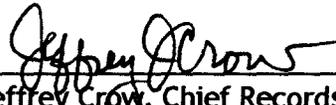


RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

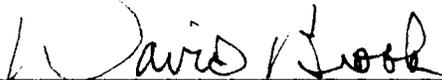
DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
DIRECTOR'S OFFICE

Amend the records retention and disposition schedule approved February 5, 2004 by  
revising Item 3451 as shown on substitute page dated April 4, 2004.

APPROVAL RECOMMENDED



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



David Brook, Director  
Office of Archives and History



Lawrence J. Wheeler, Director  
North Carolina Museum of Art

APPROVED



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

April 4, 2004

LDR

DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART

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

**NORTH CAROLINA MUSEUM OF ART**

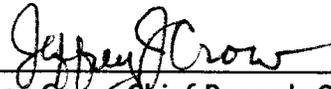
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

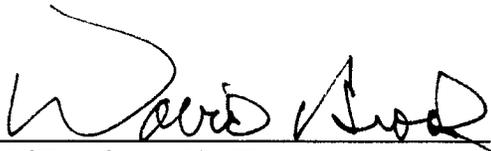
**NORTH CAROLINA MUSEUM OF ART**

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.

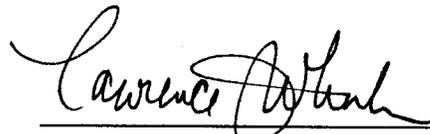
**APPROVAL RECOMMENDED**



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



David Brook, Acting Director  
Division of Historical Resources



Lawrence J. Wheeler, Director  
North Carolina Museum of Art

**APPROVED**



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

February 5, 2004

LDR

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
ASSOCIATE DIRECTOR'S OFFICE**

**Item 3996. ASSOCIATE DIRECTOR'S CORRESPONDENCE FILE.** Correspondence concerning the administration of the North Carolina Museum of Art's building and grounds, departmental issues, appointments and activities of North Carolina Museum of Art Trustees, and other related topics. File also includes security incident reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 3997. STATE GOVERNMENT ADMINISTRATIVE FILE.** Records concerning the museum's dealings with other state agencies. File includes correspondence, reports, and other related records.

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 3998. STATISTICAL RECORDS FILE.** Statistical data concerning the museum's operations. File includes reports, completed questionnaires, attendance records, and other related records.

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 3999. GRANTS FILE.** Records concerning grants to the museum, particularly state-administered grants. File includes correspondence, applications, procedures and guidelines, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records to the State Records Center for immediate transfer to the Archives.

**Item 4000. NEW BUILDING FILE.** Records concerning the new building occupied in 1982. File includes correspondence, reports, architectural information, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 18760. DEPARTMENT OF CULTURAL RESOURCES (DCR) CORRESPONDENCE FILE.** Routine DCR correspondence, policies, and memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 38208. AMERICAN ASSOCIATION OF MUSEUMS ACCREDITATION FILE.** Records concerning the Museum of Art's accreditation by the American Association of Museums. File includes questionnaires, site visitation reports, correspondence regarding the accreditation process and site visits, final accreditation reports prepared by the American Association of Museums, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 25 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  
NORTH CAROLINA MUSEUM OF ART  
ASSOCIATE DIRECTOR'S OFFICE**

**Item 38209. INSURANCE FILE.** Records concerning the insurance for the North Carolina Museum of Art's fine arts collection and building. File includes annual fire and safety inspections of the building by the Department of Insurance, loss prevention surveys by industrial risk insurers, insurance policies, and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office annual fire and safety inspections after 6 years. Destroy in office loss prevention surveys when superseded or obsolete. Destroy in office insurance policies when superseded and no claims are outstanding against the policy. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office recommendations when administrative value ends.

**Item 38212. PERMANENT COLLECTION FILE.** Records concerning the Permanent Collection. File includes lists identifying deaccessioned works of art, lists of donors, and correspondence to donors regarding works of art acquired by the North Carolina Museum of Art. (NOTE: Records were transferred to the State Records Center as Item 3996 per schedule approved 5-17-88.)

