such systems process e-mail in accordance with records retention schedules and provide for backups, disaster recovery, physical and electronic security, and the general integrity of the system, its components, and the records it generates and maintains. Office administrators may also need to assure that office filing systems adequately provide for the proper classification of electronic files (including e-mail) in the same manner as currently provided for paper-based files.

Office administrators, department or unit heads, and all other state employees who use e-mail should regularly and consistently retain or delete e-mail in accord with its own records series and disposition instructions, the *General Schedule for State Agency Records*, and other instructions, provided above. Retention of e-mail or any other records, whether in electronic or paper format, for longer than provided in a

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valid records retention and disposition schedule leads to inefficiency and waste and may subject the affected unit to legal vulnerabilities.

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**PUBLIC RECORDS WITH SHORT-TERM VALUE**  
*Guidelines for Their Retention and Disposition*

According to North Carolina General Statutes 121 and 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with an approved program records retention and disposition schedule and the *General Schedule for State Agency Records*, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- Facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material.
- Routing slips or other records that transmit attachments.
- Reservations and confirmations.
- Personal messages (including electronic mail) not related to official business.
- Preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records.
- Documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business.
- Records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

This guideline is not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. This guideline is intended to complement the use of both an approved program records retention and disposition schedule for the creating agency or unit, and the *General Schedule for State Agency Records*, not replace or supersede either. Should a creating agency or unit lack an approved program records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail), which are not so authorized by the *General Schedule*. Such offices should contact the Records Services Branch of the Division of Archives and History for assistance in creating a program records schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific retention and disposition schedules and applicable guidelines for their office, the *General Schedule for State Agency Records*, as well as the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

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**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
OFFICE OF THE DIRECTOR  
DIRECTOR'S OFFICE**

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**ITEM 793. DEPARTMENTAL FILE.** Records concerning the administration of the Department of Cultural Resources as it affects the division. File includes correspondence, memorandums, directives, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 794. DIVISION FILE.** Records concerning the administration of the division and its sections and branches. File includes correspondence, memorandums, reports, rules and policies, proposals, reference publications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 795. ASSISTANT DIRECTOR'S ADMINISTRATIVE FILE.** Administrative records used by the Assistant Director. File concerns legislation, budgets, projects, conferences and meetings, travel, capital improvements, and purchases. File includes correspondence, memorandums, work plans, proposals, reference publications, and other related records.

DISPOSITION INSTRUCTIONS: Records concerning budgets, capital improvements, and purchases transferred to the Budget Working File (Item 13035). Records concerning travel transferred to the Office Administration File (Item 13050). Records concerning conferences and meetings transferred to the Conferences and Meetings File (Item 13040). Work plans transferred to the Performance Management Plan (PMP) File (Item 45105). Remaining records transferred to the Division File (Item 794).

**ITEM 797. FEDERATION OF NORTH CAROLINA HISTORICAL SOCIETIES (FNCHS) FILE.** Records concerning committees, meetings, grant programs, the Albert Newsome Award, directories, and services rendered to other organizations. File includes grants, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning non-approved grants 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. Transfer remaining records to the State Records Center after 2 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 13030. NORTH CAROLINA HISTORICAL COMMISSION FILE.** Records concerning the North Carolina Historical Commission. File includes correspondence, memorandums, reports, policies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 13031. NORTH CAROLINA HISTORICAL COMMISSION MINUTES FILE.** Minutes of the North Carolina Historical Commission meetings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to the agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records microfilmed.

**ITEM 13032. STATE-OWNED HISTORIC SITES PERMANENT FILE.** Records concerning each state-owned historic site (except Historic Stagville). File includes deeds, leases, maps, real estate appraisals, and related correspondence.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Division of Archives and History, Historic Sites Section.

**ITEM 13037. ADMINISTRATIVE CORRESPONDENCE FILE.** Correspondence with state and federal agencies, legislators, associations, and other external entities. File includes brochures, programs, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when superseded or obsolete.

