

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
OFFICE OF THE DEPUTY SECRETARY
DEPUTY SECRETARY'S OFFICE**

Amend the records retention and disposition schedule approved January 13, 2003 by amending Item 13031 as shown on substitute pages dated September 15, 2003.

APPROVAL RECOMMENDED



Jeffrey J. Crow, Deputy Secretary, Office of Archives and History
Chief Records Officer, Department of Cultural Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 15, 2003

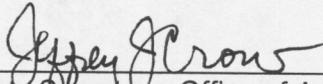
LRM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

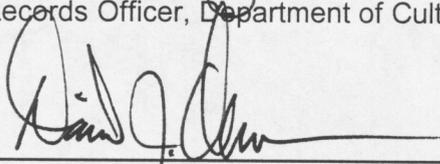
DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
OFFICE OF THE DEPUTY SECRETARY
DEPUTY SECRETARY'S OFFICE

Amend the records retention and disposition schedule approved January 13, 2003 by adding the Items 46740, 46741, and 46742 as shown on substitute pages dated February 17, 2003.

APPROVAL RECOMMENDED

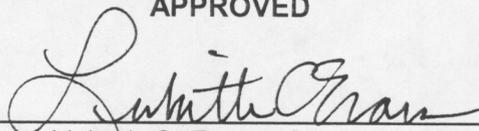


Jeffrey J. Crow, Deputy Secretary, Office of Archives and History
Chief Records Officer, Department of Cultural Resources



David J. Olson, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

February 17, 2003

LRM

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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

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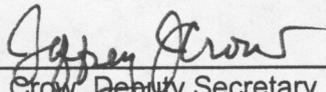
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

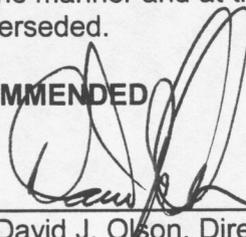
DEPUTY SECRETARY'S OFFICE

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

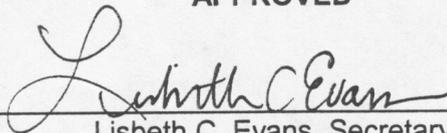


Jeffrey J. Crow, Deputy Secretary
Office of Archives and History
Chief Records Officer
Department of Cultural Resources



David J. Olson, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

January 13, 2003

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**DEPARTMENT OF CULTURAL RESOURCES
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Item 793. DEPARTMENTAL FILE. Records in paper and electronic formats concerning the administration of the Department of Cultural Resources as it affects the division. File includes correspondence, memorandums, directives, reports, 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 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 794. DIVISION FILE. Records in paper and electronic formats concerning the administration of the division and its sections and branches. File includes correspondence, memorandums, reports, rules and policies, proposals, reference publications, 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 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 795. DIRECTOR OF HISTORICAL RESOURCES ADMINISTRATIVE FILE. Administrative records in paper and electronic formats used by the Director. File concerns legislation, projects, conferences and meetings. File includes correspondence, memorandums, proposals, reference publications, 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 concerning conferences and meetings to the Conferences and Meetings File (Item 13040). Transfer remaining paper records to the Division File (Item 794).

Item 13030. NORTH CAROLINA HISTORICAL COMMISSION FILE. Records in paper and electronic formats concerning the North Carolina Historical Commission. File includes correspondence, memorandums, reports, policies, 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 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 13031. NORTH CAROLINA HISTORICAL COMMISSION MINUTES FILE. Minutes in paper and electronic formats of the North Carolina Historical Commission meetings. Amended 9-15-03.

DISPOSITION INSTRUCTIONS: Transfer official signed copy of the minutes to State Records Center after 1 year for immediate transfer to the Archives. Retain a copy of the official signed minutes in office permanently. Delete minutes in electronic format when reference value ends.

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Item 13037. ADMINISTRATIVE CORRESPONDENCE FILE. Correspondence in paper and electronic formats with state and federal agencies, legislators, associations, and other external entities. File includes brochures, programs, minutes, 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 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 superseded or obsolete.

Item 13038. U.S. CONGRESS FILE. Divisional correspondence in paper and electronic formats with members of the U.S. Congress.

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 Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

Item 13039. ASSOCIATIONS AND SOCIETIES FILE. Records in paper and electronic formats concerning associations, societies, schools, and libraries with which division deals or is concerned. File includes correspondence, brochures, programs, minutes, 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 Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

Item 13040. CONFERENCES AND MEETINGS FILE. Records in paper and electronic formats concerning conferences and meetings sponsored or attended by employees of the division. File includes correspondence, memorandums, programs, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy records in paper and electronic formats in office when administrative value ends. Destroy records currently held in the State Records Center immediately.

Item 13041. NORTH CAROLINA STATE AGENCIES FILE. Records in paper and electronic formats concerning various state agencies. File includes correspondence, memorandums, 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 Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

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Item 13063. PROJECT FILE. Records in paper and electronic formats concerning special projects undertaken by the division. File includes correspondence, project descriptions, budgets, reports, 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 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 13065. ASSISTANT TO THE DIRECTOR'S ADMINISTRATIVE FILE. Administrative records in paper and electronic formats used by the Assistant to the Director. File concerns projects, conferences and meetings, staff breaks, historical organizations, education committee, grants, and the divisional intern program.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats concerning non-approved grants after 1 year, 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. Print remaining 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 concerning projects to the Project File (Item 13063). Transfer remaining paper records to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 46740. Grant Applications File. Applications for grants administered by the Office of Archives and History. File includes applications, correspondence, evaluations, memorandums, and other related records. Amended 2-17-03.

DISPOSITION INSTRUCTIONS: Transfer to Active Grants File (Item 46471) when grant is approved. Destroy in office remaining records after 1 year 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 46741. Active Grants File. Records concerning each grant administered by the Office of Archives and History. File includes, applications, correspondence, evaluations, memorandums, and other related records. Amended 2-17-03.

DISPOSITITON INSTRUCTIONS: Transfer to the Inactive Grants File (Item 46742) when grant is paid.

Item 46742. Inactive Grants File. Records concerning each grant administered by the Office of Archives and History after all payments have been made and grant has been terminated. File includes applications, correspondence, evaluations, memorandums, and other related records. Amended 2-17-03.

DISPOSITITON INSTRUCTIONS: Destroy in office after 4 years(s) if no litigations, claim, audit, or other official action involving the records has been initiated. If official action ahs been initiated, destroy in office after completion of action and resolution of issues involved.