

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

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

**Division of Archives and Records**

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 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. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Cultural Resources hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records. For those records series scheduled to be microfilmed, the Department of Cultural Resources will be responsible for cost of microfilm production.

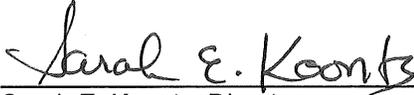
The Department of Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Cultural Resources agrees to comply with all policies, standards, and best practices published by the department regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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.

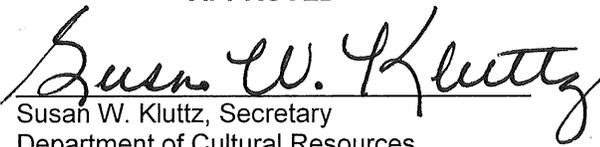
The Department of Cultural Resources agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
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Kevin Cherry, Chief Records Officer and Deputy Secretary  
Department of Cultural Resources

  
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Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

  
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Susan W. Kluttz, Secretary  
Department of Cultural Resources

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
ADMINISTRATION**

**ITEM 3989. DIRECTOR'S CORRESPONDENCE FILE**

Records in paper and electronic formats, including e-mail, concerning correspondence sent to and from the Director of the Division of Archives and Records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 50396. POLICIES AND PROCEDURES FILE**

Records in paper and electronic formats, including e-mail, concerning the development of policies and procedures of the Division of Archives and Records. File includes charts, correspondence, manuals, workflows, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23585. LEGISLATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the Division of Archives and Records' work to affect proposed state legislation and implement enacted state legislation concerning division operations, including updates to the General Statutes and the North Carolina Administrative Code. File includes correspondence, legislative bill drafts, legislative reports prepared by the division director, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 29503. LEGAL FILE**

Records in paper and electronic formats, including e-mail, concerning legal actions that affect the Division of Archives and Records, including the division's use of replevin to regain public records that left the State of North Carolina's custody. File includes correspondence, legal opinions and arguments, final court decisions, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 3460. DIVISION GRANTS FILE**

Records in paper and electronic formats concerning the administration of special programmatic grants by the division. File includes grant applications, intermediate reports, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

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**ITEM 50399. DIVISION REPORTS FILE**

Records in paper and electronic formats concerning the administration of the Division of Archives and Records on a monthly basis. File includes division monthly reports and section and branch monthly reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 50400. DIVISION SPECIAL PROJECTS FILE**

Records in paper and electronic formats documenting special projects and the historical development of division programs and services. File includes project plans, feasibility studies, correspondence, special project reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 50401. DIVISION BUDGET FILE**

Records in paper and electronic formats, including e-mail, concerning the comprehensive administration of the division's budget. File includes end-of-year (June 30<sup>th</sup>) reports, budget expansion requests, budget cut management records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 50531. ADMINISTRATIVE GRANTS FILE**

Records in paper and electronic formats concerning the administration of general, ongoing grants by the division. File includes grant applications, intermediate reports, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**ITEM 23618. PRELIMINARY ACQUISITIONS RECORD FILE**

Records of primary accession documents for each archival accession. File includes accession forms including type of record, date acquired, physical description of record, type of accession (gift, loan, transfer, etc.), and other related information. File also includes archival appraisal and evaluations, permissions, access and restrictions correspondence, donor correspondence, contracts of gift, and other related records. Information entered into Accessions (AHAccessions) (Electronic) File (Item 50394). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 23616. ACCESSION CARDS FILE**

Card file in paper and microfilm dated from 1934 to 1998 which serves as a cross-reference to accessions listed in Permanent Accessions File (Item 23617). Information on cards includes title of records, name of donor, accession date, type of accession (gift, loan, transfer, etc.), call number, size of collection, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the Registrar's microfilm collection in the security vault permanently. Retain paper records in office permanently.

**ITEM 23617. PERMANENT ACCESSIONS FILE**

Records in paper and electronic formats dated from 1935 to 2009 concerning each archival accession. Information for each accession includes date of accession, name of donor, type of accession (gift, loan, transfer, etc.), description of records, and other related information. Records generated from Preliminary Acquisitions Record File (Item 23618). Records from 1935-1998 cross-referenced in Accession Cards File (Item 23616). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain paper and electronic records in office permanently.

**ITEM 50394. ACCESSIONS (AHACCESSIONS) (ELECTRONIC) FILE**

Electronic data records concerning records accessioned into the holdings of the Division of Archives and Records. File includes data fields, consisting of collection call numbers, collection classification, collection locations within division, contract of gift forms, descriptions of donated collections, donor and agent information, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 23601. EXHIBITS AND LOANS FILE**

Records in paper and electronic formats, including e-mail, concerning the loan of documents to other organizations and the Division of Archives and Records' participation in divisional and departmental exhibits. File includes condition assessments, correspondence, loan applications, end agreements, transfer receipt forms, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 29508. ARCHIVAL CUSTODY VERIFICATIONS FILE**

Records in paper and electronic formats, including e-mail, verifying the chain of custody of records held by the State Archives of North Carolina. File includes correspondence, research, memoranda, reports, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer custody verifications to specific collections accession file in Preliminary Acquisitions Record File (Item 23618).

**ITEM 29509. DEACCESSIONS FILE**

Records in paper and electronic formats concerning accessioned materials recommended to the North Carolina Historical Commission for deaccessioning. File includes lists and descriptions of materials. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 29514. TRANSFERS TO GENEALOGY FILE**

Records concerning materials transferred to the Genealogy Branch of the State Library of North Carolina from the State Archives of North Carolina. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 29515. ACADEMIC VERIFICATIONS FILE**

Statements of authenticity, academic verifications, and other related records used to confirm the authenticity of records in the custody of the State Archives of North Carolina. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 29536. ACCESS AND RESTRICTIONS FILE**

Correspondence and memoranda in paper and electronic formats, including e-mail, about records that are considered confidential and/or restricted from review. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain memoranda in office permanently. Transfer correspondence to specific collections file in Preliminary Acquisitions Record File (Item 23618).

**ITEM 50393. ACADEMIC RECORDS DISPOSITION LETTERS FILE**

Records in paper and electronic formats, including e-mail, concerning correspondence instructing postsecondary schools to, in the event of closing, transfer all academic records to the State Archives of North Carolina for permanent preservation. File includes correspondence, spreadsheets, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50395. PERMISSIONS RELEASE FILE**

Records in paper and electronic formats, including e-mail, concerning requests for permission to publish collections in the holdings of the State Archives of North Carolina. File includes correspondence, spreadsheets, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50397. SUPERSEDED FINDING AIDS FILE**

Records in paper and electronic formats concerning old versions of finding aids that have been superseded or updated by the Division of Archives and Records. File includes superseded finding aids and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50398. REGISTRAR'S SUBJECT FILE**

Records in paper and electronic formats, including e-mail, concerning special research projects conducted by the Division of Archives and Records, the history of the Archives' collections and agencies, policies, and procedures. File includes correspondence, lists, research papers, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 47240. STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB) FILE**

Records concerning the administration of the State Historical Records Advisory Board. File includes correspondence, meeting agendas, external applications for grants evaluated by the SHRAB, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ADMINISTRATION**

**ITEM 47241. STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB) MINUTES FILE**

Official minutes of the meetings of the State Historical Records Advisory Board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 23595. STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB) GRANTS FILE**

