DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY

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 SYMPHONY

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

NORTH CAROLINA SYMPHONY

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 This schedule is to remain in effect until superseded.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

Richard R. Hoffert, Executive Director
North Carolina Symphony

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

June 7, 1996

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
OFFICE OF THE EXECUTIVE DIRECTOR

Amend the records retention and disposition schedule approved June 7, 1996 by amending the Item 18695 as shown on substitute pages dated November 3, 2003.

APPROVAL RECOMMENDED

David Chambless Worters, President and CEO
North Carolina Symphony

Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

APPROVED

Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 3, 2003

LRM

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY

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NORTH CAROLINA SYMPHONY

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APPROVED

Betty Ray McCain, Secretary
Department of Cultural Resources

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.

June 7, 1996

HFH

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
EDUCATION SECTION

ITEM 18711. CORRESPONDENCE FILE.

Records concerning the administration of the educational programs of the N.C. Symphony. File includes correspondence with other symphony and chamber orchestras, information regarding local symphony chapters and professional organizations, schedules, publicity fliers, music camp brochures, and memorandums.

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.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
FINANCE SECTION
ACCOUNTING BRANCH

ITEM 18701. LOCAL, STATE, AND FEDERAL GOVERNMENT CORRESPONDENCE AND REFERENCE FILE.

Records used in coordinating symphony programs and funding with other governmental units. File includes reference copies of bills, reference copies of laws concerning tax contributions to musical organizations, reference copies of legislation concerning symphony appropriations from federal, state, and local governments, reference copies of pending legislation and postal regulations, correspondence and memorandums regarding special requests received from other agencies or organizations, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence, memorandums, and reports 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. Destroy in office remaining records when administrative value ends.

ITEM 18706. LETTERS OF ACKNOWLEDGMENT FILE.

Correspondence acknowledging support and contributions to the symphony from agencies, institutions, and individuals.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 18715. GENERAL JOURNALS FILE.

Ledger sheets showing adjustments in transactions in which errors were made such as in bank accounts, bank charges, tax computations, and other adjustments.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

ITEM 38517. ANNUAL FUND REGISTRATIONS (FORMS) FILE.

Completed forms concerning the registration of donors to the North Carolina Symphony. Forms include names and addresses of donors and amounts of contributions. Names and addresses of donors and amounts of contributions are entered into Box Office Branch, Select Ticket System Database (Electronic) File (Item 38525) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 38523. SELECT TICKET SYSTEM REPORTS (PRINTOUTS) FILE.

Computer printout reports concerning fund development for the North Carolina Symphony. Reports include Operator Totals Reports, Development Register Reports, and other related reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
FINANCE SECTION
BOX OFFICE BRANCH

ITEM 18726. DONATIONS (PRINTOUTS) FILE.
Computer printouts concerning donations to the N.C. Symphony. Printouts include name and address of each supporter making pledge, amount paid, and balance. (These contributions are categorized by chapter, donor, patron, or sponsor by donor classification as to individual, trustee, corporation, or foundation.)

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year history after 6 years.

ITEM 36247. COMPLIMENTARY TICKETS FILE.
Forms concerning all tickets issued on a complimentary basis. Forms include names of recipients, seat locations, and names of events.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 36248. CORRESPONDENCE AND MEMORANDUMS FILE.
Correspondence and memorandums written and/or received by the office concerning ticket sales.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 36249. FINANCIAL SUPPORT FILE.
Records used to support credits and debits to all chapter and special events accounts. File includes subsidiary ledgers that backup posting records that are cross referenced with the general ledger through the use of acknowledgement numbers. File also includes ticket sales reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 36250. TICKET ORDER FILE.
Records concerning subscription and single ticket sales processed through the Symphony Box Office and the Raleigh Civic Center Box Office regarding concerts. File includes subscription forms and county chapter ticket order forms.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 36251. UNUSED TICKETS FILE.
Records concerning all tickets in possession of the N.C. Symphony which were not used to attend a concert. File includes unsold preprinted tickets, tickets not picked up at concerts, and unused complimentary tickets.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 38524. CHAPTER ORDER FORMS AND RECEIPTS FILE.
Completed order forms and receipts concerning season tickets sold to individuals. Order forms include names and addresses of subscribers, telephone numbers, numbers and types of tickets purchased, methods and amounts of payments, names of volunteer contacts, names of chapters, and other related information. Names and addresses, telephone numbers, number of tickets purchased, types of tickets purchased, methods and amounts of payments, names of chapters, and other related information are entered into Select Ticket System Database (Electronic) File (Item 38525) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
FINANCE SECTION
BOX OFFICE BRANCH

ITEM 38525. SELECT TICKET SYSTEM DATABASE (ELECTRONIC) FILE.
Machine readable records on magnetic tape concerning ticket subscriptions, single ticket sales, and contributions to the North Carolina Symphony. Electronic file includes names and addresses of ticket holders, telephone numbers, number of tickets purchased, types of tickets purchased, methods and amounts of payments, amounts of contributions, names of chapters, and other related data.

