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

Kevin Cherry

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

Sarah E. Koonts

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Susan W. Kluttz

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

December 2, 2015

Mark Holland

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARTS COUNCIL

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

DIVISION OF ARTS COUNCIL

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

DIVISION OF ARTS COUNCIL

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

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

Mary B. Regan, Executive Director
Division of Arts Council

APPROVED

Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 15, 2003

LRM

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
FOLKLIFE PROGRAM

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

FOLKLIFE PROGRAM

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 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. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. 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 agree 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 concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency and agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

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 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

Kevin Cherry,
Chief Records Officer

Sally Peterson, Director
Folklife Program

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Wayne Martin, Executive Director
North Carolina Arts Council

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

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ADMINISTRATION

ITEM 42152. EXTERNAL GRANT DEVELOPMENT FILE

Records in paper and electronic formats concerning the division's applications for grants funded by outside agencies. File includes drafts, applications, guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 42153. GRANTS MANAGEMENT FILE

Records concerning the development of programs and funding categories offered by the agency. File includes memorandums, panel materials, reference copies of forms, mailings, grant guideline drafts, grantee award and report packets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 42154. GRANTS REFERENCE FILE

Reference copies of minutes of the Executive Committee, and records concerning awarded and rejected inter-disciplinary grants. File includes grant guidelines, forms, applications, letters of approval, support materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 42155. LONG RANGE PLANNING FILE

Records in paper and electronic formats concerning long-range planning for the division. File includes drafts, hearing notes, correspondence, and other related records. File also includes audio tapes of hearings.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 46811. CORRESPONDENCE FILE

Records in paper and electronic formats concerning inquiries relating to the agency's programs and grants. File includes correspondence and replies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTISTS AND ORGANIZATIONS - LITERATURE

ITEM 29701. FELLOWSHIPS AND WRITERS RESIDENCIES REFERENCE FILE

Records in paper and electronic formats concerning writers, playwrights and screenwriters fellowships and writers residencies. File includes applications, correspondence, and other related records. File also includes reference copies of awarded applications.

DISPOSITION INSTRUCTIONS: Transfer original awarded applications to Grants, Research and Data Management, Division Grants File (Item 841). Destroy remaining records in office when reference value ends.

ITEM 29703. CORRESPONDENCE FILE

Records in paper and electronic formats concerning literature inquiries received by the agency. File includes correspondence and replies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 29704. CONSTITUENT FILE

Records concerning writers, playwrights and screenwriters and literary organizations. File includes correspondence, publications, resumes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when reference value ends.

ITEM 29705. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings, and records concerning awarded and rejected grants. File includes correspondence, reports, program budgets, and other related records. File also includes grant guidelines, forms, applications, letters of approval, backup materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 29707. SPECIAL PROJECTS AND PROGRAM FILE

Records in paper and electronic formats concerning special literary projects and programs initiated by the agency. File includes project information, recipients of project funds, reports, correspondence, photographs, legislative issues affecting artists, and other related records. File also includes materials and publications from out-of-state arts organizations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 42178. COUNTY FILE

Records concerning artists and arts organizations active at the county level. File includes consultant resumes, photographs, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Constituent File (Item 29704).

ITEM 42180. POET LAUREATE PROGRAM FILE

Records in paper and electronic formats concerning the administration of the Poet Laureate Program. File includes newspaper clippings, correspondence, panel proceedings, schedules and travel plans and expenses, outside publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office newspaper clippings one year after term expires. Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center one year after term expires. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTISTS AND ORGANIZATIONS - LITERATURE

ITEM 42182. WRITER RETREAT AND OTHER OPPORTUNITIES FILE

Records concerning national and international retreats and other opportunities for writers, playwrights and screenwriters. File includes brochures, programs, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Constituent File (Item 29704).

