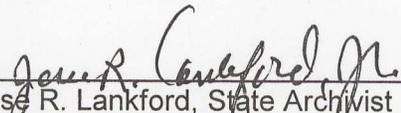


PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

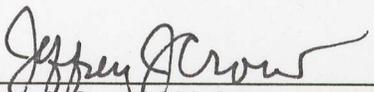
**Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
Archives and Records Section
Special Collections Branch
Registrar**

Amend the program records retention and disposition schedule approved January 12, 2004 by amending item 23616, 23617 and 23618 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

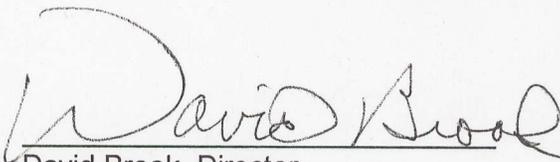
APPROVAL RECOMMENDED



Jesse R. Lankford, State Archivist
Archives and Records Section

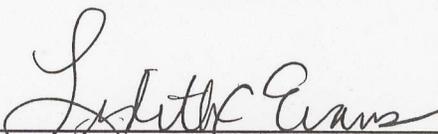


Jeffrey J. Crow, Chief Records Officer
Department of Cultural Resources



David Brook, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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

SPECIAL COLLECTIONS BRANCH

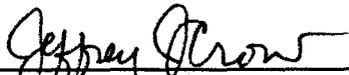
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

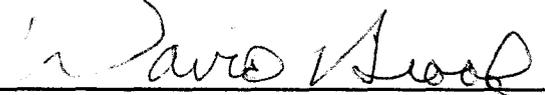
SPECIAL COLLECTIONS BRANCH

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



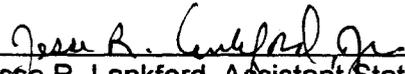
Dr. Jeffrey Crow, Chief Records Officer
Department of Cultural Resources



David Brook, Acting Director
Division of Historical Resources



Catherine J. Morris, State Archivist
Archives and Records Section



Jesse R. Lankford, Assistant State Archivist
Special Collections Branch

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

January 12, 2004

LRM

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

ITEM 3981. GENEALOGICAL WORKSHOPS FILE. Records concerning each genealogical workshop conducted by Archives and Records Section. File includes correspondence, brochures, publications, and other related records.

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

ITEM 23582. ADMINISTRATIVE FILE. Records concerning the administration of Special Collections Branch. File includes correspondence, miscellaneous reports, staff memorandums, inventories, legislation that concerns branch, researchers list, branch meetings and events minutes and memorandums, preservation studies, goals established for the section, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23584. ASSOCIATIONS AND SOCIETIES FILE. Records concerning associations and societies affiliated with the branch. File includes correspondence and reference copies of newsletters.

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

ITEM 23585. ATTORNEY GENERAL'S OPINIONS AND RULINGS FILE. Legal opinions and rulings prepared by the Department of Justice.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23586. BRANCH ADMINISTRATION REPORTS FILE. Reports concerning branch programs. File includes monthly reports, annual inventory reports, and other related reports.

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

ITEM 23592. EDUCATIONAL PROGRAMS AND WORKSHOPS FILE. Records concerning section educational programs to promote archival research. File includes public outreach information, brochures, notices, and other publications.

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

**DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
ARCHIVES AND RECORDS SECTION
SPECIAL COLLECTIONS 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: Destroy in office when administrative value ends.

ITEM 23595. GRANTS FILE. Records concerning various types of approved grants that are subject to audits. File includes grant applications, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23596. GRANT PROPOSALS FILE. Proposals for grants. File includes correspondence and other related records.

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

ITEM 23603. POLICIES AND PROCEDURES FILE. Official policies and procedures of the branch, section, and department. File also includes organizational charts.

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

ITEM 29503. LEGAL FILE. Correspondence and memorandums concerning legal matters not related to specific legal cases or official opinions, copyrights, restrictions, access, legal questions, and other similar topics.

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

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: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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

ITEM 29507. REPORTS FILE. Reports submitted to or for the office. File includes annual, monthly, quarterly, and other routine reports.

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

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: Destroy in office after 2 years.