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  
NORTH CAROLINA MUSEUM OF ART  
ASSOCIATE DIRECTOR'S OFFICE  
BUSINESS AND PERSONNEL OFFICE**

**Item 18751. FEDERAL GRANT FILE.** Requests by the museum for federal grants. File includes grant requests, awards information, and final reports.

DISPOSITION INSTRUCTIONS: Records transferred to Development Section, Grants File (Item 18840).

**Item 18752. BUDGET INFORMATION FILE.** Bound monthly budget reports for the museum. File includes monthly financial reports for the museum during the period 1943-1959 when named the Art Society and from 1959-1972 when the museum was an independent agency.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
CONSERVATION**

**Item 18793. CONSERVATION RECORD FILE.** Records concerning the conservation or restoration of each work of art belonging to or offered as a gift to the North Carolina Museum of Art. File includes dates conservation/restoration conducted, damage assessments, nature of conservation/restoration, and information identifying the work of art.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18794. CONDITION REPORTS FILE.** Records concerning the condition of each work of art belonging to the museum. File includes date of examination, damage assessments, recommendations for conservation or restoration, a statement as to whether work can travel, identifying data, treatment records, and sleeved photographs of each work of art.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18795. TREATMENT FILE.** Records concerning conservation, restoration, and photography performed on each work of art belonging to the museum. File includes records concerning provenance and photographs of work.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18796. REGIONAL CONSERVATION CENTER FILE.** Records concerning the Regional Laboratory for Conservation for Southern United States, a conservation/preservation center operated by the North Carolina Museum of Art (NCMA) for works of art not in the NCMA collection. File includes requests for assistance and correspondence, treatment information, and information concerning each work of art processed.

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 18797. CORRESPONDENCE FILE.** Records concerning the organization and daily operation of the Conservation Section. File includes inquiries, travel information, damage reports, work orders, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 18799. OUTSIDE CONSERVATION TREATMENT FILE.** Records concerning the conservation or restoration of works of arts belonging to other museums or organizations. File includes a record of the dates conservation/restoration was conducted, damage assessments, nature of conservation/restoration, and information identifying the work of art.

DISPOSITION INSTRUCTIONS: Records transferred to Regional Conservation Center File (Item 18796).

**Item 47114. CONDITION DATABASE (ELECTRONIC) FILE.** Reference electronic records concerning the treatment of artwork, condition of loaned artwork, damage assessment, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
CURATORIAL**

**Item 856. CURATOR'S CORRESPONDENCE AND REFERENCE FILE.** Records concerning the organization and daily operation of the Curatorial Department. File includes correspondence, memorandums, reports, lectures, and other related records of all curators.

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 857. EXHIBITION FILE.** Records concerning exhibitions held at the North Carolina Museum of Art (NCMA). File includes correspondence, bibliographies, listings of works of art shown, background information concerning artists, news articles, photographs, reports of expenses, grant information, and other related records.

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 18800. FUTURE EXHIBITIONS FILE.** Records concerning proposed or planned future exhibitions in the museum. File includes proposals, grant information, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records concerning accepted proposals to the Exhibition File (Item 857). Destroy in office remaining records concerning exhibitions that are not held when reference value ends.

**Item 18801. NORTH CAROLINA ARTISTS FILE.** Card file providing information concerning North Carolina artists who have participated in the North Carolina Artists Exhibition, a triennial North Carolina Museum of Art exhibition held since 1946.

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 18802. PERMANENT COLLECTION FILE.** List of art works included in the North Carolina Museum of Art's permanent collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18805. DEALER FILE.** Lists of all of the art dealers and galleries with which the North Carolina Museum of Art deals.

DISPOSITION INSTRUCTIONS: Destroy in office when a dealer or gallery goes out of business or when dealer or gallery is no longer utilized by the Museum.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
EDUCATION**

**Item 860. DEPARTMENTAL CORRESPONDENCE FILE.** Records concerning in-house and outreach programs conducted by the North Carolina Museum of Art. File includes correspondence and memorandums and records concerning exhibits, budgets, personnel, and seminars and workshops.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 861. MARY DUKE BIDDLE GALLERY FILE.** Records concerning the Mary Duke Biddle Gallery for the Blind. File includes correspondence, loan and exhibit information, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records currently held in the State Records Center to the custody of the Archives immediately.