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTISTS AND ORGANIZATIONS - PERFORMING ARTS

ITEM 18488. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings, and records concerning awarded and rejected grants. File includes correspondence, reports, program budgets, and other related records. File also includes grant guidelines, forms, applications, letters of approval, backup materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 18490. SPECIAL PROJECTS FILE

Records in paper and electronic formats concerning performing arts projects, including roundtables, consortiums, meetings, and initiatives. File includes survey results, project support materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18493. CONSTITUENT FILE

Records concerning performing artists and dance, music and theater organizations supported by the agency. File includes correspondence, publications, photos, resumes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18495. FELLOWSHIPS REFERENCE FILE

Records in paper and electronic formats concerning choreographers, composers, and songwriters fellowships. File includes applications, correspondence, and other related records. File also includes reference copies of awarded applications.

DISPOSITION INSTRUCTIONS: Transfer original awarded applications to Grants, Research, and Data Management, Division Grants File (Item 841). Destroy remaining records in office when reference value ends.

ITEM 46812. CORRESPONDENCE FILE

Records in paper and electronic formats concerning performing arts inquiries received by the agency. File includes correspondence and replies, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTISTS AND ORGANIZATIONS - TOURING AND PRESENTING

ITEM 18509. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings and records concerning awarded and rejected grants. File includes grant guidelines, forms, applications, letters of approval, support materials, and other related records. File also includes correspondence, publications and other records related to individual artist and arts organization grant applicants.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 18512. SPECIAL PROJECTS FILE

Records concerning special touring and presenting projects initiated by the agency. File includes survey results, recipients of project support funds, correspondence, photos, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18514. EXTERNAL GRANT MANAGEMENT FILE

Reference copies in paper and electronic formats of grant applications submitted to other organizations by the agency. File includes grant guidelines, support materials, and other related records. File also includes correspondence, publications, reports submitted to the funders, and other records related to administering the grants.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or after the final report has been approved.

ITEM 18518. ARTIST DIRECTORY FILE

Records in paper and electronic format concerning preparation of biannual directory of artists available for booking. File includes application forms, public relations materials, selection panel comments, correspondence regarding acceptance, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 28241. CORRESPONDENCE FILE

Records in paper and electronic formats concerning touring and presenting inquiries received by the agency. File includes correspondence and replies, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 42183. ARTS MARKET CONFERENCE FILE

Records concerning biannual booking conference sponsored by the agency. File includes publicity materials, correspondence, rosters, performance schedules, travel and meeting logistics, guest speakers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 46813. CONSTITUENT FILE

Records concerning touring artists and presenter organizations. File includes correspondence, publications, resumes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTISTS AND ORGANIZATIONS - VISUAL ARTS

ITEM 18521. IN-STATE ARTISTS REGISTRY FILE

Records concerning visual artists located in North Carolina. File includes slides, photographs, biographical information, survey letters, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Fellowships and Visual Artists Residencies Reference File (Item 46814).

ITEM 18523. CONSULTANTS FILE

Records concerning individuals who provide professional services to arts organizations. File includes resumes, publicity, contact histories, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18528. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings, and records concerning awarded and rejected grants. File includes grant guidelines, forms, applications, letters of approval, back-up materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 18529. SPECIAL PROJECTS AND PROGRAMS FILE

Records concerning special visual arts projects and programs initiated by the agency. File includes or concerns project information, recipients of project funds, reports, correspondence, photographs, legislative issues affecting artists, and other related records. File also includes state-wide artwork inventories and records concerning and formerly-operated internship program.

DISPOSITION INSTRUCTIONS: Retain statewide artwork inventories permanently. Destroy in office remaining records when reference value ends. Transfer records currently in the State Records Center to the custody of the Archives.

ITEM 46814. FELLOWSHIPS AND VISUAL ARTISTS RESIDENCIES REFERENCE FILE

Records in paper and electronic formats concerning visual artists and film/video artist fellowships and residencies. File includes applications, letters of award, resumes, slides, and notices of rejection, correspondence, exhibition schedules, and other related records. File also includes reference copies of awarded applications.

DISPOSITION INSTRUCTIONS: Transfer original awarded applications to Grants, Research and Data Management, Division Grants File (Item 841). Destroy remaining records in office when reference value ends.