Records in paper and electronic formats, including e-mail, concerning approved grants from the National Historic Publications and Records Commission (NHPRC), including external grants evaluated by the SHRAB and direct re-grants to local institutions administered by the SHRAB. File includes grant applications, intermediate reports, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 23596. STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB) GRANT PROPOSALS FILE**

Records in paper and electronic formats concerning applications and proposals for grants from the National Historic Publications and Records Commission (NHPRC), including external grants evaluated by the SHRAB and direct re-grants to local institutions administered by the SHRAB. File includes grant applications, proposed budgets, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records concerning approved grants to State Historical Records Advisory Board (SHRAB) Grants File (Item 23595) when approved. Destroy in office records concerning rejected or withdrawn grants 4 years after rejection or withdrawal.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
COLLECTIONS SERVICES SECTION  
COLLECTIONS MANAGEMENT BRANCH  
ADMINISTRATION**

**ITEM 47172. COLLECTIONS MANAGEMENT BRANCH ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Collections Management Branch. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47173. COLLECTIONS MANAGEMENT BRANCH SPECIAL PROJECTS FILE**

Records concerning special projects undertaken by the Collections Management Branch, including the North Carolina Newspaper Project (NCNP). File includes records on the display of documents and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 29538. DISASTER ASSISTANCE FILE**

Records in paper, electronic, and audio-visual formats concerning assistance provided to other agencies to prepare for and/or recover from state, local, and national disasters. File includes reports of assistance, photographs of disaster area, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47171. DISASTER RECOVERY PLAN FILE**

Records concerning the disaster recovery plan for the Division of Archives and Records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 47175. ENVIRONMENTAL MONITORING FILE**

Records concerning the monitoring of environmental conditions in branch-managed facilities. File includes datalogger records and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 50402. ENVIRONMENTAL MONITORING REPORTS FILE**

Annual reports concerning environmental data analysis and conditions of collections storage areas. File includes environmental conditions observations, datalogger comparisons on temperature and relative humidity, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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COLLECTIONS SERVICES SECTION  
COLLECTIONS MANAGEMENT BRANCH  
CONSERVATION LAB**

**ITEM 47174. CONSERVATION FORMS FILE**

Records in paper, microfilm, and electronic formats concerning items sent to the Conservation Lab for conservation work. File includes forms documenting work done on an item, digital photographs of that item, and other related records.

DISPOSITION INSTRUCTIONS: Retain microfilm in the State Records Center in security storage permanently. Retain in office remaining records permanently.

**ITEM 50403. COLLECTION ASSESSMENT REPORTS FILE**

Records in paper and electronic formats concerning the assessment of physical condition of collections managed by the branch. File includes reports documenting conditions, requests for conservation work, digital photographs of the collection, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50404. VAULT COLLECTION CONDITIONS LOG**

Electronic records concerning the physical conditions of individual records in the vault. File includes light exposure documentation and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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COLLECTIONS MANAGEMENT BRANCH  
IMAGING UNIT**

**ITEM 23642. UNIT MICROFILMING PROJECTS LOG FILE**

Records in microfilm and electronic formats concerning micrographics projects undertaken by the agency. Information concerning each project includes camera operator's initials, reel number, agency, title of records, inclusive dates, volumes, records, number of images, microfilming and accessioning activities, and project completion data.

DISPOSITION INSTRUCTIONS: Retain microfilm in the State Records Center in security storage permanently. Retain in office remaining records permanently.

**ITEM 23633. LOG OF MICROFILM RECEIVED FILE**

Electronic records concerning the filming of film received from clerks of superior court, registers of deeds, or outside vendors. File includes logs listing all microfilm received from outside agencies. Reel information includes reel number, date received, and date checked.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23634. MICROFILM QUALITY CONTROL FILE**

Electronic records concerning results of inspections of microfilm received from microfilmmers. File includes identification number, date microfilm created and processed, quality control results, reduction ratio, film defects, name of microfilmmers, and errors found.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 42440. PROCESS CONTROL LOGS FILE**

Electronic records concerning quality control measures. File includes microfilm processor control readings, sensitometry readings, methylene blue tests, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23635. MICROFILM INSPECTION FILE**

Electronic records concerning periodic inspections of microfilm stored in the security vault. File includes date inspected and microfilm condition information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23643. STATE AGENCY MICROFILM DISPOSITION WORKSHEETS (SR-11) FORMS FILE**

Reference copies of completed microfilm disposition worksheets filled out for each microfilm project undertaken by the unit. Information for each project includes name of originating agency, title of records, arrangement of records, any restrictions of access to records, disposition of originals, number of reels produced, special instructions, and a record of the unit's actions.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 23658. GUIDE TO NEWSPAPER MICROFILM HOLDINGS FILE**

Electronic records concerning microfilm copies of North Carolina newspapers held by the branch. File includes title, town and frequency of publication, inclusive years, number of reels held, and call letters of all holdings.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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COLLECTIONS MANAGEMENT BRANCH  
IMAGING UNIT**

**ITEM 31261. STATE AGENCY MICROFILMING (SMICRO) (ELECTRONIC) FILE**

Electronic data records concerning microfilming projects for state agency records. File includes data fields, consisting of schedule information, inclusive dates of records, film types and sizes, filming problems information, vault location information, and other related information. File shares database infrastructure with Government Records Section, Records Analysis Unit, Records Schedule Management (SCHEDS) File (Item 42470), and Government Records Section, State Agency Services Unit, Finding Aid System (FAIDS) and Services (SERVS) (Electronic) File (Item 23293). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 42434. GENEALOGICAL RECORDS MICROFILMING (GMICRO) (ELECTRONIC) FILE**

Electronic data records concerning microfilming conducted by the Historical Society of Utah. Microfilmed records include birth and death records and other related records. File includes data fields, consisting of schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 42435. COUNTY RECORDS MICROFILMING (CMICRO) (ELECTRONIC) FILE**

Electronic data records concerning microfilming projects for county records. File includes data fields, consisting of schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 42436. MUNICIPAL RECORDS MICROFILMING (MMICRO) (ELECTRONIC) FILE**

Electronic data records concerning microfilming projects for municipal records. File includes data fields, consisting of schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 42437. NEWSPAPER VAULT FILM (NEWS) (ELECTRONIC) FILE**

Electronic data records concerning original microfilm of newspapers microfilmed by or donated to the North Carolina Newspaper Project (NCNP). File includes data fields, consisting of newspaper title, publication location, and storage location information (call letters, reel numbers, locations in storage facilities). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 42439. PRINT MASTERS (ELECTRONIC) FILE**

Electronic data records concerning print master microfilm of newspapers microfilmed by the North Carolina Newspaper Project (NCNP). File includes data fields, consisting of newspaper title, publication location, and storage location information (call letters, reel numbers, locations in storage facilities). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

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COLLECTIONS MANAGEMENT BRANCH  
IMAGING UNIT**

**ITEM 42441. RELIGIOUS RECORDS MICROFILMING (RMICRO) (ELECTRONIC) FILE**

Electronic data records concerning microfilming projects conducted by the unit on behalf of religious organizations in the state. File includes data fields, consisting of schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 47092. ACCESSIONING DATABASE SYSTEM (ADS) (ELECTRONIC) FILE**

Electronic data records concerning microfilm received by the unit. File includes data fields, consisting of information about all microfilm received, date received, sender information, microfilm content information, quality control information, and other related information.