**Item 862. REPORTS FILE.** Reports concerning exhibitions, loans, budgets, programs, the number of tours, and outreach programs.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Transfer records currently held in the State Records Center to the custody of the Archives immediately.

**Item 864. WORKSHOPS AND SEMINARS FILE.** Records concerning the museum's workshops and seminars. File includes records concerning Summer Teacher Seminars Program, which provides artistic education and information to teachers throughout the state. File also includes correspondence and budget, organizational, and scheduling information.

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

**Item 18860. LECTURE SERIES PROGRAMS FILE.** Records concerning adult lecture series conducted or considered by the museum. File includes correspondence, news releases, budgetary information, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18861. DOCENT FILE.** Records concerning museum docents. File includes correspondence, applications, work schedules, and information concerning research conducted.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18863. DOCENT ORGANIZATION FILE.** Records concerning the Docents of the North Carolina Museum of Art, Inc. File includes the constitution, bylaws, trip information, training programs, funding information, and committee information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18864. INTERNSHIP FILE.** Records concerning museum internship program for college students. File includes applications, correspondence, projects, and information concerning research conducted.

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

**Item 18866. OUTREACH FILE.** Records concerning programs conducted by the museum for non-governmental organizations or groups. File includes correspondence, tour group and workshop information, reports, and slide loan information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
EDUCATION**

**Item 18868. STATEWIDE SERVICES FILE.** Records concerning outreach services provided by the museum. File includes requests for assistance and related correspondence and reports.

DISPOSITION INSTRUCTIONS: Records transferred to Outreach File (Item 18866).

**Item 18873. CHILDREN'S PROGRAM FILE.** Records concerning children's programs and performances. File includes listings of names of contracted personnel who participate in the programs and information concerning the nature of the programs and children festivals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center \* additional years and then transferred to the custody of the Archives.

**Item 18877. TOUR GROUPS FILE.** Records concerning the number of people who are a part of tour groups in the museum. File includes the number of people from each county.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 18878. FILM FILE.** Records concerning film programs. File includes a list of films exhibited, notes on the films, and rental information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
LIBRARY**

**Item 18806. CORRESPONDENCE FILE.** Correspondence to and from the North Carolina Museum of Art Library. File includes reference questions and correspondence concerning gifts to the library and exchange programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 18807. CARD CATALOG FILE.** Card file providing bibliographical information concerning library holdings.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 18816. EXCHANGES CARD FILE.** Card file concerning pamphlets, catalogs, calendars, and bulletins exchanged with other art museums.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office when reference value ends.

**Item 47115. EXCHANGE DATABASE (ELECTRONIC) FILE.** Records concerning publications received from domestic and foreign museums.

DISPOSITION INSTRUCTIONS: Update electronic records in office.

**Item 47116. REPRODUCTION RIGHTS FILE.** List of publications that include artwork owned by the North Carolina Museum of Art.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47117. BACK-LOG FILE.** List of books in back-log that have not been cataloged yet.

DISPOSITION INSTRUCTIONS: Delete from list when book is cataloged.

**Item 47118. AUCTION CATALOGS FILE.** List of auction catalogs received by the Library.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 47119. PERIODICALS AND EXHIBITIONS CATALOGS FILE.** List of periodicals and catalogs of exhibitions held in the Library.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
REGISTRATION**

**Item 854. REGISTRATION FILE.** Records concerning works of art in the museum collection. File includes invoices, shipping information, and incoming receipts and incoming condition notes for works of art in the permanent collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18764. CURATORIAL/OBJECT FILE.** Records concerning each work of art in the possession of the North Carolina Museum of Art. File includes accession sheets, historical information, correspondence, magazine and newspaper articles, and photographs.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18765. INACTIVE OWNERS' FILE.** Records in paper and microfilm formats concerning works of art either on loan to or on deposit with the museum. File includes correspondence and receipts.

