

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
ECHO PROJECT

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

ECHO Project

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 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. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Cultural Resources hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the office is not authorized by the Department of Cultural Resources to destroy these records.

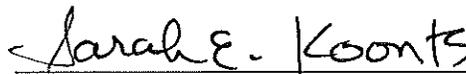
The Department of Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Cultural Resources agrees to comply with all policies, standards, and best practices published by the department regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Cultural Resources agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Kevin Cherry, Chief Records Officer and Deputy Secretary
Department of Cultural Resources


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 50214. ADVISORY COMMITTEE MINUTES FILE

Minutes of the ECHO Project's advisory committee.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 50215. ECHO PROJECT SURVEY INSTITUTIONAL FILE

Completed surveys from various institutions around the state. File includes surveys, pamphlets, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 50216. ECHO PROJECT SURVEY FILE

Records concerning the survey process for cultural heritage institutions. File includes original survey records, regional meetings' notes, survey summary report, project publicity DVD's, and other related records. (Final digitized report is in the custody of the State Library.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 50217. ECHO PUBLICATIONS FILE

Records concerning publications related to digitization and best practices workshops given to educate people across the state in the process for digitizing the records in their custody. File includes power point presentation (paper copy), digitization guidelines for encoded archival design, training CD's, and other related information. (Project ended in 2010.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 50218. INSTITUTIONAL DATABASE (ELECTRONIC) FILE

Electronic records concerning the institutional survey. Electronic file includes data on participating institutions, locations, contacts, artifact and paper collections, photographs, and other related data.

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.