DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
OFFICE OF THE DIRECTOR
ADMINISTRATION

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

ADMINISTRATION

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

ADMINISTRATION

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 This schedule is to remain in effect until superseded.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

Jeffrey J. Crow
Director, Division of Archives and History
Chief Records Officer, Department of Cultural Resources

Elizabeth F. Buford,
Deputy Secretary, Department of Cultural Resources
Acting Director, Museum of History Division

APPROVED

Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 31, 2001

LLBH

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ITEM 23056. BOARDS AND COMMISSIONS FILE.
Records in paper and electronic formats concerning the boards and commissions of which the director is a member. File includes lists of board of directors, bylaws, minutes, and records concerning the meetings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when reference 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. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 23058. DEVELOPMENT FUND FILE.
Records in paper and electronic formats concerning the Museum Associates' bank account for the new Museum of History building. File includes pledge information, records concerning the amounts paid, and related correspondence.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when released from all audits. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 23059. EXHIBITS FILE.
Records in paper and electronic formats concerning the administration of permanent, temporary, and case exhibits by section. File includes correspondence, research information, publicity notices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer research information to the Staff Research Library when reference value ends. Transfer remaining paper records to the State Records Center when reference 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. Erase in office remaining electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 23062. GRANTS FILE.
Records in paper and electronic formats concerning grants received by the section. File includes correspondence, publication information, application instructions, procedures for administration, and accounting information. (File is not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 23063. HISTORICAL COMMISSION FILE.
Records in paper and electronic formats concerning the North Carolina Historical Commission. File includes correspondence, reference copies of minutes of meetings, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records 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. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
OFFICE OF THE DIRECTOR
ADMINISTRATION

ITEM 23067. MUSEUM ASSOCIATES FILE.

Records in paper and electronic formats concerning the Museum of History's support group. File includes copies of minutes, budget information, bylaws, goals set for each year, calendars of events, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when reference 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. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 23068. MUSEUM PROGRAM FILE.

Records in paper and electronic formats concerning the organization and daily operations of each unit and branch of the Museum. File includes correspondence, memorandums, plans, records concerning public relations, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 23079. SALES SHOP FILE.

Records concerning the creation of the museum gift shop. File includes records concerning the Stuart Nye jewelry.

DISPOSITION INSTRUCTIONS: This records series has been discontinued, and is no longer generated by this office. Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 38272. NEW BUILDING FILE.

Records in paper and electronic formats concerning the opening of the new Museum of History. File includes correspondence, plans, photographs, budget reports, and other related records. File also includes designs, plans, minutes of meetings, and information from architect.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 38275. PLANNING FILE.

Records in paper and electronic formats concerning planning and development activities for museum sections and branches. File includes studies for future exhibits, planning reports, correspondence between branch heads and the museum administrator regarding program development, inquiries from the general public, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

DEPARTMENT OF CULTURAL RESOURCES
MUSEUM OF HISTORY DIVISION
OFFICE OF THE DIRECTOR
ADMINISTRATION

ITEM 38277. PROJECTS FILE.

Records in paper and electronic formats concerning projects administered by the Museum of History, except exhibit projects. File includes project proposals and revisions, project goals, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 38574. PROGRAMS FILE.

Records in paper and electronic formats concerning programs administered by the office. File includes workshop announcements, exhibit preparation materials, speeches, annual reports, semi-annual reports, biennial reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase in office electronic records when reference value ends and after records have been printed and filed into the office's filing system for transfer to the custody of the Archives.

ITEM 45837. SECURITY BACKUPS (ELECTRONIC) FILE.

Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.