

**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.

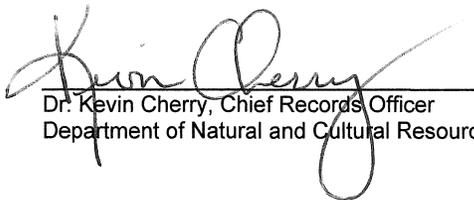
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

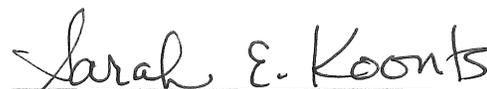
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices 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  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
REGISTRATION

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

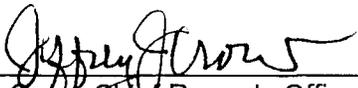
**REGISTRATION**

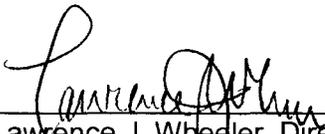
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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**

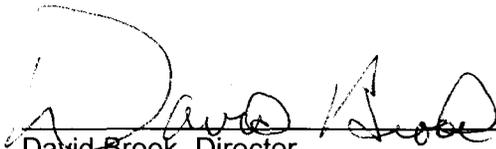
**REGISTRATION**

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 Crow, Chief Records Officer  
Department of Cultural Resources

  
\_\_\_\_\_  
Lawrence J. Wheeler, Director  
North Carolina Museum of Art

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
CHIEF DEPUTY SECRETARY  
NORTH CAROLINA MUSEUM OF ART  
COLLECTIONS AND PROGRAMS  
REGISTRATION**

**ITEM 854. REGISTRATION FILE**

Records concerning works of art in the museum collection. File includes invoices, shipping information, and incoming receipts and incoming condition notes for works of art in the permanent collection. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18764. CURATORIAL/OBJECT FILE**

Records concerning each work of art in the possession of the North Carolina Museum of Art. File includes accession sheets, historical information, correspondence, magazine and newspaper articles, and photographs. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18765. INACTIVE OWNERS' FILE**

Records in paper and microfilm formats concerning works of art either on loan to or on deposit with the museum. File includes correspondence and receipts. File includes paper and microfilm formats dated from the 1960s to 1991. Paper records dated from 1992 to present are no longer microfilmed.

DISPOSITION INSTRUCTIONS: Retain paper and microfilm in office permanently. Retain the original copy of microfilm stored as a security back-up copy in the Archives security vault permanently.

**ITEM 18766. RECEIPTS FILE**

Bound volumes containing receipts for each item entering or leaving the museum.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18767. NUMERICAL ACCESSION CARD FILE**

Card file providing information concerning the accession of each work of art in the museum. File includes accession number, artist's name, title of work, and medium. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18768. CURRENT LENDERS' FILE**

Records in paper and microfilm formats concerning owners and works of art on temporary loan to the museum. File includes temporary accession number, name of work of art, lender, and address of lender. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain paper and microfilm in office permanently.

**ITEM 18769. TEMPORARY LOANS FILE**

Records in paper and microfilm formats concerning each work of art on temporary loan to the museum. File includes temporary accession number, artist's name, name of work of art, and owner. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain paper and microfilm in office permanently.

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**ITEM 18770. CATALOG CARD FILE**

Card file providing information concerning the accession of each work of art in the museum collection. File includes accession number, artist's name, biographical data, title of artwork, medium, measurements, provenance, exhibitions information, and literature. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18771. LOCATOR CARD FILE**

Card file listing the current location of each work of art in the museum collection. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18772. DONOR CARD FILE**

Card file listing individuals donating or lending works of art to the museum for extended periods. File includes name and address of donor/lender and work of art donated or loaned. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18773. DEALER CARD FILE**

Card file listing the dealer's name and address for each work of art purchased for the museum. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18774. ARTIST FILE**

Card file providing information concerning each artist represented in the museum collection. File includes name and classification of artist, period of style, accession number, name and description of work(s) of art, and donor(s). Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18776. PHOTOGRAPH FILE**

Photographs (glossy prints, and/or electronic format) prepared by staff of the museum's Marketing and Operations, Photograph Department (for negatives or digital images, see Photographs File, Item 47138) of the museum's holdings. Some photographs in electronic format are entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain paper and electronic records in office permanently. Transfer a duplicate set of glossy photographs to the State Records Center quarterly for immediate transfer to the custody of the Archives for permanent security storage. (File maintenance and backup procedures conducted by agency's IT.)

