

DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY DIVISION
ASSISTANT DIRECTOR'S OFFICE

Records Retention and Disposition Schedule

The 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

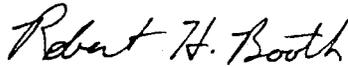
STATE LIBRARY DIVISION

do not and will not have further official use of 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

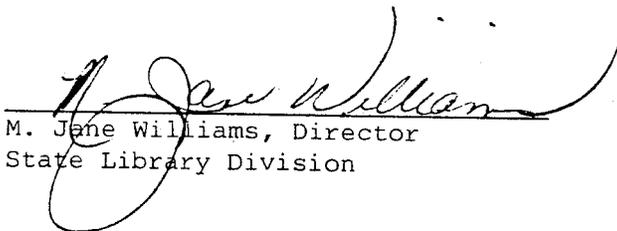
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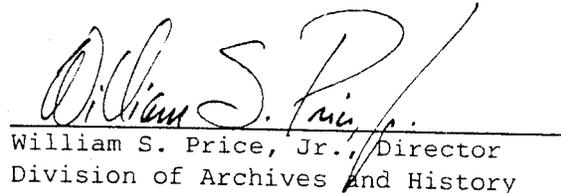
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

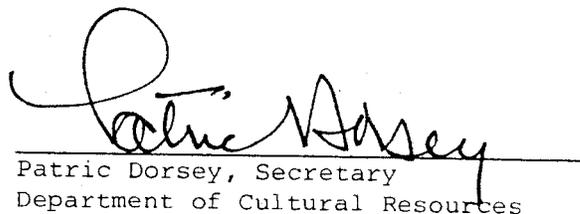


Robert H. Booth, Chief Records Officer
Department of Cultural Resources


M. Jane Williams, Director
State Library Division


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Patric Dorsey, Secretary
Department of Cultural Resources

**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

**DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY DIVISION
ASSISTANT STATE LIBRARIAN/NORTH CAROLINA INFORMATION NETWORK**

ITEM 18115. OUT-OF-STATE NETWORKING FILE.

Requests from other states concerning networking and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18116. IN-STATE NETWORKING FILE.

Records concerning research on establishing a network for all types of libraries within the State of North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18120. WHITE HOUSE CONFERENCE FILE.

Reference copies of records concerning the Presidential-mandated conference concerning libraries and information systems technology. File includes a record of members from the North Carolina State Library and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18121. SELECTIVE USER FILE.

Records concerning Western Union electronic mail and the On-Line Computer Library Center (OCLC) services. File includes profiles on all public, municipal, and academic libraries in North Carolina. File also includes the following records concerning the libraries that are using the North Carolina State Library as a clearinghouse for these services: applications to join network, accounting records, invoices from Western Union and OCLC, completed forms from the national companies, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office accounting records when released from all audits. Destroy in office remaining records when network ceases to exist.

ITEM 18122. BULLETIN BOARD FILE.

Information on floppy disks concerning Western Union bulletin boards, which provide short-term administrative information to participating public libraries in North Carolina.

DISPOSITION INSTRUCTIONS: Erase disk information when superseded or obsolete. Destroy in office printed copies when reference value ends.