

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
ARCHIVES AND RECORDS SECTION
COLLECTIONS MANAGEMENT BRANCH
IMAGING UNIT

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

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

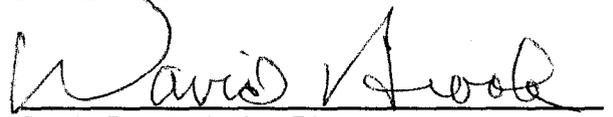
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



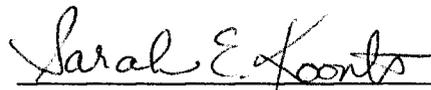
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APPROVED



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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: Comply with disposition instructions of the records series concerned.

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. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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: Transfer to the Special Collections Branch, Registrar, Preliminary Acquisitions Record File (Item 23618) when project is complete.

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: Destroy in office agreements when superseded or obsolete. Destroy in office remaining records after 4 years.

Item 23633. Log Sheets of Microfilm Received Database (Electronic) File. Records in electronic format concerning the filming of film received from the Clerks of Superior Court, Registers of Deeds, or outside vendors. File includes log sheets 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: Print electronic records and microfilm in agency to state standards for security after 1 year. Destroy in office paper records after microfilm has been verified and quality control procedure completed. Destroy in office electronic records when reference value ends. Security microfilm will be stored permanently in the security vault.

Item 23635. Microfilm Inspection File. Electronic records concerning periodic inspections of microfilm stored in the security vault. File includes date inspected and information pertaining to the condition of the microfilm. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently

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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: Microfilm in agency to state standards 1 year after project is completed. Destroy in office paper records after microfilm has been verified and quality control procedures completed. Retain microfilm in office permanently.

Item 23637. Microfilm Production File. Records concerning routine reports by microfilmmers. File includes logs listing the name of microfilmmers, the quantity of projects, reels, and volumes, check lists, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Unit Microfilming Projects Log Database (Electronic) File (Item 23642).

Item 23638. Microfilm Splice File. Records concerning microfilm editing. File is used to prepare microfilm index and to assign microfilm code number.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Unit Microfilming Projects Log Database (Electronic) 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. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 23640. Shipping Invoices File. Receipts of microfilm copies of records received from vendors and by the branch. File includes volume designation, volume number, date, and signature of receiver.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards after 1 year. Destroy in office paper records after microfilm has been verified and quality control procedures completed. Retain microfilm in office permanently.

Item 23641. State Records Computer Microfilm Index File. Records concerning the identification and vault location of state agency microfilm. Item numbers, title of record series, inclusive dates of records, and other related information are entered into State Agency Microfilming Database (SMICRO) (Electronic) File (Item 31261) immediately after microfilm has been verified and quality control procedures completed.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards after 1 year. Transfer original microfilm to security vault for permanent storage. Destroy in office microfilmed paper records after microfilm has been verified and quality control procedures completed.

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Item 23642. Unit Microfilming Projects Log Database (Electronic) File. Electronic records concerning micrographics project 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. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 23643. State Agency Microfilm Disposition Worksheets (SR-11) Forms File. Records concerning completed microfilm disposition worksheets filled out for each microfilm project undertaken by the agency. 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: Transfer to the Government Records Branch, Agency Services Unit, Records Turnover File (Item 23649) after project is completed.

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 data.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after microfilm has been verified and quality control procedures completed. Retain microfilm in office permanently. Retain microfilm in the security vault permanently.

Item 23645. State Agency Schedule for Records Microfilmed File. Microfilm copies of master listings of all micrographics projects undertaken by the agency. Information for each project includes agency name and assigned number, title of records, inclusive dates of records, number of reels, item number, size of film, date(s) of filming of records, disposition of original records after microfilming, and destination of copies of film.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office.

Item 23658. Guide to Newspaper Microfilm Holdings File. Electronic records concerning microfilm copies of North Carolina newspapers held by the branch. Electronic file lists title, town and frequency of publication, inclusive years, number of reels held, and call letters of all holdings. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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: Retain microfilm in the security vault permanently.

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Item 23662. Library of Congress Card File. Microfilm card file duplicating information sent to the Library of Congress to record newspapers microfilmed by branch. 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: Retain microfilm in the security vault permanently.

Item 23664. Microfilm Log Sheet File. Records concerning newspapers microfilmed by the branch. File includes logs listing the names of newspapers, cities of publication, microfilming dates, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Unit Microfilming Projects Log Database (Electronic) File (Item 23642).

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 or publication.

DISPOSITION INSTRUCTIONS: Retain microfilm in the security vault 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: Retain microfilm in the security vault permanently.

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: Comply with disposition instructions of the records series concerned.

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: Destroy in office when reference value ends.

Item 31261. State Agency Microfilming Database (SMICRO) (Electronic) File. Electronic records concerning microfilming projects for state agency records. File includes schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related data. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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Item 39081. Local Records Microfilming Logs File. Reference copies of records concerning logs of microfilming projects. File includes operator and retake logs and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when project is completed.

Item 42434. Genealogical Records Microfilming Database (GMICRO) (Electronic) File. Electronic records concerning microfilming conducted by the Historical Society of Utah. Microfilmed records include birth and death records and other related records. Electronic file lists schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related data. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 42435. Local Records Microfilming Database (CMICRO) (Electronic) File. Electronic records concerning microfilming projects for county records. Electronic file includes schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related data. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 42436. Municipal Records Microfilming Database (MMICRO) (Electronic) File. Electronic records concerning microfilming projects for municipal records. Electronic file includes schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related data. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 42437. Newspaper Vault Film Database (Electronic) File. Machine readable records concerning original microfilm of newspapers microfilmed by or donated to the North Carolina Newspaper Project. Electronic file includes newspaper title, publication location, and storage location information (call letters, reel numbers, locations in storage facilities). (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 42439. Print Masters Database (Electronic) File. Machine readable records concerning print master microfilm of newspapers microfilmed by the North Carolina Newspaper Project. Electronic file includes newspaper title, publication location, and storage location information (call letters, reel numbers, locations in storage facilities). (File is maintained by Administrative Services, Division of Information Systems.)

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. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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Item 42441. Religious Records Microfilming Database (RMICRO) (Electronic) File. Electronic records concerning microfilming projects conducted by the unit on behalf of religious organizations in the state. Electronic file includes schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related data. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 47092. Accessioning Database System (ADS) Database (Electronic) File. Electronic records concerning microfilm received by the unit. File includes information about all microfilm received, when received, who sent it, what it contains, quality control information, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 47093. Local Records Microfilming Database (CMICROX) (Electronic) File. Electronic records concerning microfilming projects for Clerks of Superior Court. Electronic file includes schedule information, inclusive dates of records, film types and sizes, filming problem information, vault location information, and other related data. (File is maintained by Administrative Services, Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.