

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
STATE HISTORIC PRESERVATION OFFICE
OFFICE OF STATE ARCHAEOLOGY
UNDERWATER ARCHAEOLOGY UNIT

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

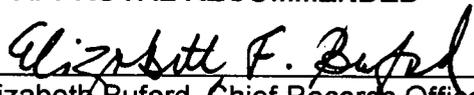
UNDERWATER ARCHAEOLOGY UNIT

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

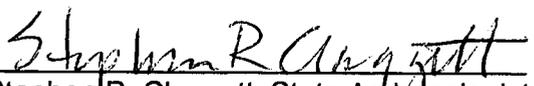
UNDERWATER ARCHAEOLOGY UNIT

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 This schedule is to remain in effect until superseded.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 Buford, Chief Records Officer
Department of Cultural Resources


Richard W. Lawrence, Archaeologist
Underwater Archaeology Unit


Stephen R. Claggett, State Archaeologist
Office of State Archaeology


David Brook, Administrator
State Historic Preservation Office


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

December 3, 1999

LLBH

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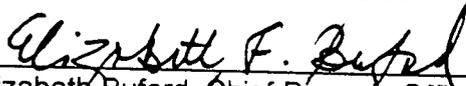
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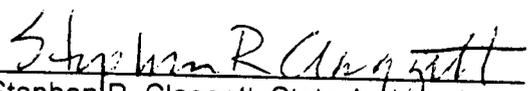
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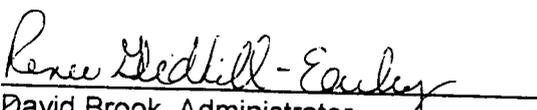
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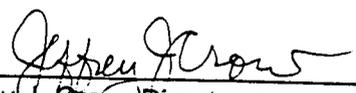
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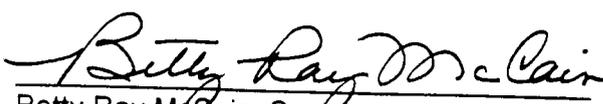

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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ITEM 3507. U.S.S. MONITOR MODERN RESEARCH FILE.

Microfilm copies of records concerning the searches for, discovery of, and exploration of the U.S.S. Monitor. File includes correspondence reports, U.S.S. Monitor Committee meeting minutes, site and artifact technical data, research proposals, contracts, and records concerning site nomination to National Register and designation as marine sanctuary. (Original records were transferred to the custody of the National Oceanographic and Atmospheric Administration.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 19041. WATER-RELATED RESEARCH FILE.

Records concerning water-related land sites throughout the state. File includes maps, lists of land features and uses, and other related records. Land formations include plantations, bridges, ferries, fortifications, landings, improvements to navigation, and industries. (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological resource information.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year 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 19042. SHIPWRECK RESEARCH FILE.

Records concerning shipwrecks reported in navigable waters in the state. File includes reference copies of newspaper and magazine articles, publications, and other related records. File lists information on wrecked vessels including name, type, dimensions, port of origin, home port, cargo of vessels and wreck details, and related information. (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological resource information.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year 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 19046. PHOTOGRAPHS FILE.

Records concerning underwater archaeology operations. File includes contact prints, prints, and negatives of photographs of operations, personnel, wrecks (e.g., BENDIGO and U.S.S. Monitor), and artifacts recovered. (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological resource information.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 19047. U.S.S. MONITOR HISTORICAL RESEARCH FILE.

Microfilm copies of records concerning the U.S.S. Monitor compiled from the National Archives, Ericsson Society, New York Historical Society, and private collections. File includes wartime correspondence, reports, plans and drawings, and other reference information concerning the design, development, and military history of the U.S.S. Monitor. (Original records were transferred to the custody of the National Oceanographic and Atmospheric Administration.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 19048. U.S.S. MONITOR MAGAZINE ARTICLE FILE.

Microfilm copies of magazine articles concerning the search for, discovery of, and exploration of the U.S.S. Monitor. File includes research papers, presentations, and bibliographies. (Original records were transferred to the custody of the National Oceanographic and Atmospheric Administration.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 19049. U.S.S. MONITOR NEWSPAPER CLIPPINGS FILE.

Microfilm copies of newspaper clippings concerning the search for, discovery of, and exploration of the U.S.S. Monitor. (Original records were transferred to the custody of the National Oceanographic and Atmospheric Administration.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 19050. U.S.S. MONITOR OPERATIONS REPORT FILE.

Microfilm copies of technical reports concerning the 1973 search for and discovery of the U.S.S. Monitor, as well as reports of subsequent operations. (Original records were transferred to the custody of the National Oceanographic and Atmospheric Administration.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 19051. U.S.S. MONITOR PUBLIC CORRESPONDENCE FILE.

Microfilm copies of correspondence from the public to agency requesting information regarding the U.S.S. Monitor. File also includes branch replies. (Original records were transferred to the custody of the National Oceanographic and Atmospheric Administration.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 22822. UNDERWATER PERMITS FOR EXPLORATION RECOVERY OR SALVAGE FILE.

Records concerning the agency's permitting of underwater exploration. File includes permits, reports, correspondence, inquiries, and other related records. (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological resource information.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 23879. UNDERWATER ARCHAEOLOGICAL SITES FILE.

Records concerning underwater archaeological sites throughout the state. File includes site descriptions, measurements, locations, artifact inventories, site maps, drawings, and other related records. (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological resource information.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year 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 44096. ARTIFACT CONSERVATION GUIDELINES FILE.

Records concerning policies and procedures for conservation of artifacts in agency custody. File includes reference copies.

DISPOSITION INSTRUCTIONS: Retain 1 copy of guidelines in office permanently. Destroy in office remaining records when superseded or obsolete.

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ITEM 44097. ARTIFACT INVENTORY FILE.

Inventories of artifacts in agency custody. File includes descriptions, measurements, proveniences, conservation methods used, final dispositions, and related information. (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological resources information.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year 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 44098. ARTIFACT LOAN FORMS FILE.

Records concerning the loan of artifacts to individuals, museums, or other agencies. File includes completed forms, correspondence, procedures, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 44099. COMMUNITY SERVICES PROGRAM FILE.

Records concerning the Community Services Program. File includes documentation on individuals in the program, including hours worked and projects completed.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 44100. DIVE GUIDELINES FILE.

Records concerning policies and procedures for members of the staff and public who conduct dives near underwater archaeological sites. File includes completed forms, diving tests, and other related records.

DISPOSITION INSTRUCTIONS: Retain 1 copy of guidelines in office permanently. Destroy in office remaining records when superseded or obsolete.

ITEM 44101. ENVIRONMENTAL REVIEW FILE.

Reference copies of records concerning environmental reviews conducted of construction projects by the agency. File includes requests for review, correspondence, program plans, environmental impact statements, supporting documents, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 44102. HAZARDOUS MATERIAL FILE.

Records concerning materials used in conjunction with preserving and protecting artifacts. File includes safety, storage, and disposal procedures, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 44110. SHIPWRECK RESEARCH (ELECTRONIC) FILE.

Machine readable records concerning shipwrecks in navigable waters in the state. Electronic file includes name, type, dimensions, port of origin, home port, cargo of vessels and wreck details, and related information. (File maintenance and backup procedures are conducted by Department of Cultural Resources, Administrative Services, Computer Operations.) (Comply with applicable provisions of G.S. 70-18 regarding the confidentiality of archaeological resource information.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when reference value ends.

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ITEM 44111. VOLUNTEER FILE.

Records concerning members of the public who have volunteered to help the agency. File includes completed application forms, project documentation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.