

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.

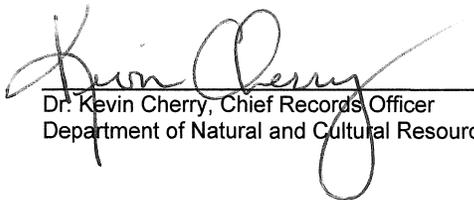
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." 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 ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
MUSEUM OF NATURAL SCIENCES
DIRECTOR'S OFFICE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

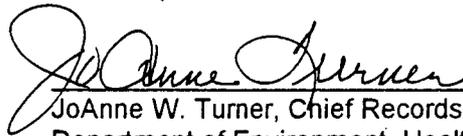
DIRECTOR'S OFFICE

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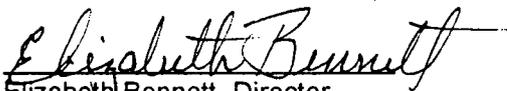
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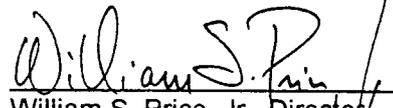
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer

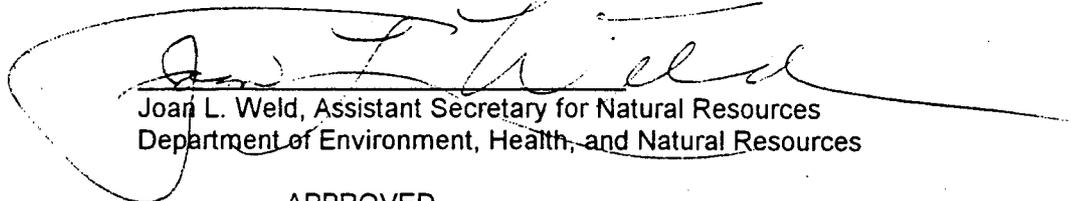
Department of Environment, Health, and Natural Resources



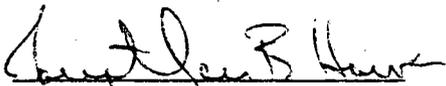
Elizabeth Bennett, Director
Museum of Natural Sciences



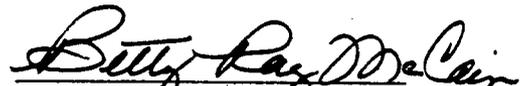
William S. Price, Jr., Director
Division of Archives and History


Joan L. Weld, Assistant Secretary for Natural Resources
Department of Environment, Health, and Natural Resources

APPROVED



Jonathan B. Howes, Secretary
Department of Environment, Health, and
Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES
ASSISTANT SECRETARY FOR NATURAL RESOURCES
MUSEUM OF NATURAL SCIENCES
DIRECTOR'S OFFICE

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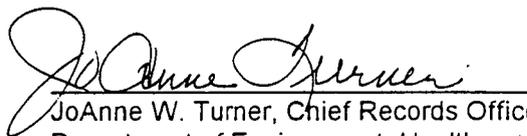
DIRECTOR'S OFFICE

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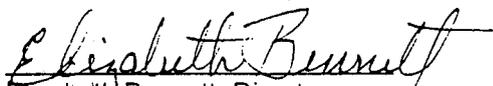
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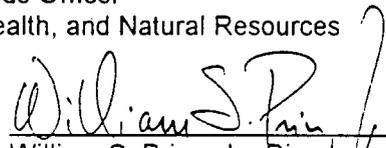
APPROVAL RECOMMENDED


JoAnne W. Turner, Chief Records Officer

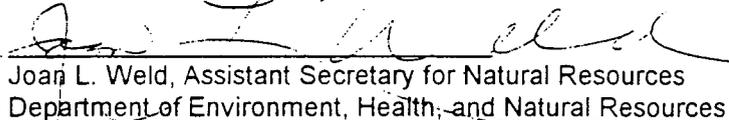
Department of Environment, Health, and Natural Resources



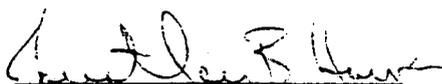
Elizabeth Bennett, Director
Museum of Natural Sciences



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


Joan L. Weld, Assistant Secretary for Natural Resources
Department of Environment, Health, and Natural Resources

APPROVED



Jonathan B. Howes, Secretary
Department of Environment, Health, and
Natural Resources



Betty Ray McCain, Secretary
Department of Cultural Resources

October 19, 1994

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.

DWM

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA NATURAL SCIENCE MUSEUM
DIRECTOR'S OFFICE**

ITEM 212. DIRECTOR'S CORRESPONDENCE FILE

Correspondence to and from the Director concerning programs and activities of the museum. Correspondence is entered into Administrative Word Processing (Electronic) File (Item 37392).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 9173. TEMPORARY EMPLOYEE TIME SHEET FILE

Reference copies of bimonthly time records for temporary employees.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Temporary Employees' Time Reports File (Item 17621) in Assistant Secretary for Administration, Division of Fiscal Management, General Accounting Section, Payroll/Time Reporting Unit.

ITEM 37391. ACCREDITATION FILE

Records concerning the accreditation of the museum by the American Association of Museums. File includes correspondence, evaluation reports, letters of accreditation, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 20 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 37392. ADMINISTRATIVE WORD PROCESSING (ELECTRONIC) FILE

Machine readable records concerning daily operations of the museum. Electronic files include Director's correspondence, administrative memorandums and correspondence, activity reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office floppy disks when administrative value ends.

ITEM 37394. GRANTS FILE

Reference copies of records concerning grants awarded to and by the museum. File includes grant proposals, award letters and correspondence, expenditure reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records concerning approved grants to the State Records Center 5 years after expiration of grant 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. Destroy in office records concerning rejected grants after 1 year.

ITEM 37395. LEGISLATION FILE

Reference copies of bills and resolutions which may affect the museum.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37396. MUSEUM ADVISORY BOARD FILE

Records concerning the Museum Advisory Board. File includes correspondence, membership lists, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA NATURAL SCIENCE MUSEUM
DIRECTOR'S OFFICE**

ITEM 37397. NEW MUSEUM OF NATURAL SCIENCES FILE

Records concerning the new Museum of Natural Sciences. File includes reference copies of construction drawings and floor plans, correspondence, fund raising reports, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office construction drawings and floor plans permanently. 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.

ITEM 37404. MINUTES FILE

Official minutes of meetings of the Museum Advisory Board. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.