

DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. **This Records Retention and Disposition Schedule reflects an organizational name change from Museum of History Section, Education and Interpretation Branch to Museum of History Division, Education and Interpretation Section.** No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated April 21, 1995. 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

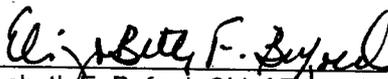
EDUCATION AND INTERPRETATION SECTION

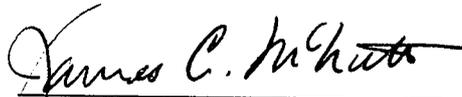
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

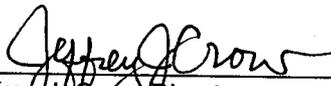
EDUCATION AND INTERPRETATION SECTION

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 This schedule is to remain in effect until superseded.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 F. 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

May 10, 1996

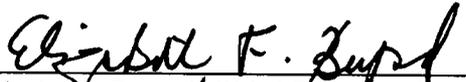
HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

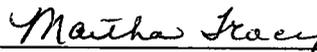
DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION

Amend the records retention and disposition schedule approved May 10, 1996 by changing the disposition instructions for Items 33293 and 35947 as shown on substitute pages dated November 30, 1998.

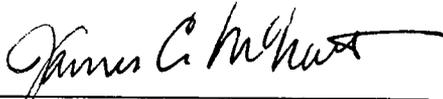
APPROVAL RECOMMENDED



Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources



Martha Tracy, Chief
Education and Interpretation Section

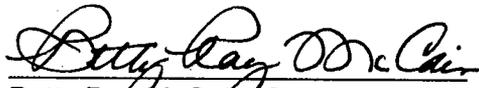


James C. McNutt, Director
Museum of History Division



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Betty Ray McCain, Secretary
Department of Cultural Resources

November 30, 1998

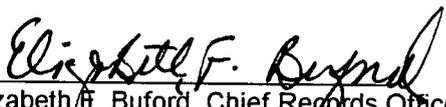
LLBH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

Department of Cultural Resources
Museum of History Division
Education and Interpretation Section

Amend the records retention and disposition schedule approved May 10, 1996 by changing the disposition instructions of Item 23106; changing the series description of Item 23112; and adding Items 38528, 38529, and 38530 as shown on substitute pages dated June 14, 1996.

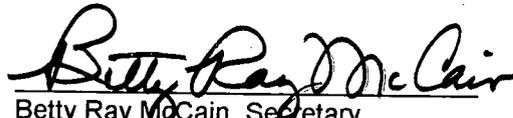
APPROVAL RECOMMENDED


Elizabeth F. 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

June 14, 1996

HFH

DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION

Records Retention and Disposition Schedule

Organizational Name Change

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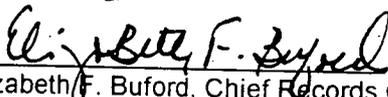
EDUCATION AND INTERPRETATION SECTION

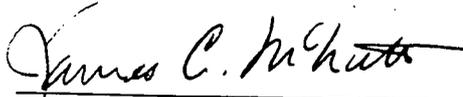
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

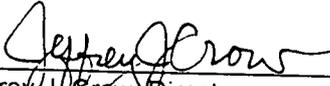
EDUCATION AND INTERPRETATION SECTION

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.

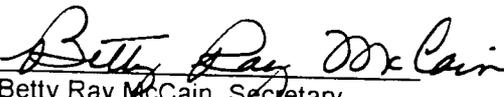
APPROVAL RECOMMENDED


Elizabeth F. 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

May 10, 1996

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.

HFH

**DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION
ADMINISTRATION**

ITEM 23103. GRANTS (APPROVED) FILE.

Records concerning approved grants awarded to the branch for museum educational programs. File includes reference copies of applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after grant has terminated. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23105. PROJECTS AND EXHIBITS FILE.

Records concerning branch projects involving public groups and museum exhibits. File includes correspondence, memorandums, brochures, articles, budget reports, tour schedules, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Museum of History Section, Administration, Staff Research Library, Exhibits File (Item 23150) when reference value ends.