DISPOSITION INSTRUCTIONS: Retain paper and microfilm in office permanently.

**Item 18766. RECEIPTS FILE.** Bound volumes containing receipts for each item entering or leaving the museum.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18767. NUMERICAL ACCESSION CARD FILE.** Card file providing information concerning the accession of each work of art in the museum. File includes accession number, artist's name, title of work, and medium.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18768. CURRENT LENDERS' FILE.** Records in paper and microfilm formats concerning owners and works of art on temporary loan to the museum. File includes temporary accession number, name of work of art, lender, and address of lender.

DISPOSITION INSTRUCTIONS: Retain paper and microfilm in office permanently.

**Item 18769. TEMPORARY LOANS FILE.** Records in paper and microfilm formats concerning each work of art on temporary loan to the museum. File includes temporary accession number, artist's name, name of work of art, and owner.

DISPOSITION INSTRUCTIONS: Retain paper and microfilm in office permanently.

**Item 18770. CATALOG CARD FILE.** Card file providing information concerning the accession of each work of art in the museum collection. File includes accession number, artist's name, biographical data, title of art work, medium, measurements, provenance, exhibitions information, and literature.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18771. LOCATOR CARD FILE.** Card file listing the current location of each work of art in the museum collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
REGISTRATION**

**Item 18772. DONOR CARD FILE.** Card file listing individuals donating or lending works of art to the museum for extended periods. File includes name and address of donor/lender and work of art donated or loaned.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18773. DEALER CARD FILE.** Card file listing the dealer's name and address for each work of art purchased for the museum.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18774. ARTIST FILE.** Card file providing information concerning each artist represented in the museum collection. File includes name and classification of artist, period of style, accession number, name and description of work(s) of art, and donor(s).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18776. PHOTOGRAPH FILE.** Photographs of the museum's holdings. File includes glossy photographs.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Transfer duplicate copy of photographs to the State Records Center quarterly for immediate transfer to the custody of the Archives for permanent security storage.

**Item 18777. VISUAL MATERIAL INDEX FILE.** Card file providing reference numbers and other information concerning visual materials.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18778. REPRODUCTION RIGHTS FILE.** Correspondence and completed forms by publishers requesting the right to reproduce works of art in the North Carolina Museum of Art's collection.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 18779. MONETARY APPRAISALS FILE.** Reports of various appraisers of the permanent collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18780. MAJOR DONOR FILE.** Records concerning donations to the museum by major or frequent donors. File includes correspondence, a list of what was given, and information concerning what is to be given later.

DISPOSITION INSTRUCTIONS: Transfer records concerning specific donations to the Curatorial, Permanent Collection File (Item 18802) when reference value ends. Destroy in office remaining records when reference value ends.

**Item 18783. COLLECTIONS MANAGEMENT FILE.** Records concerning the procedures followed for handling and storing works of art, emergency brochures, climate control, and security in the building.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 18784. SHIPPING INFORMATION FILE.** Records concerning the moving of works of art. File includes bills of lading, shipping schedules, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
REGISTRATION**

**Item 18785. OUTGOING LOANS FILE.** Records concerning arts works that are loaned out. File includes loan agreements, receipts, insurance information, and correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**Item 18786. DEACCESSIONING FILE.** Records concerning the deaccessioning of works of art in the museum. File includes correspondence from the auction house or other recipient, outgoing receipts, and all financial records concerning the sale.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 18787. BEQUESTS FILE.** Listings of items that will be inherited by the North Carolina Museum of Art. File includes correspondence with attorneys.

DISPOSITION INSTRUCTIONS: Transfer to Curatorial Section, Permanent Collection File (Item 18802) when the item is received.

**Item 18788. INVENTORY FILE.** Annual inventories of the works of art belonging to the museum.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**Item 18789. INSURANCE FILE.** Reference copies of records concerning insurance on the art objects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 28790. PHOTOGRAPHS (SECURITY) FILE.** Duplicate photographs of the Museum of Art's collection of artifacts and works of art.

