DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
SURVEY AND PLANNING UNIT

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

SURVEY AND PLANNING UNIT

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

SURVEY AND PLANNING UNIT

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 This schedule is to remain in effect until superseded.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, Deputy Secretary
Office of Archives and History
Chief Records Officer
Department of Cultural Resources

David J. Olson, Director
Division of Historical Resources

David Brook, Administrator
State Historic Preservation Office

Claudia R. Brown, Supervisor
Survey and Planning Branch

APPROVED

Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 25, 2002

LRM

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SURVEY AND PLANNING UNIT

Amend the program records retention and disposition schedule approved November 25, 2002, by changing item 3551 as shown on substitute page dated 11-24-08.

APPROVAL RECOMMENDED

Jeffrey Crow, Chief Records Officer
Department of Cultural Resources

Peter Sandbeck, Administrator
State Historic Preservation Office

David Brook, Director
Division of Historical Resources

APPROVED

Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 24, 2008

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SURVEY AND PLANNING UNIT

ITEM 814. ENVIRONMENTAL REVIEW FILE.

Records concerning proposed federally-funded or authorized construction projects submitted to Survey and Planning Branch for comment. File includes correspondence regarding implementation of rules, regulations, and guidelines, and applications for construction projects. Project names, descriptions of projects, project numbers, review dates for projects, names of applicants, and other related information are entered into Environmental Review Program Database (Electronic) File (Item 36873) and routinely updated. (The Survey and Planning Branch must comply with National Historic Preservation Act, Section 106 and General Statutes 120-12A regarding protection of any historic structures eligible for listing in the Notification of Referral or near proposed construction sites.)

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

ITEM 3463. NOMINATIONS TO NATIONAL REGISTER OF HISTORIC PLACES FILE.

Records concerning the nomination of various structures in North Carolina to the National Register of Historic Places. (Each nomination is kept in an envelope labeled with county name, city, and name of structure.) File includes correspondence, maps, pictures, and National Register forms, the originals of which are sent to the National Register.

DISPOSITION INSTRUCTIONS: Transfer copies of each nomination to the State Records Center in 6-month segments. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Retain in office reference copies permanently.

ITEM 3551. PROPERTY SURVEY FILE.

Records in paper and electronic formats concerning each historic structure investigated by the Survey and Planning Branch. File includes correspondence, research notes, maps, reference copies of newspaper clippings, Historic American Engineering Records (HAER) inventory forms, North Carolina Historic Structure data sheets, reference copies of National Register of Historic Places registration forms, reference copies of brochures, and other related records. (This is an essential agency record.) Amended 11-24-08

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center annually to be scanned and microfilmed. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Microfilmed paper records will be returned to agency. A copy of the digital images and microfilm will be purchased by the agency. The agency will retain microfilm in office permanently and destroy digital images when reference value ends. Destroy paper records when reference value ends.

ITEM 22927. CERTIFIED LOCAL GOVERNMENT FILE.

Records concerning local governments eligible for federal funds. File includes applications, memorandums, correspondence, audit reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s) or when released from all audits, whichever occurs later. 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
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
SURVEY AND PLANNING UNIT

ITEM 22928. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats with persons and organizations requesting information or advice concerning restoration or preservation of older structures.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records 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 22929. ENACTED AND PROPOSED LEGISLATION FILE.

State legislation concerning the Division of Historical Resources and issues concerning historic preservation. File includes federal legislation, codes of federal regulations, and a list of state legislators.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 22931. ENVIRONMENTAL REVIEW CARD INDEX FILE.

Computer generated cards listing each environmental review submitted to the Survey and Planning Branch for each construction project. Cards list project names, project numbers, locations of projects, comments by survey staff, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 22932. HISTORIC DISTRICT AND HISTORIC PROPERTIES COMMISSIONS FILE.

Records in paper and electronic formats concerning historic properties or district commission. File includes correspondence, memorandums, agendas, minutes, newsletters, brochures, rules and procedures, ordinances, and designation reports.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Retain in office paper records permanently.

ITEM 22933. INVENTORY FILE.

Independent inventories of historic structures in each county in North Carolina. File includes a listing of all the known historic structures in a particular county, a cross-reference that lists structures by category, an inventory prepared for the Historic American Engineering Record, and a copy of the inventory form for each structure.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 22934. MAP FILE.

Maps used in the work of the Survey and Planning Branch. File includes city, county, state, site, topographical, aerial, and other maps.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 22935. NATIONAL REGISTER NOMINATION CHRONOLOGICAL FILE.

Completed forms used to nominate structures in North Carolina to the National Register for Historic Places.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 22941. SLIDE FILE.

Photographic slides made and used by the Survey and Planning Branch showing historic structures in North Carolina.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
SURVEY AND PLANNING UNIT

ITEM 22942. SLIDE CARD FILE.

Card file which provides an index to branch's slide file.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 22943. SPECIAL STUDIES AND THEMATIC INVENTORY FILE.

Surveys and special inventories in paper and electronic formats written by branch staff. File includes bibliographies and inventories of structures.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Retain in office paper records permanently.

ITEM 22944. SPEECHES FILE.

Speeches in paper and electronic formats made by members of the Archaeology and Historic Preservation Section and especially by Survey and Planning Branch staff.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. 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.

ITEM 22945. SURVEY AND PLANNING GRANTS FILE.

Records in paper and electronic formats concerning subgrants to local government organizations from the federal historic preservation fund. File includes grant applications, memorandums of agreement, contracts, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records 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 36340. HISTORIC STRUCTURES PHOTOGRAPHIC NEGATIVES (ENVELOPES) FILE.

Photographic negatives concerning historic structures investigated by the branch. (Negatives are filed in protective envelopes.)

DISPOSITION INSTRUCTIONS: Transfer to the custody of the Archives monthly.

ITEM 36873. ENVIRONMENTAL REVIEW PROGRAM DATABASE (ELECTRONIC) FILE.

Electronic records concerning proposed federally-funded or authorized construction projects submitted to the Survey and Planning Branch for comment. Electronic file includes project names, project numbers, descriptions of projects, review dates for projects, names of applicants, and other related information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 46111. BUILDING CODE CERTIFICATIONS FILE.

Original and reference copies of records concerning the certification of buildings that possess historic and architectural significance as historic properties. File includes applications, correspondence, certification forms, supporting documentation and related processing materials.

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.

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
SURVEY AND PLANNING UNIT

ITEM 46724. SURVEY SITES DATABASE (ELECTRONIC) FILE.

Records in paper and electronic format concerning architectural surveys of historic properties within the state. Electronic file includes property name, county, survey site number, physical location and as appropriate, National Register number, status, and name of historic district or neighborhood in which it is located. File may also include construction date and building style. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain electronic records in office permanently. Destroy in office paper records when reference value ends.

ITEM 46725. HISTORIC STRUCTURES STATUS DATABASE (ELECTRONIC) FILE.

Records in paper and electronic format concerning properties in North Carolina that are either listed in the National Register of Historic Places, on the National Register Study List, determined eligible for the National Register, or locally designated as a landmark or district. Electronic file includes location, owner information, date of designation(s), other dates that track the processing of a property's nomination to the National Register, and information about a property's condition. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain electronic records in office permanently. Destroy in office paper records when reference value ends.