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 47093. LOCAL RECORDS MICROFILMING (CMICROX) (ELECTRONIC) FILE**

Electronic data records concerning microfilming projects for local agencies. File includes data fields, consisting of schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related information.

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

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**ITEM 23640. SHIPPING INVOICES FILE**

Microfilmed receipts of microfilm copies of records received from vendors and by the unit. File includes volume designation, volume number, date, and signature of receiver.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the State Records Center in security storage permanently.

**ITEM 23641. STATE RECORDS COMPUTER MICROFILM INDEX FILE**

Microfilm records concerning the identification and vault location of state agency microfilm. Item numbers, title of records series, inclusive dates of records, and other related information entered into State Agency Microfilming (SMICRO) (Electronic) File (Item 31261) immediately after microfilm has been verified and quality control procedures completed.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the State Records Center in security storage permanently.

**ITEM 23644. STATE AGENCY MICROFILM PROJECTS SHEETS FILE**

Forms recording statistics concerning microfilm projects undertaken by State Agency Micrographics Unit. Information for each project includes name of agency involved, title and volume of records, number of reels produced, reduction ratio of image, project number, schedule reference of file, number of exposures produced, proofreader's initials, and other related information.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the State Records Center in security storage permanently.

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COLLECTIONS MANAGEMENT BRANCH  
IMAGING UNIT**

**ITEM 23662. LIBRARY OF CONGRESS CARD FILE**

Microfilm card file duplicating information sent to the Library of Congress to record newspapers microfilmed by unit. Each card lists title of newspaper, location and dates of publication, period microfilmed, number of reels of microfilm produced, and recipients of copies of microfilm.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the State Records Center in security storage permanently.

**ITEM 23667. POST-1900 NORTH CAROLINA NEWSPAPER CARD FILE**

Microfilm card file providing a reference guide to newspapers published in North Carolina after 1900. Information for each newspaper includes title, dates of publication, names of editor and publisher, and frequency of publication.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the State Records Center in security storage permanently.

**ITEM 23671. UNION LIST CARD FILE**

Microfilm card file used as reference for preparation of the "Union List of North Carolina Newspapers." Information for each newspaper includes title, dates, location of publication, and publisher's name.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the State Records Center in security storage permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
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COLLECTIONS SERVICES SECTION  
COLLECTIONS MANAGEMENT BRANCH  
PHOTOGRAPHY LAB**

**ITEM 47176. DIGITAL PHOTOGRAPHS (ELECTRONIC) FILE**

Electronic photographs created by the Photography Lab. File includes images of departmental events, electronic copies of records scanned by the lab, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47178. IMAGE REPRODUCTION SERVICES LOG (ELECTRONIC) FILE**

Electronic data records concerning orders for copies of photographs from the Archives collection. File includes data fields, consisting of photographs ordered, number of copies, person placing order, and other related information.

DISPOSITION INSTRUCTIONS: Purge data fields after 3 years.

**DEPARTMENT OF CULTURAL RESOURCES  
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COLLECTIONS SERVICES SECTION  
PUBLIC SERVICES BRANCH**

**ITEM 50524. PUBLIC SERVICES BRANCH ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Public Services Branch. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 29523. PUBLIC SERVICES BRANCH SPECIAL PROJECTS FILE**

Records in paper and electronic formats, including e-mail, concerning active or proposed projects in the Public Services Branch. File includes correspondence, drafts, proposals, working papers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after completion of project.

**ITEM 29524. SEARCH ROOM POLICIES AND PROCEDURES (REFERENCE) FILE**

Reference copies in paper and electronic formats of records concerning the operation and administration of the State Archives of North Carolina Search Room. File includes policies, procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 29516. ACCESS AND RESTRICTIONS (REFERENCE) FILE**

Reference copies in paper and electronic formats of records concerning access privileges and restrictions to the Archives stacks for division employees and the public. File includes policies, statements, documentation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 23621. PATRON REGISTRATION (ELECTRONIC) FILE**

Electronic data records concerning the registration and tracking of patrons who conduct onsite research at the State Archives of North Carolina Search Room. File includes data fields, consisting of photograph, name, signature, address and telephone number, driver's license or social security number, and identification number. (Comply with applicable provisions of G.S. § 132-1.10 regarding confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 28822. PATRON REGISTRATION CARDS FILE**

Records concerning the daily registration of patrons visiting the State Archives of North Carolina Search Room. File includes registration cards.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 24807. SEARCH ROOM CALL SLIPS FILE**

Records concerning archival materials requested by Search Room patrons. File includes call slips used by researchers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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PUBLIC SERVICES BRANCH**

**ITEM 23577. IMAGE REPRODUCTION SERVICES FILE**

Records concerning the fulfillment of image reproduction services to the public for paper, electronic, or microfilm copies of archival material, including certified copies of archival material. File includes image order forms, invoices, cash ledgers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office incomplete image reproduction requests after 1 year. Destroy in office remaining records after 3 years 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.

**ITEM 23575. GENEALOGISTS FILE**

Records concerning the Division of Archives and Records' inclusion or removal of individuals from the list of researchers willing to undertake private research for a fee in accordance with the North Carolina Administrative Code. File includes applications, correspondence, letters of recommendation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office lists of approved genealogists when superseded or obsolete. Destroy in office supporting documentation for approved genealogists 3 years after person is removed from the list of approved researchers. Destroy in office incomplete or denied applications and supporting documentation after 2 years.

**ITEM 46853. GENEALOGIST COMPLAINTS FILE**

Records in paper and electronic formats, including e-mail, concerning complaints against genealogists on the list of researchers willing to undertake private research for a fee in accordance with the North Carolina Administrative Code. File includes list of letters of complaint and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after person is removed from the list of approved researchers.

**ITEM 23588. CEMETERY SURVEY RECORDS FILE**

Records concerning the North Carolina Cemetery Survey administered by the branch, which identifies and documents cemeteries throughout the state. File includes correspondence, organization records for each county cemetery committee, listings and maps of cemeteries and their locations, legislation concerning cemeteries, restoration of gravestones information, newspaper clippings, requests for information about cemeteries, and other related records.

DISPOSITION INSTRUCTIONS: Destroy requests for information about cemeteries after 2 years. Transfer remaining records to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**ITEM 23599. LEGISLATOR BIOGRAPHICAL CARDS FILE**

Records in paper and electronic formats listing members of the North Carolina General Assembly. File includes card file, as well as data fields, consisting of name, district represented, chamber served, sessions served, death date (if applicable), and source of information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23600. LEGISLATOR BIOGRAPHICAL REFERENCE FILE**

Biographical information concerning legislators, obtained from manuals, newspapers, journals, and other sources.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
COLLECTIONS SERVICES SECTION  
PUBLIC SERVICES BRANCH**

**ITEM 28819. IN-STATE PATRON CORRESPONDENCE FILE**

Correspondence in paper and electronic formats, including e-mail, received from in-state patrons requesting information from public records, including requests for information for which there is no record at the Archives.

DISPOSITION INSTRUCTIONS: Transfer requests resulting in image reproduction requests to Image Reproduction Services File (Item 23577). Destroy in office remaining records 2 years after resolution.

**ITEM 28821. OUT-OF-STATE PATRON CORRESPONDENCE FILE**

Correspondence in paper and electronic formats, including e-mail, received from out-of-state patrons requesting information from public records, including requests for information for which there is no record at the Archives. File includes accounts of search fee payments and other related records.