DISPOSITION INSTRUCTIONS: Records transferred to Photograph File (Item 18776).

**Item 47108. THE MUSEUM SYSTEM (TMS) DATABASE (ELECTRONIC) FILE.** Records concerning items in the Museum of Art's collection. File includes images, information on objects, outgoing loans, accessions, bibliographic material, donor information and other related records.

DISPOSITION INSTRUCTIONS: Delete records concerning an item when it is deaccessioned.

**Item 47109. CUMAS DATABASE (ELECTRONIC) FILE.** Duplicate copy of information found in The Museum System (TMS) Database (Electronic) File (Item 47108). File also contains information on requests for reproductions of museum's holdings.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
DEVELOPMENT SECTION**

**Item 18840. GRANTS FILE.** Records concerning all monetary grants to the museum. File includes exhibition information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer records 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 18842. ART SOCIETY BOARD OF DIRECTORS FILE.** Records concerning the Museum of Art Society board of directors. File includes minutes of the Art Society and board correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Art Society, North Carolina Art Society (NCAS) Board Minutes File (Item 3790).

**Item 18843. ART SOCIETY FILE.** Records concerning the North Carolina Museum of Art Society. File includes bylaws, financial records, and records concerning committees, tours of the museum, monthly meetings, and nominations.

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Art Society, North Carolina Art Society (NCSA) Administrative File (Item 844).

**Item 18844. DIRECTOR'S CORRESPONDENCE FILE.** Reference copies of office correspondence from the director.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
DEVELOPMENT SECTION  
COMMUNICATIONS**

**Item 47133. CONCERT SERIES FILE.** Records concerning concerts held at the North Carolina Museum of Art. File includes correspondence, contracts, information about the artist, box office returns, publicity, and related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47134. FILM SERIES FILE.** Records concerning films shown at the summer and winter film series held at the North Carolina Museum of Art. File includes correspondence, contracts, box office returns, publicity and related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47135. ARTIST REFERENCE FILE.** Records concerning potential performers at the North Carolina Museum of Art.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
DIRECTOR'S OFFICE**

**Item 858. DIRECTOR'S ADMINISTRATIVE FILE.** Records concerning the administration of the North Carolina Museum of Art (NCMA). File includes records concerning the various departments of the NCMA, correspondence, reports, travel records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 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.

**Item 859. ORGANIZATIONS FILE.** Correspondence with organizations with which the museum deals. File includes a list of organizations that are not donors and correspondence with art dealers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**Item 3451. BOARD OF TRUSTEES MINUTES FILE.** Original copies of minutes of the North Carolina Museum of Art Board of Trustees (formerly the Art Commission). Amended 04-04-04.

DISPOSITION INSTRUCTIONS: Transfer all original signed minutes to the State Records Center after one year for the immediate transfer to the Archives. Destroy copies of minutes in office when reference value ends.

**Item 18853. BOARD OF TRUSTEES FILE.** Records concerning the North Carolina Museum of Art Board of Trustees (formerly the Art Commission). File includes routine correspondence, committee assignments, biographies, and other related records.

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 18855. CORRESPONDENCE WITH INDIVIDUALS FILE.** Correspondence with trustees, art critics, professional colleagues of director, politicians, and others.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**Item 18856. CORRESPONDENCE WITH MUSEUMS AND GALLERIES FILE.** Correspondence with various museums and galleries. File includes records concerning exhibitions and loans of works of art, invitations, publications, reports, exhibition descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**Item 18857. FUTURE EXHIBITIONS FILE.** Records concerning planned future exhibitions by the museum. File includes proposals, grant information, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 18858. FORMER DIRECTOR'S ADMINISTRATIVE FILE.** Records concerning the former directors of the North Carolina Museum of Art. File includes travel requisitions, speeches, notes on classes taught by directors, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records in the State Records Center to the custody of the Archives immediately.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
DIRECTOR'S OFFICE**

**Item 18859. NEW BUILDING FILE.** Records concerning the new building. File includes work orders and records concerning lighting specifications, mail service, committees, telephone system contracts and proposals, and other related records.

