

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
WESTERN OFFICE
ADMINISTRATION

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

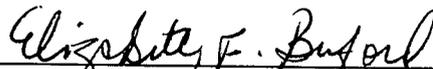
ADMINISTRATION

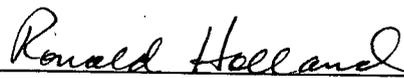
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

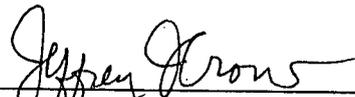
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

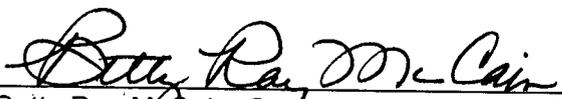
APPROVAL RECOMMENDED


Elizabeth Buford, Chief Records Officer
Department of Cultural Resources


Ronald Holland, Regional Supervisor
Western Office


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

July 31, 1998

LLBH

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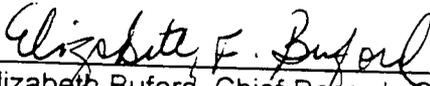
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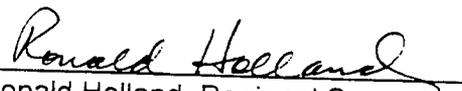
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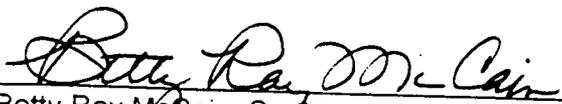
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

July 31, 1998

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ITEM 41758. HISTORIC PHOTOGRAPHS COLLECTIONS FILE.

Records concerning images produced by the Western Office photographer. File includes negatives and indexes.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 41759. ICONOGRAPHIC WORK FILE.

Negatives, orthopositives, transparencies created by the Western Office photographer for exhibit related activities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 41761. MUSEUM AND HISTORICAL ORGANIZATIONS PROJECT FILE.

Records concerning projects with local museums and historical organizations. File includes correspondence, exhibit designs and plans, accessioning and cataloging information, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 30 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 41762. OUTSIDE CORRESPONDENCE FILE.

Correspondence with persons and organizations served by the Western Office. File also includes requests for information and advice from office employees.

DISPOSITION INSTRUCTIONS: Destroy in office requests for information and advice from office employees after 3 years. Retain in office remaining records permanently.

ITEM 41765. PHOTOGRAPHIC REQUISITIONS FILE.

Reference copies of requests received by the Western Office photographer for photographs. File includes invoices for work performed.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.