DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA ART SOCIETY

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

NORTH CAROLINA ART SOCIETY

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 and the

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

Sarah Culberson Proctor
Membership Secretary
North Carolina Art Society

William S. Price, Jr., Director
Division of Archives and History

APPROVED

Sara W. Hodgkins, Secretary
Department of Cultural Resources

October 31, 1983

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA ART SOCIETY

ITEM 844. NCSA ADMINISTRATIVE FILE.
Original copies of data concerning the administration of the NCSA. File includes correspondence, memorandums, bylaws, annual meeting plans, reports, and other related data. File also includes correspondence and other records concerning the NCAS Board and its

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 845. PRESIDENTS' FILE.
Original copies of correspondence and memorandums created by each president of the NCAS.

DISPOSITION INSTRUCTIONS: Transfer to the State Records center 2 years after president's term expires. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 846. HISTORY FILE.
Original copies of correspondence and other historical records pertaining to the NCAS.

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 848. BUDGET RECORDS (AUDIT REPORTS) FILE.
Original copies of data concerning NCAS budgets. File includes information concerning accounts payable and receivable, budget reports, investment statements, tax records, and other pertinent documents.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 7 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 849. BUDGET RECORDS (MEMORIAL FUND) FILE.
Original copies of data concerning NCAS budget. File includes information concerning accounts payable and receivable, budget reports, investment statements, tax records, and other pertinent documents.

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 850. PHIFER FUND FILE.
Original copies of data pertaining to the Phifer bequest to the NCAS.

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 851. PROJECT FILE.
Original copies of data concerning NCAS projects and programs. File includes correspondence, memorandums, and other data pertaining to exhibits, dinners, membership, volunteers, fundraising, and other matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 852. NORTH CAROLINA MUSEUM OF ART FILE.
Original copies of correspondence and memorandums concerning NCAS dealings with the North Carolina Museum of Art.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 853. PUBLIC RELATIONS FILE.
Original copies of correspondence, brochures, news releases, scripts, radio and television spots, and other data pertaining to the NCAS public relations program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 3790. NORTH CAROLINA ART SOCIETY (NCAS) BOARD MINUTES FILE.
Original copies of minutes of the NCAS Board.

DISPOSITION INSTRUCTIONS: Transfer immediately and every 10 years thereafter to the State Records Center to be microfilmed for permanent preservation and returned. Transfer 1 copy of subsequent minutes to the State Records Center for security storage. Transfer original minutes to the State Records Center for the Archives when administrative value ends.