DISPOSITION INSTRUCTIONS: Transfer requests resulting in image reproduction requests to Image Reproduction Services File (Item 23577). Destroy in office remaining records after 3 years 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.

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**ITEM 46851. SECURITY FILE**

Records concerning the security officers of the Archives. File includes Basic Law Enforcement Training and Firing Range Certifications and other training records.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy in office all records immediately.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
DIGITAL SERVICES SECTION**

**ITEM 50525. DIGITAL SERVICES SECTION ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Digital Services Section. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47796. DIGITAL SERVICES SECTION SPECIAL PROJECTS FILE**

Electronic records concerning the planning and execution of projects undertaken by the Digital Services Section. File includes preliminary documents, drafts, feasibility studies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after completion of project.

**ITEM 47793. ARCHIVAL ELECTRONIC RECORDS GUIDELINES, POLICIES, AND PROCEDURES FILE**

Guidelines, policies, and procedures for the capture, retention, and preservation of electronic records published by the Digital Services Section.

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

**ITEM 50408. SYSTEMS DEVELOPMENT FILE**

Records in paper and electronic formats concerning the long-term development of systems to ingest, store, and maintain access to electronic records, and to manage the collections and work of the Division of Archives and Records. File includes system plans, correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Paper records will be held for agency an additional 10 years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 42429. WEBSITE ARCHIVING PROGRAM FILE**

Electronic records concerning the archiving of State Government websites, including social media sites. File includes domain names, monthly crawl reports, lists of file formats, release notes, preservation information, presentations, business reports, memoranda, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer programs, policies, and standards to the State Records Center after superseded for immediate transfer to the custody of the Archives. Destroy in office monthly crawl reports after 5 years. Destroy in office remaining records when superseded or obsolete.

**ITEM 47744. STATE AGENCIES' WEBSITE PRESERVATION (ELECTRONIC) FILE**

Archived versions of State Agency websites, including social media sites, captured for transfer to the custody of the Archives. (File is a placeholder item used solely to facilitate custodial transfer.)

DISPOSITION INSTRUCTIONS: Transfer after 1 year to the State Records Center for immediate transfer to the custody of the Archives.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
DIGITAL SERVICES SECTION**

**ITEM 47795. BORN-DIGITAL METADATA (ELECTRONIC) FILE**

Electronic data records concerning the metadata of born-digital records prepared for storage in, or stored in, the State Archives of North Carolina's digital record repository. File includes data fields, consisting of title, date of original document, date document was created, series, and other related information, and is used to verify the metadata in the digital record repository. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
DIGITAL SERVICES SECTION  
DIGITAL ACCESS BRANCH**

**ITEM 46753. DIGITAL ACCESS BRANCH ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Digital Access Branch. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 50406. DIGITAL ACCESS BRANCH SPECIAL PROJECTS FILE**

Electronic records concerning the planning and execution of projects undertaken by the Digital Access Branch. File includes preliminary documents, lists of records to be scanned for the project, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after completion of project.

**ITEM 50405. POLICIES AND GUIDELINES FILE**

Records in paper and electronic formats, including e-mail, concerning the development and publication of policies and guidelines outlining access to digital materials. File includes policy and guideline documents, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer remaining records to the State Records Center 5 years after superseded. Records will be held for agency 10 additional years and then transferred to the custody of the Archives.

**ITEM 37522. MANUSCRIPTS AND ARCHIVES REFERENCE SYSTEM (MARS) (ELECTRONIC) FILE**

Electronic data records indexing and cataloging records in the custody of the State Archives of North Carolina that are held by the State Archives, Western Regional Archives, or Outer Banks History Center and are available for public reference. File includes data fields, consisting of records series, call number, location, years of records, and other related information. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 50407. DIGITIZED ITEMS METADATA (ELECTRONIC) FILE**

Electronic data records concerning the metadata of digitized records prepared for storage in, or stored in, the State Archives' digital record repository. File includes data fields, consisting of title, date of original document, date document was imaged, series, and other related information, and is used to verify the metadata in the digital record repository. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
ADMINISTRATION**

**ITEM 833. GOVERNMENT RECORDS SECTION ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Government Records Section. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 42425. GOVERNMENT RECORDS SECTION SPECIAL PROJECTS FILE**

Records in paper and electronic formats, including e-mail, documenting special projects and the historical development of Government Records Section programs and services. File includes records management workshop materials, section publications and forms, correspondence, project proposals and status reports, ad hoc reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 42428. FACILITY MANAGEMENT FILE**

Records in paper and electronic formats, including e-mail, concerning leased and state-owned storage facilities managed by the section. File includes reference sets of building plans, correspondence, space analyses, and other related records. File also includes information concerning records stored at off-site facility damaged by flooding from Hurricane Fran (September 5, 1996). (Comply with applicable provisions of G.S. § 132-1.7 regarding confidentiality of plans and drawings of infrastructure facilities.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after facility is no longer in use. Paper records will be held for the agency 5 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 42472. SPACE AND STORAGE FILE**

Records in paper and electronic formats concerning space and storage issues at section-managed facilities. File includes reports, analyses, notes on individual agencies' space problems, reference copies of pickup lists, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
RECORDS ANALYSIS UNIT**

**ITEM 3802. STATE AGENCY PROGRAM FILE**

Records in paper and electronic formats, including e-mail, concerning records management assistance provided to state agencies. File includes correspondence, agreements, reports of assistance visits and other consultations, guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 25 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 3915. LOCAL AGENCY PROGRAM FILE**

Records in paper and electronic formats, including e-mail, concerning records management assistance provided to county and municipal agencies. File includes correspondence, agreements, reports of assistance visits and other consultations, guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 25 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 23629. UNIVERSITY PROGRAM FILE**

Records in paper and electronic formats, including e-mail, concerning records management assistance provided to University of North Carolina System institutions. File includes correspondence, agreements, reports of assistance visits and other consultations, guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Paper records will be held for agency in the State Records Center 25 additional years and then transferred to the custody of the Archives. Electronic records will be transferred to the custody of the Archives immediately.

**ITEM 23651. ANALYSTS' AGENCY REFERENCE FILE**

Records in paper and electronic formats, including e-mail, concerning analysts' contacts with assigned local and state agencies and public universities. File includes correspondence, memoranda, reports, publications, personnel listings, special project material, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 23647. RECORDS RETENTION AND DISPOSITION SCHEDULES FILE**

Approved records retention and disposition schedules written for local and state agencies and public universities. File includes official paper schedules, which are associated with signature pages bearing the original signatures of authorizing officials. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to Superseded Records Retention and Disposition Schedules File (Item 3919) when superseded. Transfer remaining records to Superseded Records Retention and Disposition Schedules File (Item 3919) 10 years after official termination of agency activity.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
RECORDS ANALYSIS UNIT**

**ITEM 3919. SUPERSEDED RECORDS RETENTION AND DISPOSITION SCHEDULES FILE**

Superseded records retention and disposition schedules written for local and state agencies and public universities. File includes official paper schedules, which are associated with signature pages bearing the original signatures of authorizing officials. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after superseded. Records will be held for agency in the State Records Center 25 additional years and then transferred to the custody of the Archives.

**ITEM 23654. RECORDS RETENTION AND DISPOSITION SCHEDULES (REFERENCE) FILE**

Reference copies of records concerning approved records retention and disposition schedules written for local and state agencies and public universities. File includes copies of each current schedule from Records Retention and Disposition Schedules File (Item 23647).