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 47120. 50th ANNIVERSARY FILE.** Records concerning the 50th anniversary of the North Carolina Museum of Art. File includes correspondence, documentary information, and related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center for immediate transfer to the custody of the Archives.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
FINANCE AND ADMINISTRATION  
SECURITY**

**Item 18775. PASSES FILE.** Passes issued to visitors carrying articles into or out of the museum which are briefcase-size or larger.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**Item 47136. LOG FILE.** Logs of employees, visitors to the museum, visitors to the cafe, and volunteers.

DISPOSITION INSTRUCTIONS: Transfer volunteer logs to Department of Volunteer and Visitor Services. Destroy remaining records in office after 3 years.

**Item 47137. SECURITY VIDEO TAPE FILE.** Tapes of various locations in the Museum.

DISPOSITION INSTRUCTIONS: Record over tape after 2 weeks.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS**

**Item 47152. BOX OFFICE FILE.** Records concerning sales and attendance figures at events held at the Museum.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 47153. PRESS RELEASE FILE.** Records concerning the Communications department. File includes copies of press releases.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 47154. PHOTOGRAPHY FILE.** Records concerning the Photography department. File includes reports concerning photographs taken by the department.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 47155. PUBLICATIONS FILE.** Records concerning the Publications department. File includes status reports of projects in the Publications department.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47156. SPECIAL EVENTS FILE.** Records concerning the Special Events department. File includes status reports of projects in the Special Events department.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47157. STORE FILE.** Records concerning the Museum Store. File includes sales reports, license agreements and related records.

DISPOSITION INSTRUCTIONS: Destroy in office license agreements after 8 years 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. Destroy in office remaining records when administrative value ends.

**Item 47158. TRAVEL AND ETHNIC DIVERSITY FILE.** Records concerning the Travel and Ethnic Diversity department. File includes status reports on trips planned by the department and reports on meetings held with diverse ethnic groups in the community.

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 47159. VOLUNTEER AND VISITOR SERVICES FILE.** Records concerning the Volunteer and Visitor Services department. File includes status reports on Museum volunteers and visitors to the Museum.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
BOX OFFICE**

**Item 47145. SALES REPORTS FILE.** Daily reports of tickets sold in the Museum Box Office.

DISPOSITION INSTRUCTIONS Destroy in office after **3** 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 47146. SALES DATABASE (ELECTRONIC) FILE.** Electronic records used to track ticket sales. File includes number of tickets sold to each event, amount collected for each event, time of day tickets were sold, and other related records. Data is entered from the Events Reports File (Item 47147).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47147. EVENT REPORTS FILE.** Report generated by Box Office software showing number of tickets sold and amount collected for each event. Data is entered into the Sales Database (Electronic) File (Item 47146).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 47148. UNCLAIMED TICKETS FILE.** Tickets purchased from the Museum Box Office to an event that were not picked up by the purchaser.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
COMMUNICATIONS OFFICE**

**Item 18851. MEDIA FILE.** Records from various media concerning the North Carolina Museum of Art. File includes press invitations, television proposals, newspaper and magazine clippings, and media contracts.

DISPOSITION INSTRUCTIONS: Transfer 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.

**Item 18852. NEW BUILDING FILE.** Records concerning the events and activities surrounding the opening of the new North Carolina Museum of Art building.

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center for immediate transfer to the custody of the Archives.

**Item 47110. SLIDES FILE.** Reference copies of slides showing exhibitions shown at the Museum of Art.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 47111. PHOTOGRAPHS FILE.** Photographs and slides of items in the Museum of Art and events held at the Museum.

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center for immediate transfer to the custody of the Archives.