ITEM 23109. PROGRAM DEVELOPMENT FILE.

Records used by the branch in preparation for exhibits, projects, or other activities. File includes correspondence concerning program development and implementation, articles, memorandums, agreements with performing artists, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 33291. CORRESPONDENCE (ADMINISTRATIVE) FILE.

Administrative and management correspondence written and/or received by the office concerning surveys, policies, procedures, and professional technical development involving the administration of the 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
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION
EDITORIAL BRANCH**

ITEM 23112. PUBLICATIONS CORRESPONDENCE FILE.

Records concerning publications produced by the Education and Interpretation Branch. File includes requests for information, comments regarding publications, and other related records. Amended 6-14-96

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 38528. COPYRIGHTS AND PERMISSIONS FILE.

Rights and permissions regarding publications produced by the Education and Interpretation Branch. File includes copyright certifications, contracts with authors and artists, requests for permission to quote, and related correspondence and information. Amended 6-14-96

DISPOSITION INSTRUCTIONS: 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 38529. EDITORIAL FILE.

Editorial records concerning publications produced by the Education and Interpretation Branch. File includes reviews of manuscripts; correspondence with authors, editors, and artists; research notes; and authors' copies of proofs. Amended 6-14-96

DISPOSITION INSTRUCTIONS: 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.

**DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION
EXTENSION UNIT-AUDIOVISUALS PROGRAM**

ITEM 23115. AUDIOVISUAL PROGRAMS FILE.

Audiovisual programs created and used by the Education and Interpretation Branch. File includes completed booking forms, reservation guidelines, statistics, teacher education packets accompanying the slide program, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each teacher education packet to the State Records Center when audiovisual program is discontinued. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

**DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION
EXTENSION UNIT-TAR HEEL JUNIOR HISTORIAN ASSOCIATION PROGRAM**

ITEM 23100. AWARDS DAY FILE.

Records concerning annual awards for junior historians. File includes correspondence, workshop programs, lists of award recipients, room assignments, completed entry forms, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence, workshop programs, and lists of award recipients to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when superseded or obsolete.

ITEM 23111. TAR HEEL JUNIOR HISTORIAN ASSOCIATION FILE.

Listings of local Tar Heel Junior Historian clubs. File also includes correspondence concerning Tar Heel Junior Historian programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 23114. TAR HEEL JUNIOR HISTORIAN SUBSCRIPTION FILE.

Subscription lists for the publication, TAR HEEL JUNIOR HISTORIAN. Lists include name and address of each subscriber.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 33293. TAR HEEL JUNIOR HISTORIAN ASSOCIATION ADVISORY BOARD MINUTES FILE.

Official minutes of the board. (This is an essential agency record.) Amended 11-30-98

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records are microfilmed.

**DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION
INTERNAL UNIT-DOCENT PROGRAM**

ITEM 23116. INTERPRETIVE FILE.

Records concerning the training of individuals in museum programs. File includes docent training and intern programs guidelines. File also includes correspondence, program training scripts, exhibit guides, lists of volunteers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer program training scripts and intern programs guidelines to the State Records Center when discontinued. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when reference value ends.

**DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
EDUCATION AND INTERPRETATION SECTION
INTERNAL UNIT-PUBLIC PROGRAM**

ITEM 23104. MONTH OF SUNDAYS FILE.

Lists of programs presented to the public on Sundays at the museum. File also includes descriptions of each program.

DISPOSITION INSTRUCTIONS: Retain in office a copy of each list permanently. Destroy in office remaining copies after 1 year.

ITEM 33292. PROGRAM EVALUATION REPORTS FILE.

Reports concerning museum programs and patron evaluations. Reports include data gathered from written surveys, statistics, and narratives compiled from surveys. File also includes correspondence regarding program evaluations.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each report to the State Records Center immediately after report is compiled. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

ITEM 35947. PUBLIC PROGRAM ADVISORY BOARD MINUTES FILE.

Official minutes of the board. (This is an essential agency record.) Amended 11-30-98

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original records are microfilmed.