DISPOSITION INSTRUCTIONS: Destroy in office schedules that are superseded by a new schedule when the new schedule is approved. Destroy in office schedules for agencies which are terminated 10 years after official termination of agency activity.

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**ITEM 23960. STATE AGENCY AND UNIVERSITY SCHEDULE DEVELOPMENT FILE**

Records in paper and electronic formats, including e-mail, concerning the development or amendment of retention schedules for state agencies, universities, licensing boards, and independent commissions. File includes job tracking logs, correspondence, requests for schedule changes, draft schedules, service and transfer history logs, completed inventory forms, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center for security storage 1 year after completion of schedule. Records will be held for agency in the State Records Center permanently.

**ITEM 39089. LOCAL SCHEDULE DEVELOPMENT FILE**

Records in paper and electronic formats concerning the development of schedules for local government agencies. File includes drafts, record inventories, correspondence, requests for schedule changes, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center for security storage 1 year after completion of schedule. Records will be held for agency in the State Records Center permanently.

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**ITEM 42470. RECORDS SCHEDULE MANAGEMENT (SCHEDS) (ELECTRONIC) FILE**

Electronic data records concerning records retention and disposition schedules for state agencies, licensing boards, independent commissions, community colleges, and selected items for University of North Carolina System universities. File includes data fields, consisting of title, description, and disposition instructions for each item, discontinued items, superseded items, and drafts of schedules. File shares database infrastructure with State Agency Services Unit, Finding Aid System (FAIDS) and Services (SERVS) (Electronic) File (Item 23293), and Collections Services Section, Collections Management Branch, State Agency Microfilming (SMICRO) (Electronic) File (Item 31261).

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
RECORDS ANALYSIS UNIT**

**ITEM 47021. MINUTES TRACKING FILE**

Records in paper and electronic formats concerning the tracking of local government minutes received for microfilming. File includes Minutes2Film data fields, consisting of local agency providing minutes, volume of minutes, date received, current status of filming, and other related information.

DISPOSITION INSTRUCTIONS: Retain Minutes2Film data in office permanently. Destroy in office remaining records when reference value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
RECORDS DESCRIPTION UNIT**

**ITEM 29504. LOCAL RECORDS DESCRIPTION AND ADMINISTRATION FILE**

Records in paper and electronic formats concerning the acquisition of county and municipal records for storage and transfer of custody to the Archives. File includes transfer sheets, inventory forms, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47023. RECORDS DESCRIPTION UNIT PLANNING FILE**

Records in paper and electronic formats describing the planning, prioritizing, and processing of arrangement and description projects. File includes overall descriptions of the records series, specific contents of the records series, archivists' notes, and other processing records.

DISPOSITION INSTRUCTIONS: Retain in office permanently finished finding aids and archivists' notes concerning arrangement and description decisions made during processing and drafting of finding aids. Destroy in office remaining records when reference value ends.

**ITEM 29526. STATE AGENCIES RECORDS SCHEDULES FILE**

Archives' set of signed and approved records retention and disposition schedules for state agencies. The oldest schedules also include records inventory notes and agency histories. This is a second set (for archival reference, arrangement and processing use) of the original, approved schedules found in Records Analysis Unit, Superseded Records Retention and Disposition Schedules File (Item 3919), and Records Analysis Unit, Records Retention and Disposition Schedules File (Item 23647). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47022. PROCESSED COUNTY RECORDS (ELECTRONIC) FILE**

Electronic data records concerning records received from county agencies that have been processed and accessioned into the permanent archival collection. File includes data fields, consisting of name of county and records series, storage location, physical quantity after processing, transfer date, and name of person releasing records to State Archives of North Carolina custody.

DISPOSITION INSTRUCTIONS: Purge data fields when processing has been completed and accessioning and related data have been entered into the Archives online finding aid, Digital Services Section, Digital Access Branch, Manuscripts and Archives Reference System (MARS) (Electronic) File (Item 37522).

**ITEM 47798. UNPROCESSED COUNTY RECORDS (ELECTRONIC) FILE**

Electronic data records concerning records received from county agencies that have not been processed nor accessioned into the permanent archival collection. File includes data fields, consisting of county, records series, storage location, number of cubic feet, transfer date, and name of person releasing records to Government Records Section custody.

DISPOSITION INSTRUCTIONS: Purge data fields when processing has been completed and accessioning and related data have been entered into the Archives online finding aid, Digital Services Section, Digital Access Branch, Manuscripts and Archives Reference System (MARS) (Electronic) File (Item 37522).

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
RECORDS DESCRIPTION UNIT**

**ITEM 47025. PRELIMINARY ACCESSION OF GOVERNORS' RECORDS (REFERENCE) FILE**

Reference copies of Preliminary Accession Records (prepared by unit staff) documenting the transfer of Governors' records to State Archives of North Carolina custody (official copies are maintained by Administration, Preliminary Acquisitions Record File (Item 23618)). File may also include copies of State Agency Transfer Sheet / Preliminary Accession Record (Form 23-T). File includes description of the records being transferred, number of cubic feet, transfer date, and name of person releasing records to State Archives of North Carolina custody.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 47026. CLEMENCY RECORDS REFERENCE REQUESTS FILE**

Records in paper and electronic formats, including e-mail, concerning requests by the Governor's Clemency Office for clemency records. File includes request form information, containing title of file being requested by the Governor's Clemency Office, date requested, date sent to office, name of person requesting records, and date returned for refiling. File may also include information on interfiling of material not previously transferred for storage.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47027. GOVERNORS' RECORDS STACK LOCATION GUIDE FILE**

Records in paper and electronic formats concerning the storage locations of processed and unprocessed Governors' records within the State Records Center and Archives facilities.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
STATE AGENCY SERVICES UNIT**

**ITEM 3741. MASTER INDEX FILE**

Microfilmed records concerning the management of records stored in the State Records Center. File information includes storage locations and information about destruction or transfer of records. (Records date from 1953 to 1985. Information now tracked or located in Finding Aid System (FAIDS) and Services (SERVS) (Electronic) File (Item 23293) and in Records Turnover File (Item 23649).)

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain microfilm in the State Records Center in security storage permanently.

**ITEM 23293. FINDING AID SYSTEM (FAIDS) AND SERVICES (SERVS) (ELECTRONIC) FILE**

Electronic data records concerning the location and physical management of state agency records stored in State Records Center facilities. File includes data fields, consisting of data entered from Records Turnover File (Item 23649) (transfer date, storage location, box types and quantities, and disposition action dates), and is dependent upon and linked to Records Analysis Unit, Records Schedule Management (SCHEDS) (Electronic) File (Item 42470) for unique item numbers, file descriptions, disposition instructions, and historical schedule references. Related software (SERVS) also tracks Services (statistics about reference requests and filing activity on records stored in section-managed facilities). File also shares database infrastructure with Collections Services Section, Collections Management Branch, State Agency Microfilming (SMICRO) (Electronic) File (Item 31261). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 23649. RECORDS TURNOVER FILE**

Records documenting the transfer, storage, and disposition actions taken concerning inactive state agency records. File includes Records Transfer Requests (Form RC-2), Notices of Destruction of Records (Form 23-X), Notices of Return of Records (to agency) (Form 23-R), microfilm disposition worksheets (Forms SR-10, SR-11), and forms documenting the transfer of records to the custody of the Archives (Form 23-T, or copies of Archives' Preliminary Accession Records). Most of these forms are generated from (and completed information entered back into) portions of Finding Aid System (FAIDS) and Services (SERVS) (Electronic) File (Item 23293). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center for security storage after 5 years. Records will be held for agency in the State Records Center permanently.