**ITEM 13038. U.S. CONGRESS FILE.** Divisional correspondence with members of the U.S. Congress.

DISPOSITION INSTRUCTIONS: Records transferred to the Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13039. ASSOCIATIONS AND SOCIETIES FILE.** Records concerning associations, societies, schools, and libraries with which division deals or is concerned. File includes correspondence, brochures, programs, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to the Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13040. CONFERENCES AND MEETINGS FILE.** Conferences and meetings sponsored or attended by employees of the division. File includes correspondence, memorandums, programs, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Destroy records currently held in the State Records Center immediately.

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**ITEM 13041. NORTH CAROLINA STATE AGENCIES FILE.** Records concerning various state agencies. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to the Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13042. U.S. AGENCIES FILE.** Records concerning federal agencies. File includes brochures, program information, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to the Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13059. BLACK HISTORY PROGRAM FILE.** Records concerning the Black History Program administered by division. File includes correspondence, reports, project files, reference publications, publicity releases, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13060. OUTER BANKS HISTORY CENTER FILE.** Records concerning the Outer Banks History Center in Manteo, N.C. File includes correspondence, memorandums, and other records concerning appointments, building facilities and physical plant management, budgets, personnel, purchases, and travel.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Division of Archives and History, Archives and Records Section, Special Collections Branch. Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13063. PROJECT FILE.** Records concerning special projects undertaken by the division. File includes correspondence, project descriptions, budgets, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 13065. ASSISTANT TO THE DIRECTOR'S ADMINISTRATIVE FILE.** Administrative records used by the Assistant to the Director. File concerns projects, conferences and meetings, staff breaks, historical organizations, education committee, and the divisional intern program.

DISPOSITION INSTRUCTIONS: Records concerning projects transferred to the Project File (Item 13063). Remaining records transferred to the Office Administration File (Item 13050). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

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**ITEM 13074. STAGVILLE PRESERVATION CENTER FILE.** Records concerning the administration of the Stagville Preservation Center. File includes correspondence, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 45106. WEBSITE FILE.** Records concerning the administration and development of the division's website. File includes correspondence, development plans, reference copies of contracts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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**ITEM 45107. APPLICATION SOFTWARE FILE.** Records in paper and electronic formats concerning software developed by the agency. File includes source code, objects, manuals, design specifications, and other related records. File also includes development tools for records management applications. (File maintenance and backup procedures are conducted by Divisional Computing.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 45108. BACKUP (ELECTRONIC) FILE.** Reference copies of electronic records whose content is created and updated by other offices in the division.

DISPOSITION INSTRUCTIONS: Transfer security copy to an off-site location for backup storage and update weekly. Destroy, erase, or reuse in office in accordance with contract or agreement with the office concerned.

**ITEM 45109. COMPUTING REFERENCE FILE.** Records concerning hardware, software, and networking topics. File includes external publications, catalogs, notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 45110. LOGS AND STATISTICS FILE.** Records concerning use and monitoring of network activity. File includes usage logs, network load statistics, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 45111. WEBSITE MAINTENANCE (ELECTRONIC) FILE.** Electronic records concerning the agency's maintenance of the division's presence on the World-Wide Web (WWW). Electronic file includes use and access statistics, production copies of data files, graphic files, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF CULTURAL RESOURCES  
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OFFICE OF THE DIRECTOR  
NORTH CAROLINA LITERARY AND HISTORICAL ASSOCIATION**

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**ITEM 4032. NORTH CAROLINA LITERARY AND HISTORICAL ASSOCIATION (NCLHA)**

**CORRESPONDENCE FILE.** Records concerning the operations of the NCLHA. File includes correspondence, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132). Return records currently held in the State Records Center to the Association immediately.

