Department of Cultural Resources
Division of Archives and History
State Capitol/Visitor Services 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

State Capitol/Visitor Services 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. 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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

State Capitol/Visitor Services Section

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 This schedule is to remain in effect until superseded.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

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

Samuel P. Townsend, Administrator
State Capitol/Visitors Services Section

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

April 26, 1996

HFH

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
STATE CAPITOL/VISITOR SERVICES SECTION
CAPITOL AREA VISITOR CENTER BRANCH

ITEM 22832. PETTY CASH REPORTS FILE.

Reports concerning petty cash expenditures for the branch. Reports include amount of cash available, dates of deposits and withdrawals, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 22847. VISITOR CENTER ADMINISTRATIVE CORRESPONDENCE FILE.

Routine correspondence and memorandums concerning the administration of the Capitol Area Visitor Center.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36725. EDUCATION FILE.

Records concerning recruiting and training of docents for the Capitol Area Visitor Center Branch. File includes Visitor Center and Mansion newsletters and tour guide manuals, reference copies of publications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Transfer final version of "Mansion Tour Guide Manual" and 1 copy of each newsletter to the State Records Center annually. 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 administrative value ends.

ITEM 36727. PART-TIME EMPLOYEES AND DOCENT WORK SCHEDULES FILE.

Work schedules for part-time branch employees and docents. File also includes recruiting and training schedules for docents, logs indicating number of hours worked, and other related

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.