ITEM 46815. CONSTITUENT FILE

Records concerning visual artists, filmmakers, videographers, and museums, galleries and other visual arts organizations. File includes correspondence, publications, resumes and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 46816. CORRESPONDENCE FILE

Records in paper and electronic formats concerning visual arts inquiries received by the agency. File includes correspondence and replies, memorandums, and related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTS IN COMMUNITIES

ITEM 3582. CONSTITUENT FILE

Records concerning artists, arts administrators, and arts organizations, and non-profit community groups. File includes correspondence, publications, calendars and schedules, and other related records.

DISPOSITION INSTRUCTIONS: Records moved to County Organization File (Item 3585).

ITEM 3583. MANAGEMENT AND TECHNICAL ASSISTANCE FILE

Records in paper and electronic formats concerning consultation and development efforts for artists, arts administrators, and arts organizations and other non-profit community groups. File includes correspondence, conference and workshop information, consultants' registry, managing arts materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 3584. GRASSROOTS ART PROGRAM FILE

Records in paper and electronic formats concerning administration of grants to local arts groups. File includes correspondence, agency-produced guidelines, funding allocation records, lists of Designated County Partners (DCPs), General Statutes and other legislation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 3585. COUNTY ORGANIZATION FILE

Records concerning arts development activities in each county of the state. File includes general correspondence, newsletters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18532. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings, and records concerning awarded and rejected grants. File includes correspondence, reports, program budgets, and other related records. File also includes grant guidelines, forms, applications, letters of approval, backup materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 18533. COMMUNITY ARTS ADMINISTRATION INTERNSHIP PROGRAM FILE

Records in paper and electronic formats concerning the administration of the Community Arts Administration Internship Program. File includes memorandums, applications, resumes, evaluations, intern lists, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office rejected applications after 1 year. Retain records concerning selected applicants permanently. Destroy in office remaining records when reference value ends.

ITEM 18539. LEGISLATION FILE

Records concerning legislation regarding arts issues. File includes accessibility guidelines, civil rights compliance records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTS IN COMMUNITIES

ITEM 42158. SPECIAL PROJECTS FILE

Records in paper and electronic formats concerning infrequently awarded grants and one-time special projects. File includes nominations, procedures, correspondence, and other related records. (File also includes records concerning the Governor's Business Award. Awards are arranged in cooperation with department administration.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 42159. CURRENT OUTREACH FILE

Records concerning currently active outreach efforts to arts groups for minorities and the disabled. File includes correspondence, memorandums, publicity materials, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Grants Reference File (Item 18532).

ITEM 42160. CURRENT FUNDEES FILE

Records concerning current recipients of funding through the Multi-Cultural Organization and Development and the Management and Technical Assistance programs. File includes applications, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Grants Reference File (Item 18532).

ITEM 42161. INTERNAL CORRESPONDENCE FILE

Records in paper and electronic formats concerning interaction with offices in the department and division. File includes memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 42162. LOCAL GOVERNMENT CHALLENGE GRANTS PROGRAM FILE

Records in paper and electronic formats concerning program to encourage local government funding of arts programs. File includes brochures, statistics, guidelines, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 42163. LOCAL ARTS COUNCILS INFORMATION PROGRAM FILE

Records concerning networking for directors of local arts councils. File includes funding surveys, materials for retreats, organization profiles, local arts council directories, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 42164. NATIONAL ENDOWMENT FOR THE ARTS (NEA) FILE

Records concerning interactions with the National Endowment for the Arts (NEA). File includes publications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 42165. OUTREACH PROGRAM FILE

Records in paper and electronic formats concerning outreach to artists and arts organizations. File includes budgets, publications, evaluations of unsuccessful grant applications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTS IN COMMUNITIES

ITEM 42166. REGIONAL ARTIST PROJECT GRANTS PROGRAM FILE

Records in paper and electronic concerning the administration of matching grant programs supporting local artists. File includes publicity, workshop materials, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 42167. UNFUNDED ORGANIZATIONS FILE

Records in paper and electronic formats concerning organizations which have applied for, but been denied grant funding. File includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
ARTS IN EDUCATION

ITEM 42169. CONTRACTED SERVICES FILE

Records in paper and electronic formats concerning services contracted by the agency, including site visits, consultations, and the organization and management of meetings. File includes correspondence, site visit reports, reference copies of contracts, and other remaining records.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of site visit reports to Grants Reference File (Item 42170). Destroy remaining records after 3 years.