**ITEM 18777. VISUAL MATERIAL INDEX FILE**

Card file providing reference numbers and other information concerning visual materials. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 18778. REPRODUCTION RIGHTS FILE**

Correspondence and completed forms by publishers requesting the right to reproduce works of art in the North Carolina Museum of Art's collection.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 18779. MONETARY APPRAISALS FILE**

Reports of various appraisers of the permanent collection. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18780. MAJOR DONOR FILE**

Records concerning donations to the museum by major or frequent donors. File includes correspondence, a list of what was given, and information concerning what is to be given later.

DISPOSITION INSTRUCTIONS: Transfer records concerning specific donations to the Curatorial Section, Permanent Collection File (Item 18802) when reference value ends. Destroy in office remaining records when reference value ends.

**ITEM 18783. COLLECTIONS MANAGEMENT FILE**

Records concerning the procedures followed for handling and storing works of art, emergency policies and procedures, climate control, and security in the building.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 18784. SHIPPING INFORMATION FILE**

Records concerning the moving of works of art. File includes bills of lading, shipping schedules, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 18785. OUTGOING LOANS FILE**

Records concerning artworks that are loaned out to other museums. File includes loan agreements, receipts, insurance information, and correspondence. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**ITEM 18786. DEACCESSIONING FILE**

Records concerning the deaccessioning of works of art in the museum. File includes correspondence from the auction house or other recipient, outgoing receipts, and all financial records concerning the sale. Data is entered into The Museum System (TMS) Database (Electronic) File (Item 47108). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 18787. BEQUESTS FILE**

Listings of items that will be inherited by the North Carolina Museum of Art. File includes correspondence with attorneys.

DISPOSITION INSTRUCTIONS: Transfer to Curatorial Section, Permanent Collection File (Item 18802) when the item is received.

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**ITEM 18788. INVENTORY FILE**

Annual inventories of the works of art belonging to the museum.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**ITEM 18789. INSURANCE FILE**

Reference copies of records concerning insurance on the art objects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 28790. PHOTOGRAPHS (SECURITY) FILE**

Duplicate photographs of the Museum of Art's collection of artifacts and works of art.

DISPOSITION INSTRUCTIONS: Records transferred to Photograph File (Item 18776).

**ITEM 47108. THE MUSEUM SYSTEM (TMS) DATABASE (ELECTRONIC) FILE**

Records concerning items in the Museum of Art's collection. File includes images, information on objects, outgoing loans, accessions, bibliographic material, donor information and other related records. Data is entered into this database from Registration File (Item 854), Curatorial/Object File (Item 18764), Numerical Accession Card File (Item 18767), Catalog Card File (Item 18770), Locator Card File (Item 18771), Donor Card File (Item 18772), Dealer Card File (Item 18773), Artist File (Item 18774), Monetary Appraisals File (Item 18779), Outgoing Loans File (Item 18785) and Deaccessioning File (Item 18786). Scanned images are input from Photograph File (Item 18776). (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Update electronic records in office routinely. Delete records concerning an item when it is deaccessioned. Transfer 1 security copy of images to the security storage in the Archives vault for backup storage quarterly. Agency representative will update quarterly and destroy the 5th latest quarterly copy. (File maintenance and backup procedures are conducted by Museum of Art, Information Technology (IT) Branch.)

**ITEM 47109. CUMAS DATABASE (ELECTRONIC) FILE**

Duplicate copy of information dated no later than the end of 2000 found in The Museum System (TMS) Database (Electronic) File (Item 47108). Duplicate copies are no longer being created from the TMS Database File into the CUMAS Database. File also contains information on requests for reproductions of museum's holdings ending in 2000. Requests for reproductions are no longer being created. (File maintenance and backup procedures are conducted by Museum of Art, Information Technology (IT) Branch.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.