

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

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

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.

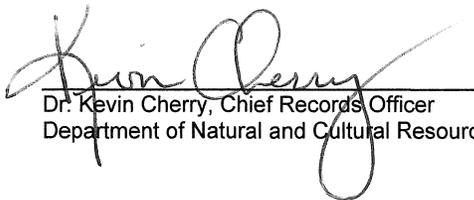
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." 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.

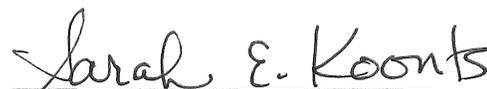
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

ADMINISTRATIVE SERVICES

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

ADMINISTRATIVE SERVICES

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

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

Hal McKinney

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES

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Patric Dorsey

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.

May 31, 1988

KWM

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

ITEM 3566. MASTER SECURITY FILE

Security copies of capitulated electronic data processing public records for electronic data processing systems applications operated by the Department of Cultural Resources.

DISPOSITION INSTRUCTIONS: Duplicate copies may be erased or destroyed at the discretion of the agency. Backup by copying all official master files containing public records and transfer to the State Records Center. Public records custodians should update the files periodically by erasing and exchanging the tapes as necessary.

ITEM 3991. DATA PROCESSING PLANNING FILE

Records concerning data processing needs of the various sections within the agency and assessments of those needs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23285. ARCHIVES FINDING AID FILE

Data base of finding aids for the Archives.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23286. COLLECTIONS MANAGEMENT FILE

Data base for the North Carolina Museum of History giving descriptions and siting the location of props owned by the museum. (Props are used in exhibits but are not part of the official collection.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23287. NORTH CAROLINA MUSEUM OF HISTORY FUNDRAISING FILE

Data base for fundraising information. File includes a record of pledges made and funds received, a list of North Carolina companies targeted as potential contributors, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 23288. NORTH CAROLINA HISTORIC STRUCTURES FILE

Data base for identified historic structures in North Carolina. (File is used to retrieve geographic data for environmental review.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23289. NORTH CAROLINA HISTORIC ARCHAEOLOGY SITES FILE

Data base for identified historic sites in North Carolina. (File is used to retrieve geographic data for environmental review. The Archaeology and Historical Preservation Section of the Division of Archives and History has authority to modify this magnetic media data. (File should be considered confidential.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23290. NORTH CAROLINA PREHISTORIC ARCHAEOLOGY SITES FILE

Data base for identified prehistoric Indian sites in North Carolina. (File is used to retrieve geographic data for environmental review.) (File should be considered confidential.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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

ITEM 23291. TAX REFORM RECOVERY ACT OF 1986 FILE

Data base for information concerning the Tax Reform Recovery Act of 1986 as it applies to various restoration projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23292. UNDERWATER ARCHAEOLOGICAL SITES FILE

Data base listing underwater archaeological sites. File includes information concerning shipwrecks.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23295. TRYON PALACE FILE

Data base listing collections at Tryon Palace.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23297. MUSEUM OF ART PAST EXHIBITION FILE

Data base listing objects that have been exhibited in the museum but are not part of the museum's collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23299. MUSEUM OF ART COLLECTIONS MANAGEMENT FILE

Data base for the North Carolina Museum of Art giving descriptions and siting the location of props owned by the museum. (Props are used in exhibits, but are not part of the official collection.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23300. MUSEUM OF ART REPRODUCTION FILE

Data base for the Museum of Art reproduction rights. File includes lists of requests and actions for reproduction of any items in the museum's collection.

DISPOSITION INSTRUCTIONS: Retain in office permanently.