ITEM 42170. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings, and records concerning awarded and rejected grants. File includes correspondence, reports, program budgets, and other related records. File also includes grant guidelines, forms, applications, letters of approval, backup materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 42173. NATIONAL ENDOWMENT FOR THE ARTS (NEA) FILE

Records concerning the agency's interactions with the National Endowment for the Arts (NEA). File includes reference copies of grant applications, reports, resource materials, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 42175. SPECIAL PROJECTS FILE

Records concerning one-time conferences, meetings and other arts in education projects initiated by the agency. File includes planning and promotional materials, programs, surveys, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 42185. VISITING ARTIST PROGRAM FILE

Records concerning partnership with the Department of Community Colleges to involve artists in local communities. File includes recruitment, selection criteria, portfolios, and other related records.

DISPOSITION INSTRUCTIONS: Program discontinued. Retain in office permanently.

ITEM 46817. CONSTITUENT FILE

Records concerning school residency artists, schools, and arts organizations. File includes correspondence, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 46818. CORRESPONDENCE FILE

Records in paper and electronic formats concerning arts in education inquiries received by the agency. File includes correspondence and replies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
FOLKLIFE PROGRAM

ITEM 18479. RESOURCE FILE

Records in paper or electronic format concerning folklorists, folk artists, cultural traditions, and other folklife topics in North Carolina and other regions. File includes work samples, resumes, news clippings, articles, brochures, research papers, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Transfer records held at the State Records Center as of 8/1/16 immediately to the custody of the Archives.

ITEM 18480. ACCESSION LISTS FILE

Records concerning the listings of tapes, photographs, negatives, contact sheets, and slides produced by the Folklife Section.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer records held at the State Records Center as of 8/1/16 immediately to the custody of the Archives.

ITEM 18481. PHOTOGRAPHS FILE

Records concerning images produced or acquired by the agency. File includes photographs, contact sheets, negatives, cataloging sheets, and other related records. (For finding aids to photographs see: Accession Lists File (Item 18480).)

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer records held at the State Records Center as of 8/1/16 immediately to the custody of the Archives.

ITEM 18482. SLIDES FILE

Records concerning 35mm color slides produced by the agency. File includes 35mm color slides, inventories, and other related records.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer records held at the State Records Center as of 8/1/16 immediately to the custody of the Archives.

ITEM 18483. PHOTOGRAPH LOGS FILE

Records describing photographs and slides maintained by the agency. File includes name of folk artist depicted, date and place of photograph or slide, program name, and name of photographer.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Photographs File (Item 18481) and Slides File (Item 18482).

ITEM 18484. AUDIO/VISUAL RECORDINGS FILE

Video tapes, audio cassettes, LPs, and CDs of folk performances and interviews that the agency was involved in producing.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer records held at the State Records Center as of 8/1/16 immediately to the custody of the Archives.

ITEM 18485. TAPE LOGS FILE

Finding aid for tapes maintained by the agency. File includes the name of the person making each recording, performing artists' names, and the date and place of each recording.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer records held at the State Records Center as of 8/1/16 immediately to the custody of the Archives.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
FOLKLIFE PROGRAM

ITEM 18486. GRANTS WORKING FILE

Reference copies in paper and electronic formats of minutes of program panel meetings and records concerning awarded and rejected grants. File includes grant guidelines, forms, applications, letters of approval, supporting materials, correspondence, semi-annual reports, program budgets, and other related records. File also includes records concerning the North Carolina Folk Heritage Awards.

DISPOSITION INSTRUCTIONS: Transfer records concerning North Carolina Folk Heritage Awards to North Carolina Folk Heritage Awards File (Item 42187) 1 year after public programs and special events have concluded. Destroy in office remaining records after final reports have been approved.