**ITEM 23648. RECORDS REFERENCE REQUESTS FILE**

Records Retrieval Forms (Form RC-14) in paper, microfilm, and electronic formats, including e-mail, which track requests by state agencies for files to be pulled from their records stored in State Records Center facilities. Information includes name and phone number of requester, title and date of file requested, storage locations, item number (from records retention schedule), and other related information. (Files pulled prior to October 1985 were marked in the boxes by numerical outcards. After October 1985, the original request forms were duplicated to serve as outcards.) Detailed information for requests dated June 1972 to October 1985 exists only on original request forms, and those forms have been microfilmed and retained for reference use. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer remaining records to the State Records Center for security storage after 5 years. Records will be held for agency in the State Records Center permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
GOVERNMENT RECORDS SECTION  
STATE AGENCY SERVICES UNIT**

**ITEM 42469. PICKUP LIST (ELECTRONIC) FILE**

Electronic data records concerning requests to transfer records to the State Records Center. File includes data fields, consisting of contact information of requester and descriptions of records to be picked up.

DISPOSITION INSTRUCTIONS: Purge data fields when superseded or obsolete.

**ITEM 50409. STATE AGENCY SERVICES UNIT GENERAL CORRESPONDENCE FILE**

Correspondence in paper and electronic formats, including e-mail, to and from state agencies concerning services offered by the State Agency Services Unit (SASU).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
SPECIAL COLLECTIONS SECTION**

**ITEM 23582. SPECIAL COLLECTIONS SECTION ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Special Collections Section. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, researchers list, preservation studies, planning and goals, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50526. SPECIAL COLLECTIONS SECTION SPECIAL PROJECTS FILE**

Records in paper and electronic formats, including e-mail, concerning special projects undertaken by the Special Collections Section that do not result in persistent collections. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after completion of project.

**ITEM 13060. OUTER BANKS HISTORY CENTER FILE**

Records concerning the concerning the founding and administrative history of the Outer Banks History Center. File includes founding papers, reference copies of legislation, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain in office permanently.

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**ITEM 50411. ARRANGEMENT AND DESCRIPTION PROJECTS FILE**

Records in paper and electronic formats concerning the arrangement and description of Special Collections records. File includes archivist's copy of finding aid, working papers, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office archivist's copy of finding aid permanently. Destroy in office remaining records when reference value ends.

**ITEM 50410. DONOR CORRESPONDENCE FILE**

Correspondence in paper and electronic formats, including e-mail, between archivists and potential donors.

DISPOSITION INSTRUCTIONS: Transfer correspondence concerning accessioned donations to Administration, Preliminary Acquisitions Record File (Item 23618) when accessioned. Destroy in office remaining records when reference value ends.

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**ITEM 50412. MAP COLLECTION FILE**

Records in paper and electronic formats, including email, used to manage the map collection. File includes map surveys, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 23615. PHOTOGRAPH CARD CATALOG FILE**

Cards for each photographic negative in the custody of the State Archives of North Carolina. Cards list subject of photograph, catalog number, date taken, name of photographer, source of photograph, and usage restrictions (if any).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
SPECIAL COLLECTIONS SECTION**

**ITEM 29517. AUDIOVISUAL MATERIALS FILE**

Records in paper and electronic formats, including e-mail, concerning audiovisual materials used by the section. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 50527. VETERANS ORAL HISTORY PROJECT FILE**

Records in paper and electronic formats, including e-mail, concerning the gathering and conducting of interviews through the Veterans Oral History Project. File includes correspondence, sample interview questions, interview agreements, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
SPECIAL COLLECTIONS SECTION  
OUTER BANKS HISTORY CENTER**

**ITEM 50528. OUTER BANKS HISTORY CENTER ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Outer Banks History Center. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50413. OUTER BANKS HISTORY CENTER HISTORICAL (REFERENCE) FILE**

Reference copies of records concerning the founding and administrative history of the Outer Banks History Center. File includes founding papers, reference copies of legislation, correspondence, and other related records. (Official copies of records are maintained by Special Collections Section, Outer Banks History Center File (Item 13060).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50414. STRATEGIC PLAN FILE**

Records concerning the long-range plans for the Outer Banks History Center.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50415. COLLECTIONS ACQUISITION FILE**

Records in paper and electronic formats, including e-mail, concerning the acquisition and custodial history of collections in the custody of the Outer Banks History Center, including materials on indefinite loan to the Outer Banks History Center. File includes acknowledgements, preliminary gift agreements, records documenting purchases, temporary custody agreements, accessioning records, and other related records. (Signed contracts of gift concerning archival collections accessioned on or after January 1, 2014 are maintained by Administration, Preliminary Acquisitions Record File (Item 23618).)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50416. DONOR CORRESPONDENCE FILE**

Correspondence in paper and electronic formats, including e-mail, between archivists and potential donors.

DISPOSITION INSTRUCTIONS: Retain in office records concerning accessioned materials permanently. Destroy in office remaining records when reference value ends.

**ITEM 50417. DONOR TRACKING (ELECTRONIC) FILE**

Electronic data records concerning the custodial history of collections in the custody of the Outer Banks History Center. File includes data fields, consisting of donor information, collections donated by donor, date of donation, and other related information.

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 50418. ENVIRONMENTAL MONITORING FILE**

Records in paper and electronic formats concerning the monitoring of the environmental conditions in the Outer Banks History Center. File includes datalogger records and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
SPECIAL COLLECTIONS SECTION  
OUTER BANKS HISTORY CENTER**

**ITEM 50419. ENVIRONMENTAL MONITORING REPORTS FILE**

Annual reports concerning environmental data analysis and conditions of collections storage areas in the Outer Banks History Center. File includes environmental conditions observations, datalogger comparisons on temperature and relative humidity, and other related information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50420. COLLECTIONS MANAGEMENT FILE**

Records in paper and electronic formats concerning the maintenance of collections at the Outer Banks History Center. File includes conservation and preservation documentation, documentation for collections temporarily loaned to other institutions or transferred within the department, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50421. PATRON REGISTRATION (ELECTRONIC) FILE**

Electronic data records concerning the registration and tracking of patrons who conduct onsite research at the Outer Banks History Center. File includes data fields, consisting of patron identification information, date of visit, and general research documentation. (Comply with applicable provisions of G.S. § 132-1.10 regarding confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 50422. DAILY PATRON RESEARCH LOGS FILE**

Records concerning items in the Outer Banks History Center's collections accessed by patrons. File includes log sheets, consisting of all items accessed by each patron for each visit, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 50423. IMAGE REPRODUCTION SERVICES FILE**

Records in paper and electronic formats, including e-mail, concerning the fulfillment of image reproduction services to the public for paper or electronic copies of material from the Outer Banks History Center collections. File includes image order forms, invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office incomplete image reproduction requests after 1 year. Destroy in office remaining records after 3 years 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.

