

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
ARCHIVES AND RECORDS SECTION
INFORMATION TECHNOLOGY BRANCH

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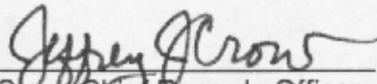
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

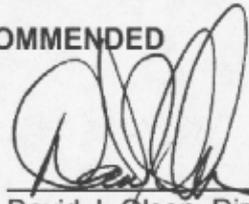
INFORMATION TECHNOLOGY BRANCH

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 This schedule is to remain in effect until superseded.

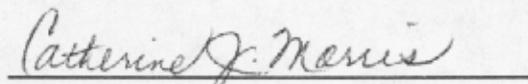
APPROVAL RECOMMENDED



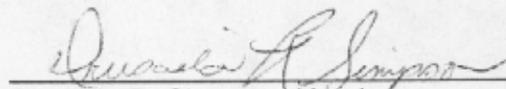
Dr. Jeffrey Crow, Chief Records Officer
Department of Cultural Resources



David J. Olson, Director
Division of Historical Resources

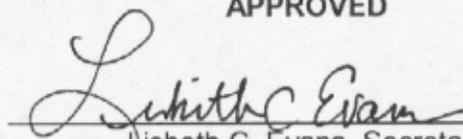


Catherine J. Morris, State Archivist
Archives and Records Section



Druscilla R. Simpson, Head
Information Technology Branch

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

March 17, 2003

LRM

**DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
ARCHIVES AND RECORDS SECTION
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Item 37522. MANUSCRIPTS AND ARCHIVES REFERENCE SYSTEM (MARS) FILE. Records in paper and electronic formats concerning the management of the Manuscript and Archives Reference System. File includes correspondence and memorandums concerning automation activities; monthly, semi-annual, and biennial reports; requests for access to or removal from the system; and other related records.

DISPOSITION INSTRUCTIONS: Destroy requests for access to or removal from the system after 2 years. Print remaining electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 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: Destroy in office when superseded or obsolete.

Item 45109. COMPUTING REFERENCE FILE. Records concerning hardware, software, and networking topics. File includes external publications, catalogs, notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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: Destroy in office after 2 years.

Item 46753. BRANCH CORRESPONDENCE FILE. Administrative correspondence and memorandums in paper and electronic formats written and/or received by the office.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy electronic records in office after 6 years.