ITEM 18487. PROJECTS FILE

Records concerning the history of the Folklife Program; special programs like Blue Ridge Parkway, Cherokee Trails, and Traditional Arts Program for Students; and projects initiated by the program, and its research. File includes correspondence, memorandums, records of project development and presentation, work samples or final projects with corresponding photographs, slides, or CDs, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Transfer records held at the State Records Center as of 8/1/16 immediately to the custody of the Archives.

ITEM 42187. NORTH CAROLINA FOLK HERITAGE AWARDS FILE

Records in paper and electronic format concerning recipients of the North Carolina Folk Heritage Award. File includes applications or nominations, work samples or other records supporting the application or nomination, publicity, biographies, correspondence, award ceremony records, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Transfer records through 2005 to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 46819. CORRESPONDENCE FILE

Records in paper and electronic formats concerning folk arts inquiries received by the agency. File includes correspondence and replies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 50739. NATIONAL FOLK FESTIVAL FILE

Records in paper and electronic formats concerning the annual National Folk Festival. File includes planning records, publicity, brochures, correspondence and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
PUBLIC ART AND COMMUNITY DESIGN

ITEM 42142. ARTWORKS IN STATE BUILDINGS FILE

Records concerning the legislative history and management of the Artworks for State Buildings program. File includes budget development materials, status reports, correspondence, reference copies of contracts, and other related records. File also includes selection criteria.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 42143. ARTWORK ACQUISITION FILE

Records concerning the acquisition of artworks by the Artworks for State Buildings program to be placed on state property. File includes drafts, notes, working papers, correspondence, reference copies of contracts, meeting notes, building plans, acquisition notes, and other related records. File also includes maintenance and conservation records.

DISPOSITION INSTRUCTIONS: Records transferred to Artworks in State Buildings File (Item 42142).

ITEM 42144. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings, and records concerning awarded and rejected grants. File includes correspondence, reports, program budgets, and other related records. File also includes grant guidelines, forms, applications, letters of approval, backup materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 42145. MAINTENANCE AND CONSERVATION FILE

Records concerning the ongoing maintenance of artworks in state buildings. File includes maintenance schedules, records of maintenance and conservation actions performed, reference copies of contracts, and other related records. File also includes maintenance and conservation records for artworks in the North Carolina Collection (see Item 42146).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 42146. NORTH CAROLINA COLLECTION FILE

Records concerning public artworks acquired before the establishment of the Artworks for State Buildings Program. File includes correspondence, reference copies of contracts, meeting notes, building plans, acquisition notes, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 42150. SLIDES FILE

Records concerning photographic slides of artworks in the Artworks for State Buildings Program.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 46824. CONSTITUENT FILE

Records concerning artists, arts organizations, and community groups sponsoring public art projects. File includes correspondence, publications, meeting notes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
ASSISTANT DIRECTOR
PUBLIC ART AND COMMUNITY DESIGN

ITEM 46825. SPECIAL PROJECTS FILE

Records in paper and electronic formats concerning grants received by the agency for special public art and design projects initiated by the agency. File includes nominations, procedures, correspondence, meeting notes, surveys, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 46826. CORRESPONDENCE FILE

Records in paper and electronic formats concerning public art and community design inquiries received by the agency. File includes correspondence and replies, memorandums, and related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
ADMINISTRATION

ITEM 3588. NORTH CAROLINA ARTS COUNCIL MINUTES FILE

Minutes in paper and electronic formats of Arts Council meetings. File includes copies of minutes of executive committee and board meetings with official attachments such as grant recommendations approved by the Secretary.

DISPOSITION INSTRUCTIONS: Transfer official copy of minutes to the State Records Center after 1 year for transfer to the Archives. Delete electronic copy of minutes after they have been printed and signed. Retain copy of minutes in office permanently. Retain microfilm in State Archives vault permanently. Transfer records in State Records Center to the custody of the Archives immediately.