**ITEM 50424. ACCESS AND RESTRICTIONS (REFERENCE) FILE**

Reference copies of records in paper and electronic formats concerning access privileges and restrictions to the Outer Banks History Center collections. File includes policies, statements, documentation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 50425. EXHIBITS AND LOANS FILE**

Records in paper and electronic formats, including e-mail, concerning the design, production, promotion, and display of exhibits by the Outer Banks History Center. File includes exhibit plans, exhibit designs, photographs, documentation of objects loaned to the Outer Banks History Center, correspondence, publicity, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
SPECIAL COLLECTIONS SECTION  
OUTER BANKS HISTORY CENTER**

**ITEM 50426. HISTORICAL INFORMATION CATALOGING AND TRACKING SYSTEM (HICATS)  
(ELECTRONIC) (REFERENCE) FILE**

Reference copies of electronic data records indexing and cataloging collections in the custody of the State Archives of North Carolina that are held by the Outer Banks History Center and are available for public reference. File includes data fields, consisting of title, creator, date information, call number, location, and other related information. (Official copies of records are maintained by Digital Services Section, Digital Access Branch, Manuscripts and Archives Reference System (MARS) (Electronic) File (Item 37522).)

DISPOSITION INSTRUCTIONS: Data no longer being created. Purge data fields when reference value ends.

**ITEM 50428. SPECIAL PROGRAMS AND PROMOTIONS FILE**

Records in paper and electronic formats, including e-mail, concerning the development and presentation of special programs held at the Outer Banks History Center. File includes plans, correspondence, press releases, newsletters, promotional literature, partnership records, presenter arrangements, logistics documentation, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently official documentation of activities and promotional materials. Destroy in office remaining records when reference value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
SPECIAL COLLECTIONS SECTION  
WESTERN REGIONAL ARCHIVES**

**ITEM 50529. WESTERN REGIONAL ARCHIVES ADMINISTRATIVE FILE**

Records in paper and electronic formats, including e-mail, concerning the administration of the Western Regional Archives. File includes correspondence, memoranda, meeting notes, reports, summaries of operations, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50434. STRATEGIC PLAN FILE**

Records concerning the long-range plans for the Western Regional Archives.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50429. COLLECTIONS USE (ELECTRONIC) FILE**

Electronic data records concerning the use of collections at the Western Regional Archives. File includes data fields, consisting of research documentation, number of times collection was accessed, and other related information.

DISPOSITION INSTRUCTIONS: Retain data in office permanently.

**ITEM 50430. DONOR CORRESPONDENCE FILE**

Correspondence in paper and electronic formats, including e-mail, between archivists and potential donors.

DISPOSITION INSTRUCTIONS: Transfer correspondence concerning accessioned donations to Administration, Preliminary Acquisitions Record File (Item 23618) when accessioned. Destroy in office remaining records when reference value ends.

**ITEM 50431. EXHIBITS FILE**

Records in paper and electronic formats, including e-mail, concerning the design, production, promotion, and display of exhibits by the Western Regional Archives. File includes exhibit plans, exhibit designs, correspondence, publicity, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50432. PATRON REGISTRATION FILE**

Records concerning the registration and tracking of patrons who conduct onsite research at the Western Regional Archives. File includes patron's name, signature, address and telephone number, driver's license or social security number, and identification number. (Comply with applicable provisions of G.S. § 132-1.10 regarding confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50435. DISASTER ASSISTANCE FILE**

Records in paper, electronic, and audio-visual formats concerning assistance provided to other agencies to prepare for and/or recover from state, local, and national disasters. File includes reports of assistance, photographs of disaster area, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50436. REFERENCE LIBRARY FILE**

Electronic records concerning the inventory and maintenance of the reference library at the Western Regional Archives search room.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS  
SPECIAL COLLECTIONS SECTION  
WESTERN REGIONAL ARCHIVES**

**ITEM 50437. ACCESS AND RESTRICTIONS (REFERENCE) FILE**

Reference copies of records in paper and electronic formats concerning access privileges and restrictions to the Western Regional Archives collections. File includes policies, statements, documentation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 50530. IMAGE REPRODUCTION SERVICES FILE**

Records in paper and electronic formats, including e-mail, concerning the fulfillment of image reproduction services to the public for paper or electronic copies of material from the Western Regional Archives. File includes image order forms, invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office incomplete image reproduction requests after 1 year. Destroy in office remaining records after 3 years 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.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

**The following items will be  
discontinued and deleted from the  
next version of the schedule.**

**ADMINISTRATION**

**ITEM 29513. PERMISSIONS FILE**

Permission forms received from individuals granting custody of specific items donated to Archival collections.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Preliminary Acquisitions Record File (Item 23618).

**ITEM 29519. VOLUNTEER PROGRAM FILE**

Records concerning volunteers working within the branch. File includes volunteers' applications, job descriptions, time logs, and agreements.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 29525. PENDING FILE**

General correspondence regarding specific collections and materials. Subjects include maps, newspapers, military records, church and Bible records, colleges and various organizations records, non-textual and federal records, and other specialized records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Preliminary Acquisitions Record File (Item 23618).

**ITEM 29533. ARCHIVAL APPRAISALS FILE**

Records concerning items appraised for deposit into the Archives collections. File includes forms, correspondence, appraisals, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Preliminary Acquisitions Record File (Item 23618).

**ITEM 29534. COLLECTIONS FILE**

Records concerning various manuscript collections. File includes correspondence about collections, inventories, opinions, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Preliminary Acquisitions Record File (Item 23618).

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

**COLLECTIONS SERVICES SECTION  
COLLECTIONS MANAGEMENT BRANCH  
ADMINISTRATION**

**ITEM 23593. ETHYLENE OXIDE FILE**

Records concerning fumigation of records accepted in the Archives. (File is used to answer questions from Occupational Safety and Health Administration.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 29535. CONDITION OF STACKS FILE**

Records concerning the environmental conditions of the Archives stacks. File includes tracking logs and requirement specifications.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Environmental Monitoring File (Item 47175).

**ITEM 47170. DATALOGGER FILE**

Electronic records concerning data on temperature and humidity levels collected by the dataloggers in section records storage facilities. File includes downloaded text data and relational database.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Environmental Monitoring File (Item 47175).

**COLLECTIONS SERVICES SECTION  
COLLECTIONS MANAGEMENT BRANCH  
IMAGING UNIT**

**ITEM 4209. STATE AGENCY MINUTES SECURITY STORAGE FILE**

Security copies of records received from state agencies for microfilming by agency. File includes minutes and other records. (Series is used for physical control in the unit, not for scheduling authority.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Government Records Section, State Agency Services Unit, Finding Aid System (FAIDS) and Services (SERVS) (Electronic) File (Item 23293).

**ITEM 23294. NEWS DATABASE (ELECTRONIC) FILE**

Electronic records concerning newspapers filmed for the North Carolina Newspaper Project (NCNP). File includes newspaper title, location, frequency, and number and dates of film reels.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Newspaper Vault Film (NEWS) (Electronic) File (Item 42437).

**ITEM 23630. MICROFILM ACCESSION FILE**

Records documenting the transfer of custody of microfilm to the Special Collections Branch. Information concerning each transfer includes date, source, title and dates of records, reel number, and other related information. File includes form SR-10.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, Accessions (AHAcessions) (Electronic) File (Item 50394).

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

**ITEM 23632. COUNTY MICROFILM FILE**

Records concerning agency's activities in microfilming records for county agencies. File includes correspondence, agreements, permission slips, updates from records management analysts for the local records program, and other information concerning the microfilming and updating of records of counties, municipalities, and churches. (File is organized by county name.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Government Records Section, Records Analysis Unit, Local Agency Program File (Item 3915).

