

DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
CURATION SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

CURATION SECTION

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

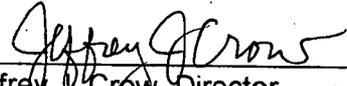
CURATION SECTION

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 This schedule is to remain in effect until superseded.

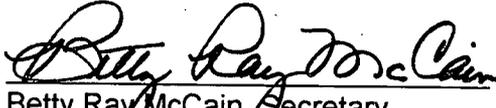
APPROVAL RECOMMENDED


Elizabeth Buford, Chief Records Officer
Department of Cultural Resources


James C. McNutt, Director
Museum of History Division


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

March 28, 1997

LLB

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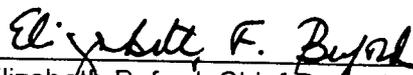
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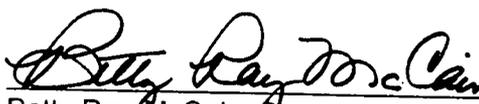
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

March 28, 1997

LLB

**DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
CURATION SECTION**

ITEM 23139. CORRESPONDENCE FILE.

Official correspondence written and/or received by the section head concerning the administration of the section. File also includes letters to patrons, and replies to "Comment Cards".

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 23141. GRANTS FILE.

Records concerning various types of grants and other fundraising activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) 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 23142. RESEARCH FILE.

Records concerning research conducted by the section. File includes research request forms, artifact lead forms, artifact rejection forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 23143. INTERNS AND VOLUNTEERS FILE.

Listing of volunteers and interns for the Curation Section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 23147. PHOTOGRAPHS FILE.

Photographs for publications or references ordered from libraries.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.