ITEM 24607. PROGRAM AREAS FILE

Reference copies of records concerning the administration of the division. File includes correspondence between division management and program areas, and between constituents and program areas, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 42101. BIOGRAPHICAL FILE

Records concerning individuals who have served on advisory boards or panels for the division. File includes resumes, biographical sketches, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Boards and Panels File (Item 42102).

ITEM 42102. BOARDS AND PANELS FILE

Records concerning membership and policies of the division's advisory boards and panels. File includes biographical information, handbooks, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retain member files in office permanently. Destroy handbooks and miscellaneous correspondence when reference value ends.

ITEM 42104. HISTORY FILE

Reference copies of records concerning the historical development of the Arts Council. File includes long-range plans, publications, budgets, minutes, reports on staff activities, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 46820. RESOURCE FILE

Records concerning statewide, national and international arts and related organizations and issues. File includes correspondence, publications, surveys, legislation, statistics, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
BUDGET

ITEM 42111. HISTORICAL REFERENCE FILE

Records concerning the long-term tracking of appropriated funds.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 42112. PRIVATE DONATIONS FILE

Records concerning private donations to the division. File includes annual reports, expenditure reports, bank statements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
GRANTS, RESEARCH, AND DATA MANAGEMENT

ITEM 841. DIVISION GRANTS FILE

Records in paper and electronic concerning federal and state-funded grants awarded by the North Carolina Arts Council to nonprofit organizations and fellowship recipients. File includes applications, correspondence, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 2 additional years and then destroyed. Destroy records currently held in the State Records Center 2 years from date received.

ITEM 18468. NATIONAL ENDOWMENT FOR THE ARTS (NEA) GRANTS FILE

Records concerning the awarding of federal National Endowment for the Arts (NEA) grants to the North Carolina Arts Council. File includes applications for grants and awards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office duplicates and superseded regulations when final report is submitted. Transfer to the State Records Center when administrative value ends and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23296. CONSTITUENT DATABASE (ELECTRONIC) FILE

Electronic records concerning the agency's constituents in the arts and among the public. File includes contact information for artists, arts organizations, and private citizens. File meets the National Standard for Arts Information Exchange. (File is maintained by Administrative Services, Computer Operations.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23298. GRANTS MANAGEMENT DATABASE (ELECTRONIC) FILE

Electronic records concerning the management of grants funded by the agency. File tracks grants from application through final report. File includes funding status, award, changes to applications, payment histories, and other related data. (File is maintained by Administrative Services, Computer Operations.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 29301. OPERATIONS FILE

Records concerning daily operations, network administration, and grants. File includes correspondence and memorandums and other related records. File also includes staff and constituent request for minor network assistance and data retrieval.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 29330. RESEARCH AND ANALYSIS FILE

Records concerning the historical record of the development of the division and its programs. File includes correspondence, memorandums, semi-annual constituent statistical updates, and other related records. File also includes records concerning the development of the agency network.

DISPOSITION INSTRUCTIONS: Destroy in office network records when administrative value ends. Transfer remaining records 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.

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CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
GRANTS, RESEARCH, AND DATA MANAGEMENT

ITEM 42151. HOMEPAGE FILE

Electronic records concerning the agency's presence on the World Wide Web (WWW). Records are in hypertext markup language (HTML). File includes contact information, guidelines, database records, and other related records. (File is maintained by the Center for Arts Management at Carnegie Mellon University.)

DISPOSITION INSTRUCTIONS: Update records when superseded or obsolete.

ITEM 46827. PRIVATE FUNDING GRANTS FILE

Records concerning the awarding of grant funds to the North Carolina Arts Council from foundations, corporations and other private organizations. File includes applications for grants and awards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office duplicates and superseded regulations when final report is submitted. Transfer remaining records to the State Records Center after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
MARKETING AND CULTURAL TOURISM

ITEM 42116. CORRESPONDENCE FILE

Records in paper and electronic formats concerning correspondence with the public, artists, and arts organizations, filed by correspondent. File also includes chronological file.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 42118. PARTNERSHIPS FILE