DISPOSITION INSTRUCTIONS: Create backup copy on magnetic tape and transfer to an off-site location for security storage. Agency representative will rotate tapes routinely. Erase in office number of tickets purchased, types of tickets purchased, methods and amounts of payments, and amounts of contributions when released from all audits.

ITEM 38526. SELECT TICKET SYSTEM REPORTS (PRINTOUTS) FILE.
Computer printout reports concerning all season subscription and single ticket sales. Reports include Package Sales Reports, Seating Book Reports, Operator Totals Reports, Subscriber Listing Reports, and other related reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 38527. SELECT TICKET SYSTEM SECURITY BACKUP TAPES (ELECTRONIC) FILE.
Security backup magnetic tapes of the Select Ticket System Database (Electronic) File (Item 38525).

DISPOSITION INSTRUCTIONS: Return backup magnetic tapes to rotation cycle after 1 year and all audits have been completed.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
MARKETING AND PUBLIC RELATIONS SECTION
ADMINISTRATIVE BRANCH

ITEM 976. PUBLICITY FILE.
Records used in the public relations program of the symphony. File includes booklets, posters, brochures, concert programs, and other related advertising 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 977. PHOTOGRAPHS FILE.
Photographs of the symphony used in the preparation of public relations materials, such as program booklets, news releases, posters, and other related records. Orchestra photographs include photographs of the full and little symphony, chambers and ensembles, various sections and instrument positions, and photographs of events.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years for immediate transfer to the custody of the Archives.

ITEM 978. PROGRAM PLANNING AND REVIEWS FILE.
Records concerning program planning for concert tours, conferences, and other related activities. File includes reviews of performances, concert program information, 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 18734. OTHER ORCHESTRAS FILE.
Records concerning the programs and concerts of other symphony orchestras and musical organizations. File includes correspondence, programs, brochures, newspaper clippings, and other related records. (File is used for reference in preparing publicity programs of the N.C. Symphony.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18735. MAIN ARTISTS FILE.
Records used to publicize guest performers and other artists performing with the symphony. File includes correspondence with artists and management organizations and printed and published literature including concert programs, copies of reviews, and other related records regarding previous performances.

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 18737. DEVELOPMENT ADMINISTRATIVE FILE.
Records concerning fund solicitation activities for the North Carolina Symphony from individuals, local chapters, private foundations, and governmental agencies. File includes monthly financial reports, correspondence and memorandums to chapter directors concerning implementation of chapter functions, approved grant applications from chapters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office monthly financial reports when administrative value ends. Transfer remaining 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.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
MARKETING AND PUBLIC RELATIONS SECTION
ADMINISTRATIVE BRANCH

ITEM 18738. COLLEGES, UNIVERSITIES, AND FOUNDATIONS FILE.
Records concerning fund solicitation activities of the symphony and the college and university related programs, concerts, and activities. File includes correspondence with college and foundation officials, applications for funds, reports of symphony activities, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 18739. FISCAL MANAGEMENT AND FUND-RAISING FILE.
Records concerning the financial affairs of the symphony, used in planning future programs and other management activities.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 18740. VOLUNTEER LISTS FILE.
Computer printouts listing Wake County volunteers who sold subscriptions to the North Carolina Symphony's performances in Wake County. Printouts include names and addresses of subscribers, telephone numbers, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
MARKETING AND PUBLIC RELATIONS SECTION
COMMUNITY AND VOLUNTEER SERVICES BRANCH

ITEM 18741. CHAPTER MEMBERSHIP FILE.
Records concerning membership solicitations and receipts of dues of local symphony chapters. File includes chapter membership reports, receipts for chapter dues, reports indicating amounts owed by each chapter, reports showing amounts received from each member, reference copies of local chapter meeting minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 18742. CHAPTER OFFICERS LISTS FILE.
Listings of all officers of each local symphony chapter in the state. (File is used for coordinating membership solicitation with the local chapters.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 18743. STATE CHAPTER FILE.
Records used to plan membership drives, schedule and plan concerts, and to plan other activities requiring coordination between the Symphony Society administrative office and local chapters. File includes correspondence with chapter officers and supporters, listings of members and officers, concert programs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18744. CHAPTER DEVELOPMENT FILE.
Records used to coordinate local chapter functions and to develop new chapters. 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 36232. BOX OFFICE FORMS FILE.
Completed forms submitted to the symphony documenting ticket sales in each chapter.

