

**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.

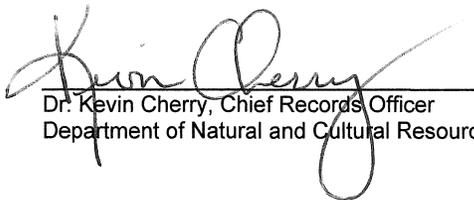
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

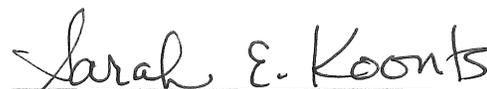
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

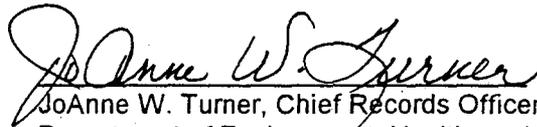
EDUCATION SECTION

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

EDUCATION SECTION

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.

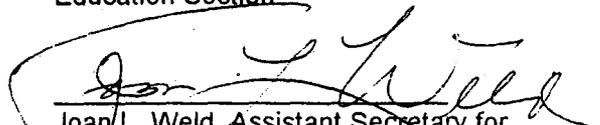
APPROVAL RECOMMENDED

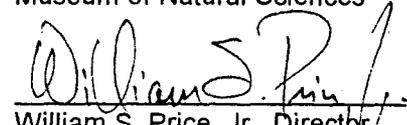
  
JoAnne W. Turner, Chief Records Officer

Department of Environment, Health, and Natural Resources

  
Robert G. Welk, Curator  
Education Section

  
Elizabeth Bennett, Director  
Museum of Natural Sciences

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

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

APPROVED

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

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

October 19, 1994

DWM

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
CHIEF DEPUTY SECRETARY  
NORTH CAROLINA NATURAL SCIENCE MUSEUM  
EDUCATION SECTION  
PUBLIC PROGRAMS**

**ITEM 9194. PUBLIC PROGRAMS CORRESPONDENCE FILE**

Correspondence to and from the office concerning its programs and activities. File also includes responses to requests for information.

DISPOSITION INSTRUCTIONS: Destroy in office responses to requests for information after 1 year. Transfer remaining records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 9195. PUBLIC PROGRAMS (PARTICIPANTS) FILE**

Records concerning public program participants. File includes fact sheets listing activities in which participants will be involved, rosters of participants, forms listing health condition of participants, descriptions of activities, and other related records. (Comply with applicable provisions of G.S. 8-53 regarding confidentiality of health forms.)

DISPOSITION INSTRUCTIONS: Destroy in office fact sheets after 3 years 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. Destroy in office remaining records when administrative value ends.

**ITEM 9199. PUBLIC PROGRAMS FILE**

Records concerning public programs developed and offered by the office. File includes listings of programs offered, outreach plans, descriptions of programs, attendance reports, maps indicating where programs are given in North Carolina, statistical reports, and other related records.

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 9200. NECTURUS LEWISI GRANT FILE**

Record copies of information pertaining to the grant for a study of necturus lewisi (Neuse River Water Dog). Includes data sheets, correspondence, manuscripts, and equipment data.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 37408. CORRESPONDENCE (ROUTINE) FILE**

Correspondence and memorandums concerning routine tasks and daily operations of the office.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
CHIEF DEPUTY SECRETARY  
NORTH CAROLINA NATURAL SCIENCE MUSEUM  
EDUCATION SECTION  
SCHOOL PROGRAMS**

**ITEM 37409. SCHOOL PROGRAMS FILE**

Records concerning school programs and workshops developed and offered by the office. File includes listings of programs and workshops offered, outreach plans, descriptions of programs and workshops, correspondence, attendance and statistical reports, and other related records.

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 37410. SCHOOL PROGRAMS (PARTICIPANTS) FILE**

Records concerning school program and workshop participants. File includes fact sheets listing activities in which participants will be involved, applications, rosters of participants, forms listing health condition of participants, descriptions of activities, and other related records. (Comply with applicable provisions of G.S. 8-53 regarding confidentiality of health forms.)

DISPOSITION INSTRUCTIONS: Destroy in office fact sheets after 3 years 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. Destroy in office remaining records when administrative value ends.