

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF THE SECRETARY
EXECUTIVE MANSION CURATORIAL OFFICE

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

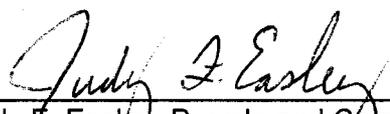
EXECUTIVE MANSION CURATORIAL OFFICE

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

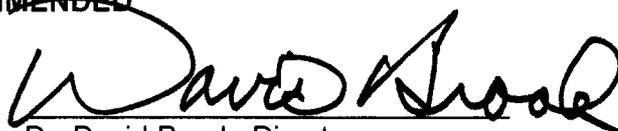
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agrees to destroy, transfer, or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

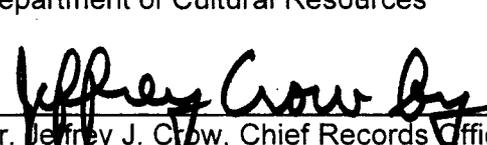
APPROVAL RECOMMENDED



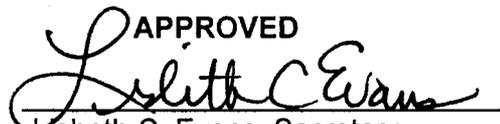
Judy F. Easley, Boards and Commissions
Department of Cultural Resources



Dr. David Brook, Director
Division of Historical Resources



Dr. Jeffrey J. Crow, Chief Records Officer
Department of Cultural Resources

APPROVED


Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 18, 2006

CSB

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Item 47841. EXECUTIVE MANSION PHOTOGRAPHY FILE. Slides and photographs of: the interior of the Executive Mansion; the Southern Victorian Garden surrounding the Executive Mansion; celebrations at the Mansion, including Christmas; Mordecai Historic Park; and other related photographs used for promotional, educational, and documentary purposes.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends for immediate transfer to the custody of the Archives.

Item 47842. EXECUTIVE MANSION CURATORIAL AND DOCENT FILE. Records concerning the curatorship of the Executive Mansion and Western Residence. File includes records documenting the management of the collections, fundraising, the docent program, and other related activities.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends for immediate transfer to the custody of the Archives.

Item 47843. FIRST LADIES PUBLICATION WORKING FILE. Records concerning research for the publication of "North Carolina's First Ladies 1891-2001." File includes notes, working papers, and reference copies of research materials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends for immediate transfer to the custody of the Archives.