DISPOSITION INSTRUCTIONS: Transfer to the Box Office Branch, Ticket Order File (Item 36250) immediately after subscription tickets are ready to be mailed to the local chapters.

ITEM 36233. CHAPTER AWARDS FILE.
Records concerning awards given to local chapter volunteers for their outstanding service to the symphony. File includes lists of award winners, criteria for awards, 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 destroyed.

ITEM 36236. CHAPTER MEMBERSHIP CORRESPONDENCE FILE.
Administrative and management correspondence written to and/or received from local chapter officers concerning concerts, membership fees, or fundraising activities for the North Carolina Symphony.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 36237. CHAPTER REIMBURSEMENT FILE.
Requests submitted by local chapters concerning reimbursement for symphony-related

DISPOSITION INSTRUCTIONS: Transfer official requests to Finance Section, Accounting Branch, Numerical Check Copy (Voucher) File (Item 18723) when received from chapters. Destroy in office reference copies after 2 years.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
MARKETING AND PUBLIC RELATIONS SECTION
COMMUNITY AND VOLUNTEER SERVICES BRANCH

ITEM 36241. COMPUTER PRINTOUT REQUESTS FORMS FILE.
Forms used to request specialized printouts for each local chapter.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 36242. CONCERT HALLS (MAPS) FILE.
Maps used to locate concert halls in towns and cities throughout North Carolina where the symphony performs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36245. TICKET OUTLETS REQUESTS FILE.
Requests submitted by each ticket outlet requesting specific number of tickets to be sold for each symphony performance.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

DEPARTMENT OF CULTURAL RESOURCES
NORTH CAROLINA SYMPHONY
OFFICE OF THE EXECUTIVE DIRECTOR

ITEM 18695. NORTH CAROLINA SYMPHONY SOCIETY MINUTES FILE.
Minutes of the North Carolina Symphony Society, Inc., and ad hoc committees. (Minutes are used to record the proceedings of each annual, regular, and special meeting.) (This is an essential agency record.) Amended 11-3-03.

DISPOSITION INSTRUCTIONS: Transfer official copy of minutes to the State Records Center after 1 year for immediate transfer to the custody of the Archives. Retain microfilm currently in the Archives vault permanently.

ITEM 18698. NORTH CAROLINA SYMPHONY SOCIETY FILE.
Records documenting the policies of the Symphony Society. File includes the charter, bylaws, and records regarding annual meetings, trustee meetings, committee meetings, the president, treasurer, and the Chairman of the Board of Trustees.

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Symphony Society Minutes File (Item 18695).

ITEM 37985. ROSTERS FILE.
Rosters of board members of the North Carolina Symphony Society and the North Carolina Symphony Foundation. Rosters include names and addresses of members, membership status, and other related information.

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 38782. MASTER CONTRACTS WITH MUSICIAN ASSOCIATIONS FILE.
Contracts concerning collective bargaining activities between musicians and the North Carolina Symphony. Contracts include names and addresses of musicians, dates of contracts, dates of performances, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when adminisstrative 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 SYMPHONY
OFFICE OF THE GENERAL MANAGER
ADMINISTRATIVE BRANCH

ITEM 18696. ORCHESTRA MANAGEMENT AND CONCERT SCHEDULING FILE.
Records used in planning concert performances and tours and in managing the rehearsals. File includes correspondence, master and weekly performance schedules, and other related records.

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

ITEM 18700. TOUR MANAGER'S WORKING FILE.
Records used in making travel arrangements, hotel and motel accomodations, meal arrangements, and other details concerning out-of-town concerts by the orchestra. File includes correspondence, bid reports from lodging establishments and other vendors, price schedules, and catalogs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 18705. CORRESPONDENCE FILE.
Correspondence of the general manager and other officials in the symphony administrative offices that is used to inform the public of symphony activities and concerts and to explain symphony policies and procedures regarding physical requirements for educational, chapter, and contract concerts.

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

ITEM 18707. CHRONOLOGICAL CORRESPONDENCE FILE.
Outgoing correspondence generated by each official in the symphony concerning thank you messages to patrons, letters to composers, and other related topics.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18708. ARTISTS MANAGEMENT FILE.
Listings of artists management companies and the soloists they manage. Lists include names and addresses of soloists, performance dates, names and addresses of artists managment companies, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 18710. BRYAN YOUNG ARTISTS COMPETITION FILE.
Records concerning the planning and managing of auditions for the educational concert program. File includes acknowledgements, mailing lists, information regarding young artists' awards, names of prospective judges, judges' reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.