**ITEM 23636. MICROFILM OPERATORS' LOG FILE**

Records concerning logs of daily activities of microfilmmers. File includes logs concerning location of reels and the title, content, volume and dates of records filmed. File also includes page information, remarks, and date shipped.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Unit Microfilming Projects Log File (Item 23642).

**ITEM 23639. SECURITY MICROFILM INDEX FILE**

Electronic indexes to security microfilm of counties, municipalities, and churches accessioned by Archives and History and stored in the security vault. Information includes index to titles, dates, volumes, and reel numbers.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to County Records Microfilming (CMICRO) (Electronic) File (Item 42435), Municipal Records Microfilming (MMICRO) (Electronic) File (Item 42436), and Religious Records Microfilming (RMICRO) File (Item 42441).

**ITEM 23659. FILMED NEWSPAPERS CARD FILE**

Microfilm records concerning North Carolina newspapers filmed by agencies other than the Department of Cultural Resources. File includes card index.

DISPOSITION INSTRUCTIONS: Item discontinued.

**ITEM 29518. COUNTIES AND MUNICIPALITIES MINUTES SECURITY STORAGE FILE**

Security copies of minutes of county and municipal agencies received for microfilming. File includes minutes, maps, and other records. (Series is used for physical control in the unit, not for scheduling authority. Records maintained in this series are stored in the Government Records Branch, Local Records Unit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Government Records Section, Records Analysis Unit, Minutes Tracking File (Item 47021).

**ITEM 31260. PROOFING SHEETS (PRINTOUTS) FILE**

Printouts used to proof data entry information entered into the State Agency Microfilming Database (SMICRO) (Electronic) File (Item 31261).

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

**COLLECTIONS SERVICES SECTION  
COLLECTIONS MANAGEMENT BRANCH  
PHOTOGRAPHY LAB**

**ITEM 47177. SCANNED IMAGES FILE**

Electronic copies of records scanned by Photography Lab.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Digital Photographs (Electronic) File (Item 47176).

**COLLECTIONS SERVICES SECTION  
PUBLIC SERVICES BRANCH**

**ITEM 23579. ORDERS FILE**

Patrons' requests for duplications of records held by the Archives. (Duplications may include photocopies, photostats, microfilm, or typed certified copies.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Image Reproduction Services File (Item 23577).

**ITEM 46852. VOLUNTEER PROGRAM FILE**

Records concerning volunteers working within the branch. File includes volunteers' applications, job descriptions, time logs, and agreements.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 46854. REFERENCE AND BIBLIOGRAPHY FILE**

Records concerning topics of interest to the Branch. File includes newspaper clippings and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DIGITAL SERVICES SECTION**

**ITEM 47794. CONTRACT FILE**

Records in paper and electronic formats concerning contracts and agreements between the branch and outside vendors for various aspects of digital preservation of state agencies' web sites. May also include release notes.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

**DIGITAL SERVICES SECTION  
DIGITAL ACCESS BRANCH**

**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.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 45109. COMPUTING REFERENCE FILE**

Records concerning hardware, software, and networking topics. File includes external publications, catalogs, notes, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**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: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 47844. SYSTEM BACKUP FILE**

Copies of master files or databases, application software, log directories and other records needed to restore a system in case of a disaster or inadvertent destruction.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**GOVERNMENT RECORDS SECTION  
ADMINISTRATION**

**ITEM 47791. RECORDS MANAGEMENT SOFTWARE PROJECT**

Records in paper and electronic formats concerning the search for a suitable replacement of in-house designed records management / location tracking software. File includes software reference materials, business reports, vendor information, presentation, notes, reports, and software comparisons.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Government Records Section Special Projects File (Item 42425).

**GOVERNMENT RECORDS SECTION  
RECORDS ANALYSIS UNIT**

**ITEM 39075. ANALYSTS' REFERENCE FILE**

Reference copies of records concerning records management and local government subjects. File includes articles, journals, publications, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Analysts' Agency Reference File (Item 23651).

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

**ITEM 39090. CENTRAL OFFICE FILE**

Records concerning contacts between employees stationed in the eastern and western offices and the main office. File includes correspondence, notes, and other related records. (File is maintained by records management analysts stationed in the eastern and western offices.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**GOVERNMENT RECORDS SECTION  
RECORDS DESCRIPTION UNIT**

**ITEM 47024. ARRANGEMENT AND DESCRIPTION PROJECTS AND FINDING AIDS FILE**

Records created as a result of an arrangement and description project (grouped by county). File includes overall descriptions of the records series, specific contents of the records series, and other processing information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Records Description Unit Planning File (Item 47023).

**ITEM 47797. STATE AGENCY ARRANGEMENT AND DESCRIPTION PROJECTS FILE**

Records in paper and electronic formats created as part of the unit's planning and completion of arrangement and description projects. File includes drafts and completed finding aids, box and folder lists, box and folder templates, and research information for updating agency histories and scope and content notes. File may also include lists of potential projects, reference copies of transfer forms, preliminary accessioning forms, and printouts from the Archives' online Finding Aid, MANUSCRIPT AND ARCHIVES REFERENCE SYSTEM (MARS).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Records Description Unit Planning File (Item 47023).

**GOVERNMENT RECORDS SECTION  
STATE AGENCY SERVICES UNIT**

**ITEM 42466. ENVIRONMENTAL MONITORING FILE**

Records concerning the monitoring of the environmental conditions in branch-managed facilities. File includes hygrometer charts registering changes in temperature and humidity, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Collections Services Section, Collections Management Branch, Administration, Environmental Monitoring File (Item 47175).

**SPECIAL COLLECTIONS SECTION**

**ITEM 29506. PLANNING AND GOALS CORRESPONDENCE FILE**

Correspondence concerning the planning and development of goals, exhibits, special projects, and programs for the Special Collections Branch.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Special Collections Section Administrative File (Item 23582).

**DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND RECORDS**

**ITEM 29510. DONATIONS AND SOLICITATIONS FILE**

Reference copies of records concerning various fund raising organizations and activities for branch employees. File includes publications regarding organizations and rosters of participating employees.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 29511. EVALUATIONS FILE**

Evaluations concerning items donated to the State Archives that have monetary or intrinsic value.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, Preliminary Acquisitions Record File (Item 23618).

**ITEM 47184. CONTRACT OF GIFT PENDING FILE**

Original records waiting for contract of gift form and non-original records waiting on permission to copy and retain form.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, Preliminary Acquisitions Record File (Item 23618).

**ITEM 47185. MILITARY FILE**

Records concerning individuals and subjects from the Revolutionary War to the present.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Registrar's Subject File (Item 50398).

**ITEM 47186. NORTH CAROLINA MILITARY HISTORY FILE**

Reference copies of records concerning North Carolina's military history and heritage.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Registrar's Subject File (Item 50398).

**ITEM 47187. CORRESPONDENCE AND PRELIMINARY ACCESSION RECORDS (PAR) FILE**

Correspondence and reference copies of Preliminary Accession Records arranged by month.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, Preliminary Acquisitions Record File (Item 23618).

**ITEM 47188. CONTRACT OF GIFT AND PERMISSION TO COPY AND RETAIN FORMS FILE**

Reference copies of contract of gift forms and permission to copy and retain forms.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Administration, Preliminary Acquisitions Record File (Item 23618).