**Item 47112. MEDIA CORRESPONDENCE FILE.** Copies of correspondence sent to the media concerning the Museum of Art.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 47113. EXHIBITIONS FILE.** Records concerning exhibitions held at the Museum. File includes press releases, clippings, media kits, rack cards, invitations, special booklets, and related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
NORTH CAROLINA MUSEUM OF ART STORE**

**Item 18835. MUSEUM GIFT SHOP FILE.** Records concerning the Museum Gift Shop. File concerns purchasing philosophy, merchandise to be sold, and operations. File includes contracts, design and development information, correspondence, invoices, purchase orders, suppliers information, and billing information.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 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 47128. THE ASSISTANT MANAGER (TAM) RETAIL DATABASE (ELECTRONIC) FILE.** Records concerning items sold in the Museum store. File includes description, cost of item, sales history, SKU number, and related records.

DISPOSITION INSTRUCTIONS: Destroy printed reports in office after 1 year. Update database in office routinely.

**Item 47129. INVENTORY DATABASE (ELECTRONIC) FILE.** Lists of items stored at off-site storage locations. File includes cost of items, number of items, and related records.

DISPOSITION INSTRUCTIONS: Update records in database as items are added to or removed from inventory. Delete record when all items removed from inventory.

**Item 47130. PHYSICAL STORE INVENTORY FILE.** Records of physical inventory conducted at Museum store.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 47131. CUSTOMER CORRESPONDENCE FILE.** Correspondence with Museum store customers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 47132. SHIPPING FILE.** Records concerning items mailed from the Museum store to individuals who purchased items from the on-line store.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
PHOTOGRAPHY DEPARTMENT**

**Item 47138. PHOTOGRAPHS FILE.** Photographs, slides, and negatives of the Museum collection, events held at the Museum, concerts, exhibition openings, people, and changing exhibitions.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47139. CIRCULATION TRACKING FILE.** List used to track photographs that are sent out of the department. File includes what it sent, where it is sent, date sent, date returned, and related records.

DISPOSITION INSTRUCTIONS: Destroy in office when item is returned.

**Item 47140. PHOTOGRAPHY DATABASE (ELECTRONIC) FILE.** Records used to produce quarterly statistics on the amount a photographer produces, the format that is used, and related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47141. OUT-GOING LOAN DATABASE (ELECTRONIC) FILE.** Records used to track slides and transparencies that have been borrowed by someone outside of the department.

DISPOSITION INSTRUCTIONS: Delete record in office when item is returned.

**Item 47142. PERSONALITIES FILE.** Records concerning photographs and slides in the photography department of Museum personalities.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47143. LABELS FILE.** Labels for photographs and slides in the photography department.

DISPOSITION INSTRUCTIONS: Retain permanently labels of items in the Museum of Art's permanent collection. Destroy in office labels for changing exhibits when administrative value ends.

**Item 47144. LOG-IN BOOK FILE.** Log book used to assign numbers to each photograph kept in the Photography department.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
PUBLICATIONS**

**Item 47151. JOB FILE.** Records concerning print jobs done for the Museum of Art by outside printers. File includes print bids, samples, specifications sent to printers, proofs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning exhibition catalogs after 10 years. Destroy in office remaining records after 5 years.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
SPECIAL EVENTS**

**Item 18837. MAJOR FUND-RAISING EVENTS FILE.** Records concerning major museum fund-raising events. File includes records concerning public relations, catering, social functions, planning and other aspects of fund-raising events. File also includes correspondence, public relations records, descriptions of events, and other related records.

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 47149. EVENT FILE.** Records concerning events held at the Museum of Art including membership events, corporate events and regularly scheduled annual events. File includes event sheets, correspondence, budget information, invitations, publicity, work orders, menus, guest lists, seating charts, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47150. SPECIAL PERMITS FILE.** Special permits received from the Alcohol and Beverage Control (ABC) Board to serve alcohol at certain events.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
VOLUNTEER AND VISITOR SERVICES**

**Item 18850. VOLUNTEER APPLICATION FILE.** Applications of volunteers who have not completed the mandatory new volunteer orientation.

DISPOSITION INSTRUCTIONS: Transfer applications of volunteers who complete orientation to the New Volunteer File (Item 47121) after they complete orientation. Destroy remaining records in office after 6 months.

