

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

**ORGANIZATIONAL NAME CHANGE**

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from **Department of Natural and Cultural Resources** to **Department of Natural and Cultural Resources**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recently updated versions of the program schedules contained herein. 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 North Carolina Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

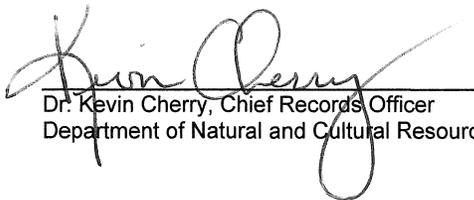
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Department of Natural and Cultural Resources hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized to destroy these records. For those record series scheduled to be microfilmed, the Department of Natural and Cultural Resources will be responsible for cost of microfilm production.

The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Natural and Cultural Resources agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
Dr. Kevin Cherry, Chief Records Officer  
Department of Natural and Cultural Resources

  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

DEPARTMENT OF CULTURAL RESOURCES  
DEPUTY SECRETARY'S OFFICE

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on April 30, 1976, governing the records series listed herein has been reviewed, corrected, and is hereby again 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

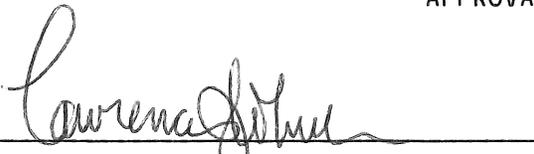
**DEPUTY SECRETARY'S OFFICE**

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 and 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 additional years from the date of approval and will then be reviewed and again updated.

APPROVAL RECOMMENDED



Lawrence J. Wheeler  
Deputy Secretary



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

APPROVED



Sara W. Hodgkins, Secretary  
Department of Cultural Resources

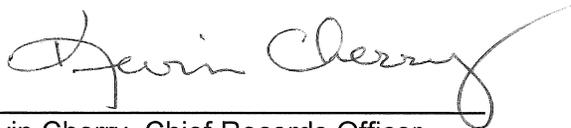
October 9, 1981

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
CHIEF DEPUTY SECRETARY**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

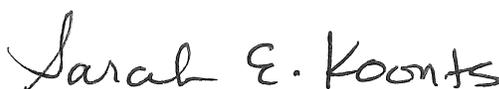
Amend the program records retention and disposition schedule approved October 9, 1981, by changing the disposition instructions for item 766, as shown on the included schedule page. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**



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Kevin Cherry, Chief Records Officer  
Department of Natural and Cultural Resources



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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



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Susan W. Klutz, Secretary  
Department of Natural and Cultural Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
CHIEF DEPUTY SECRETARY**

**ITEM 760. DEPARTMENTAL FILE**

Record copy of correspondence, memorandums, and related material between all Natural and Cultural Resources divisions, sections, and branches and the Deputy Secretary.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 761. STATE AGENCIES FILE**

Record copy of correspondence and memorandums between various state agencies (except for Office of Intergovernmental Relations, CETA, and EEOC which are listed separately) and the Deputy Secretary.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 762. LEGISLATIVE FILE**

Record copy of correspondence between State and U.S. Legislators and the Deputy Secretary. Also includes reference copies of various bills.

DISPOSITION INSTRUCTIONS: Destroy bills in office when reference value ends. Retain correspondence in agency 3 years and then transfer to the State Records Center for the Archives.

**ITEM 763. OMBUDSMAN FILE**

Record copy of requests for information or assistance from citizens of North Carolina. Requests are received at the Governor's Office and routed to the appropriate departmental Ombudsman; in Cultural Resources, the Deputy Secretary is the Ombudsman. Also included are the responses to requests.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 764. LEGISLATIVE REPORT FILE**

Record copy of working papers and report to the legislature of the department's involvement in the 100 counties of North Carolina. The report, arranged by county, analyzes department, division, section, and branch activity within each county.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 765. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) FILE**

Record copy of correspondence, memorandums, and related material between the Commission (EEOC) and the Deputy Secretary. Also included are reference copies of guidelines, information and documents concerning Affirmative Action, and other laws and programs of EEOC.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center after 4 years for the Archives. Destroy directives and memorandums in office when superseded.

**ITEM 766. NORTH CAROLINA AWARDS COMMITTEE FILE**

Record copy of correspondence, preparations for Awards Banquet, and related material concerning the Awards Committee. Also included are reference copies of programs, speeches, and photographs. [Amended 12-31-2015]

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Secretary, Secretary's Office.

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CHIEF DEPUTY SECRETARY**

**ITEM 767. DEPARTMENT PERSONNEL FILE**

Record copy of Department personnel correspondence, policies, procedures, and related material. Included are employee suggestions, service awards, and personnel matters concerning each division with the Department.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.