**ITEM 23267. AUDIT REPORTS FILE.** Annual audit reports of the association.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 23268. CULTURE WEEK FILE.** Records concerning the association's sponsorship of Culture Week. File includes correspondence, program material, annual meeting records, organizational records, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 23269. INVOICES FILE.** Invoices for all of the association's payments.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 23270. JUDGES' BALLOTS FILE.** Ballots of judges for Literary Contest awards.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 23271. JUDGES' LITERARY CONTEST CORRESPONDENCE FILE.** Judges' correspondence concerning Literary Contest awards.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 23272. MONTHLY LEDGERS FILE.** Ledgers listing all monthly financial transactions.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

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NORTH CAROLINA LITERARY AND HISTORICAL ASSOCIATION**

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**ITEM 23273. NORTH CAROLINA LITERARY AND HISTORICAL ASSOCIATION (NCLHA) MINUTES FILE.**

Minutes of meetings of the NCLHA. File includes agendas, financial reports, and other attachments.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 23274. PAYMENTS RECEIVED FILE.** Records concerning payments received by the association, primarily for membership dues. File includes listings of deposits, names of individuals remitting payment, reason for each receipt, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 23275. TAX REPORTS FILE.** Records concerning annual tax reports of the association. File includes records of semi-annual sales tax refunds to the association.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

**ITEM 43511. BUDGET FILE.** Records concerning the fiscal status of the Association. File includes bank statements, end-of-year statements, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

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**ITEM 13974. BRANCH GENERAL CORRESPONDENCE FILE.** Correspondence, primarily with the public, to and from the branch staff concerning historical questions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 13976. MARKER CORRESPONDENCE FILE.** Correspondence concerning the Highway Historical Marker Program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 13977. HISTORICAL RESEARCH REPORTS FILE.** Reports written by staff and researchers who are approved by the Research Branch. File includes drafts, reviews, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault.

**ITEM 13978. N.C. HIGHWAY HISTORICAL MARKER ADVISORY COMMITTEE FILE.** Records concerning proposed highway markers. File includes a description of each proposed marker site.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 13979. HIGHWAY HISTORICAL MARKER FILE.** Records concerning each historical highway marker approved by the Department of Cultural Resources. File for each marker includes description of site marked, sources of information, notes, inscription on marker, order forms, correspondence, and other related information. File also includes card index.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault.

**ITEM 13980. HIGHWAY HISTORICAL MARKER PHOTOGRAPH FILE.** Photographs of each historical marker approved by the Department of Cultural Resources.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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RESEARCH BRANCH**

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**ITEM 13981. LEGISLATIVE FILE.** Legislation drafted by the Research Branch concerning various historic sites in North Carolina and reference copies of legislation adopted by the General Assembly.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 13982. MAPS FILE.** Maps of cities and counties in North Carolina. File includes site and structure plans, aerial photographs, road maps, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13987. CARD CATALOG FILE.** Card index to the office's library holdings, research projects and reports.

DISPOSITION INSTRUCTIONS: Transfer cards indexing research projects and reports to the State Records Center to be microfilmed for security storage when the indexed collection is transferred. Records will be returned to the agency after filming. Destroy in office all records when superseded or the item described is withdrawn from the collection.

**ITEM 13988. HISTORICAL RESEARCH FILE.** Records concerning research into historical people, places, events, and related topics. File includes correspondence, memorandums, news clippings, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault.

**ITEM 13989. HISTORIC SITES FILE.** Records concerning research on state-, locally-, and privately-owned historic sites. File includes notes, photographs, news clippings, correspondence, maps, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 17758. NORTH CAROLINA INFORMATION PROJECT FILE.** Requests received from school children throughout the United States.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 45450. BOARDS AND COMMISSIONS FILE.** Records concerning the membership of boards and commissions connected with the division. File includes membership lists, correspondence, reference copies of audit reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 15 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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**Street address:**  
215 N. Blount St.  
Raleigh, NC 27601  
**Phone:** 919.733.3540

**Government Records Branch  
NC Division of Archives and History**  
**lhensey@ncsl.dcr.state.nc.us**

**Mailing address:**  
4615 Mail Service Center  
Raleigh, NC 27699-4615  
**Fax:** 919.715.3627