

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
TRYON PALACE RESTORATION COMPLEX

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

TRYON PALACE RESTORATION COMPLEX

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

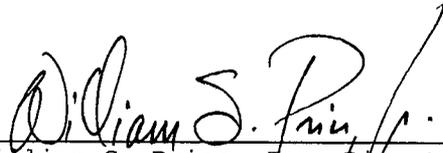
TRYON PALACE RESTORATION COMPLEX

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 This schedule is to remain in effect until superseded.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



Robert H. Booth, Chief Records Officer  
Department of Cultural Resources



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

APPROVED



Kay P. Williams, Administrator  
Tryon Palace Restoration Complex



Patric Dorsey, Secretary  
Department of Cultural Resources

July 18, 1989

HFH

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TRYON PALACE RESTORATION COMPLEX

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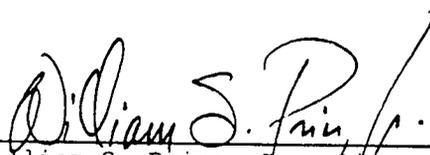
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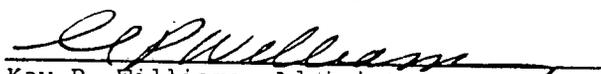


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This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

HFH

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
TRYON PALACE RESTORATION COMPLEX  
ADMINISTRATIVE BRANCH**

**ITEM 835. MINUTES FILE.**

Minutes and reports of the Tryon Palace Commission, which was established in 1945 to administer Tryon Palace.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 837. PAYROLL FILE.**

Record copy of salaries of paid hostesses and other workers at Tryon Palace. Arranged chronologically.

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

**ITEM 3952. TEMPORARY EMPLOYEES PAYROLL FILE.**

Records concerning salaries paid to hostesses and other temporary employees at Tryon Palace.

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

**ITEM 26566. ADMINISTRATOR'S CORRESPONDENCE FILE.**

Administrative and management correspondence and memorandums written and/or received by the administrator of the Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 26581. SCRAPBOOK FILE.**

Clippings from newspapers and magazines concerning the Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 26598. LATHAM TRUST FUND FILE.**

Records concerning endowments received from the Latham Trust.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
TRYON PALACE RESTORATION COMPLEX  
RESEARCH AND COLLECTIONS BRANCH**

**ITEM 26586. ACCESSION FILE.**

Records concerning each item accessioned for display at the Tryon Palace Restoration Complex. File includes photographs of each item and accession information sheets.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 26587. ACCESSION LOG FILE.**

Records concerning each item accessioned into the collection at the Tryon Palace Restoration Complex. File includes log sheets and accession information sheets.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 26588. COLLECTIONS FILE.**

Records concerning Tryon Palace's collections. File includes correspondence, memorandums, research notes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 26589. GIFT FILE.**

Correspondence concerning gifts accepted or declined by the Tryon Palace Restoration

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 26590. INVENTORY FILE.**

Inventories of each collection in the Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center to be microfilmed for permanent security storage in the Archives vault. Paper records and a duplicate copy of the microfilm will be returned to the agency after microfilming. Transfer one duplicate copy of each subsequent inventory to the State Records Center for security storage when compiled. Retain original records in agency permanently.

**ITEM 26591. PERRY-WILLIAMS FILE.**

Correspondence, memorandums, and other records to and from W. H. Perry and Morley Williams, builder and architectural advisor of the restored Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 26592. PRINTS FILE.**

Accession photographs used in publicizing programs, services, and other related matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**ITEM 26594. REGISTRAR'S FILE.**

Records concerning the restoration and operation of the Tryon Palace Restoration Complex. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. 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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RESEARCH AND COLLECTIONS BRANCH**

**ITEM 26595. SLIDES FILE.**

Official photographic slides of the Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**ITEM 26596. TRYON PALACE SYMPOSIUM FILE.**

Records concerning Tryon Palace's annual seminar held with East Carolina University officials. File includes correspondence, memorandums, brochures, and other related records.

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

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
TRYON PALACE RESTORATION COMPLEX  
TECHNICAL SERVICES BRANCH**

**ITEM 3957. BLUEPRINTS, PLANS, AND SPECIFICATIONS FILE.**

Blueprints, plans, and specifications for the Tryon Palace Restoration Complex. File includes specifications concerning plumbing, electrical, and constructual design of buildings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency for permanent retention.