Records in paper and electronic formats concerning partnerships with other government agencies and outside organizations to promote tourism. File includes notes, brochures, informal meeting minutes, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 42119. MARKETING PROJECTS FILE

Records in paper and electronic formats concerning short-term projects not related to tourism. File includes minutes, membership rosters, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 42120. TOURISM PROJECTS FILE

Records in paper and electronic formats concerning longer-term programs and projects of the agency. File includes planning materials, brochures, agendas, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 42121. TOURISM RESOURCE FILE

Records in paper and electronic formats concerning reference materials for the development of publications aimed at tourists. File includes readings, sample brochures and other publications from outside organizations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 42126. CULTURAL TOURISM FILE

Records concerning background information on tourism topics. File includes conference materials, publications, news clippings, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Tourism Projects File (Item 42120).9

ITEM 42129. INTERAGENCY MARKETING COUNCIL FILE

Reference copies of records concerning inter-agency efforts to promote North Carolina. File includes meeting notes, correspondence, other agencies' products, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 42181. PUBLIC BROADCASTING SYSTEM (PBS) FILE

Records concerning the agency's interaction with public radio and television stations. File includes brochures, newsletters, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
MARKETING AND CULTURAL TOURISM

ITEM 46821. GRANTS REFERENCE FILE

Reference copies in paper and electronic formats of minutes of program panel meetings and records concerning awarded and rejected grants. File includes grant guidelines, forms, applications, letters of approval, support materials, and other related records. File also includes correspondence, publications and other records related to cultural tourism organization grant applicants.

DISPOSITION INSTRUCTIONS: Destroy in office after final reports have been approved.

ITEM 46822. MARKETING RESOURCE FILE

Records in paper and electronic formats concerning reference materials for the development of marketing. File includes readings, sample brochures and other publications from outside organizations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
MARKETING AND CULTURAL TOURISM - COMMUNICATIONS

ITEM 42122. ARTS AND HUMANITIES MONTH FILE

Records in paper and electronic formats concerning programming ideas. File includes notes, brochures, publications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 42123. ARTFUL STATE FILE

Records concerning the "Artful State" video production. File includes correspondence, scripts, itineraries, and other related records. File also includes copies of the video.

DISPOSITION INSTRUCTIONS: Project discontinued. Transfer all records o the State Records Center for immediate transfer to the custody of the Archives.9

ITEM 42124. COMMUNICATION PLAN FILE

Records in paper and electronic formats concerning the division's communications goals. File includes meeting notes, staff comments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 42125. COUNCIL PUBLICATIONS FILE

Reference copies in paper and electronic formats of records concerning the history of the division. File includes report drafts, brochures, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 42128. GRANT AWARD PACKAGE FILE

Records in paper and electronic formats concerning the development of the informational packet sent in response to inquiries about grant application procedures. File includes drafts, correspondence, reference copies of previous packets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 42131. PUBLIC RELATIONS NETWORK FILE

Records in paper and electronic formats concerning projects that facilitate networking among arts organizations. File includes travel arrangements, meeting notes, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 42133. PHOTOGRAPHS, VIDEOS, AND SLIDES FILE

Records concerning images used in division publications. File includes images taken of division events, artist or arts shows, and similar events.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 42139. SLIDES FILE

Records concerning photographic slides taken of division events, artist or arts shows, and similar events.

DISPOSITION INSTRUCTIONS: Records transferred to Photographs, Videos and Slides File (Item 42133).

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CHIEF DEPUTY SECRETARY
NORTH CAROLINA ARTS COUNCIL
EXECUTIVE DIRECTOR
MARKETING AND CULTURAL TOURISM - COMMUNICATIONS

ITEM 42140. THIRTIETH ANNIVERSARY FILE

Records concerning the thirtieth anniversary of the division. File includes plans, drafts, testimonials, reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 42141. WEBSITE FILE

Records concerning the administration of the agency's website. File includes copyright information, statistics, reference copies of contracts for design work, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 46823. CORRESPONDENCE FILE

Records in paper and electronic formats concerning media, public relations, and other correspondence with the general public. File includes correspondence, memorandums, news clippings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.