ITEM 29511. EVALUATIONS FILE. Evaluations concerning items donated to the State Archives that have monetary or intrinsic value.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 29512. MEMORANDUMS FILE. Memorandums created and received in the office concerning day-to-day operations of the branch.

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

ITEM 29519. VOLUNTEER PROGRAM FILE. Records concerning volunteers working within the branch. File includes volunteers' applications, job descriptions, time logs, and agreements.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29535. CONDITION OF STACKS FILE. Records concerning the environmental conditions of the Archives stacks. File includes tracking logs and requirement specifications.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29538. DISASTER ASSISTANCE FILE. Records concerning non-textual materials and the preparation for state, local, and national disasters. File includes records regarding previous disasters.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
ARCHIVES AND RECORDS SECTION
SPECIAL COLLECTIONS BRANCH
MILITARY COLLECTIONS UNIT**

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: Accession records into Archives collection when form is received.

ITEM 47185. MILITARY FILE. Records concerning individuals and subjects from the Revolutionary War to the present.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 47186. NORTH CAROLINA MILITARY HISTORY FILE. Reference copies of records concerning North Carolina's military history and heritage.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 47187. CORRESPONDENCE AND PRELIMINARY ACCESSION RECORDS (PAR) FILE. Correspondence and reference copies of Preliminary Accession Records arranged by month.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
ARCHIVES AND RECORDS SECTION
SPECIAL COLLECTIONS BRANCH
NON-TEXTUAL MATERIALS UNIT**

ITEM 23615. ICONOGRAPHIC CARD CATALOG FILE. Cards for each photographic negative in the possession of the Archives and Records Section. 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.

ITEM 29517. AUDIOVISUALS (ICONOGRAPHICS) FILE. Correspondence concerning audiovisual materials used by the unit.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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

ITEM 23616. ACCESSION CARDS FILE. Card file dated from 1934 to 1998 which serves as a cross-reference to accessions listed in the Permanent Accession Books. Information on each card includes title of records, name of donor, accession date, type of accession (gift, loan, transfer, etc.), call number (if applicable), size of collection, and other related information. [Amended 02-27-08]

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the Registrar's microfilm collection in the security vault. Paper records will be returned to agency after microfilming. Agency will maintain silver halide duplicate copy of the microfilm as a permanent security back-up copy at an off site location. Retain paper records in office permanently.

ITEM 23617. PERMANENT ACCESSION BOOKS FILE. Records in paper and electronic formats 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. [Amended 02-27-08]

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer paper records to the State Records Center after 10 years to be microfilmed for permanent storage in the Registrar's microfilm collection in the security vault. Agency will maintain silver halide duplicate copy of the microfilm as a permanent security back-up copy at an off site location. Microfilmed paper records will be returned to agency. Retain paper and electronic records in office permanently.

ITEM 23618. PRELIMINARY ACQUISITIONS RECORD FILE. Primary accession documents for each archival accession. Information on each document includes type of record, date acquired, physical description of record, type of gift, and other related information. [Amended 02-27-08]

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years to be microfilmed for permanent storage in the Registrar's microfilm collection in the security vault. Agency will maintain silver halide duplicate copy of the microfilm as a permanent security back-up copy at an off site location. Microfilmed paper records will be returned to agency. Retain paper records in the office permanently.

ITEM 29509. DEACCESSIONS FILE. Lists and descriptions of accessioned materials recommended to the Historical Commission for deaccessioning.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 29513. PERMISSIONS FILE. Permission forms received from individuals granting custody of specific items donated to Archival collections.

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

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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: Transfer to Preliminary Acquisitions Record File (Item 23618) when collection is accessioned. Transfer remaining records to Collections File (Item 29534).

ITEM 29532. NEWSLETTERS (REFERENCE) FILE. Reference copies of newsletters received by the branch from genealogical societies, out-of-state archives, and other repositories.

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

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: Retain in office permanently.

ITEM 29534. COLLECTIONS FILE. Records concerning various manuscript collections. File includes correspondence about collections, inventories, opinions, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 29536. CONFIDENTIAL AND RESTRICTED RECORDS FILE. Correspondence and memos about records that are considered confidential and/or restricted from review.

DISPOSITION INSTRUCTIONS: Retain in office permanently.