

DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY DIVISION
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 all the public records of the

STATE LIBRARY DIVISION

are listed herein and that they do not and will not have further official use of value of 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

STATE LIBRARY DIVISION

agrees to destroy, transfer or dispose of records only 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

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

M. Jane Williams
M. Jane Williams, Director
State Library Division

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

APPROVED
Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

November 10, 1987

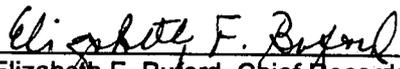
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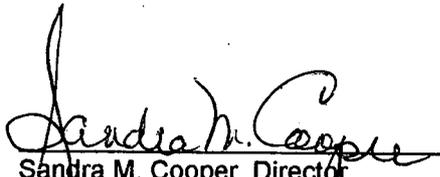
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

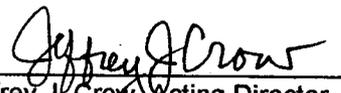
Department of Cultural Resources
State Library Division
Director's Office

Amend the records retention and disposition schedule approved November 10, 1987 by changing the file descriptions and disposition instructions for Items 8919 and 8922 as shown on substitute pages dated August 22, 1995.

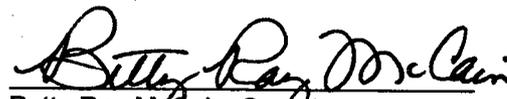
APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Sandra M. Cooper, Director
State Library Division


Jeffrey J. Crow, Acting Director
Division of Archives and History

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

August 22, 1995

HFH

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State Library Division

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

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.

APPROVED
Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

November 10, 1987

KWM

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

ITEM 8919. DIRECTOR'S OFFICE ADMINISTRATION FILE.

Records concerning the administration of the office. File includes organizational charts, directories, maps, catalogs, schedules of department and division officials, records retention and disposition schedules, reference copies of records transfer forms, records destruction logs, mailing lists, and other related records. Amended 8-18-95

DISPOSITION INSTRUCTIONS: Transfer organizational charts to the State Records Center when superseded. 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 transfer forms and destruction logs permanently. Destroy in office remaining records when superseded or obsolete.