

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF THE SECRETARY
CHIEF DEPUTY SECRETARY
BOARDS AND COMMISSIONS

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.**

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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 This schedule is to remain in effect until superseded.

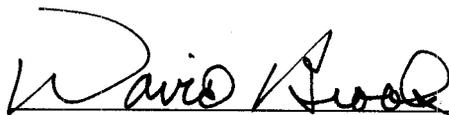
APPROVAL RECOMMENDED



Jeffrey J. Grow, Chief Records Officer
Department of Cultural Resources

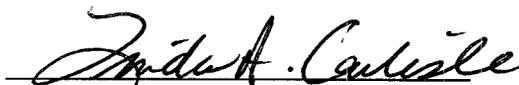


Debra Derr, Chief Deputy Secretary



David Brook, Director
Division of Historical Resources

APPROVED



Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 11998. BOARDS AND COMMISSIONS FILE.

Records in paper and electronic formats concerning boards and commissions associated with the Department of Cultural Resources. Boards and commissions consist of those established pursuant to G.S.143B or non-statutory boards and commissions. File includes correspondence, rosters of memberships, budget records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Paper records will be held for agency in the State Records Center for 2 additional years and then transferred to the custody of the Archives. Transfer electronic records to the immediate custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

ITEM 48348. PROJECTS FILE.

Records in paper and electronic formats concerning projects administered by the office. File includes correspondence, memorandums, publicity materials, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records 2 years after project is completed to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

ITEM 48409. HISTORIC SITE SUPPORT GROUPS FILE.

Records in paper and electronic formats concerning external support groups which provide funding and other activities in support of the Department's Historic Sites. File includes correspondence, by-laws, financial reports, meeting notes, board rosters, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Paper records will be held for agency for 2 additional years and then transferred to the State Records Center for immediate transfer to the custody of the Archives. Transfer electronic records immediately to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

ITEM 48411. OTHER DCR-RELATED SUPPORT GROUPS FILE.

Records in paper and electronic formats concerning external support groups which provide funding and other activities in support of Department cultural institutions such as the NC Symphony, Museum of History, the NC Museum of Art. File includes correspondence, by-laws, financial reports, meeting notes, board rosters, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Paper records will be held for agency for 2 additional years and then transferred to the custody of the Archives. Transfer electronic records immediately to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.