**Item 38210. MUSEUM OF ART VOLUNTEERS FILE.** Reference copies of records concerning the museum's volunteer organization. File includes correspondence, membership rosters, trip brochures, minutes, and other related records. (NOTE: Records were transferred to the State Records Center as Item 3996 per schedule approved 5-17-88.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 47121. NEW VOLUNTEER FILE.** Applications of volunteers who have completed the mandatory new volunteer orientation, but who have not yet volunteered.

DISPOSITION INSTRUCTIONS: Transfer applications of volunteers who actively volunteer to the Permanent Volunteer File (Item 47122). Destroy remaining records in office 1 year after orientation is completed.

**Item 47122. PERMANENT VOLUNTEER FILE.** Applications of volunteers who have completed the mandatory volunteer orientation and who are actively volunteering for the Museum.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after volunteer retires or volunteer does not renew membership.

**Item 47123. COMMUNITY SERVICES WORK PROGRAM WORKER FILE.** Records concerning workers appointed by the courts to work at the Museum. File includes worker's placement verification timesheet, signed copy of Museum of Art policies and procedures, correspondence, and related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after completion of assignment.

**Item 47124. VISITOR COMMENTS FILE.** Completed Visitor Comment Cards and responses when sent.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after reply letter sent or comment card received if no reply letter was sent.

**Item 47125. VOLUNTEER TRAINING INFORMATION FILE.** Records concerning training of volunteers. File includes orientation training and records concerning on-going volunteer opportunities.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 47126. SPECIAL EXHIBITION TRAINING FILE.** Records concerning training of volunteers for special, specific exhibitions.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 47127. VOLUNTEER LOG SHEETS.** Log sheets signed by volunteers whenever they enter or leave the Museum.

DISPOSITION INSTRUCTIONS: Destroy in office records of previous year in May of current year.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
PLANNING AND DESIGN**

**Item 47160. BUILDING PLANS FILE.** Records concerning the Museum of Art building. File includes building plans and aerial maps. (Records may be considered confidential in accordance with GS 132-1.7).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47161. BUILDING EXPANSION FILE.** Records concerning the expansion of the Museum of Art building. File also includes records on the destruction of buildings and construction on the Museum grounds.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 47162. EXHIBITION DESIGN FILE.** Records concerning the Exhibition Design department. File includes status reports on projects in the department.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF CULTURAL RESOURCES  
NORTH CAROLINA MUSEUM OF ART  
MARKETING AND OPERATIONS  
EXHIBIT-INSTALLATION**

**Item 18820. EXHIBITION DESIGN AND INSTRUCTION FILE.** Records concerning design and installation of exhibitions at the North Carolina Museum of Art. File includes records concerning lighting, backdrops, consultations, expenses, work orders, memorandums, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office carpentry work orders 7 years after work is completed. Destroy in office remaining records when administrative value ends.

**Item 18821. NEW BUILDING FILE.** Records concerning the planning, construction, furnishing, and installation of the building occupied in 1982. File includes architects' brochures, records concerning equipment, purchase orders, committee reports, correspondence with architects and suppliers, and other pertinent records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 18822. BLUEPRINTS AND DRAWINGS FILE.** Blueprints and drawings of installations of exhibits within the museum. (Building plans may be considered confidential according to G.S. 132-1.7).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) for immediate transfer to the custody of the Archives.

**Item 18823. EXHIBITION BUDGET FILE.** Reference copies of records concerning expenses of exhibitions at the museum. File includes correspondence, reports, and final tallies of expenses.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 18824. NORTH CAROLINA MUSEUM OF ART OFFICES FILE.** Records concerning the offices in the building Exhibit-Installation section has constructed. File includes records concerning the furnishings of the offices and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 18825. SLIDE FILE.** Copies of slides of the North Carolina Museum of Art's exhibits, building, and the grounds.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 23698. NEW BUILDING CONSTRUCTION FILE.** Records concerning the construction of the building occupied in 1982. File includes blueprints and interior/exterior photography of construction. (Building plans may be considered confidential according to G.S. 132-1.7).

DISPOSITION INSTRUCTIONS: Records transferred to New Building File (Item 18821).