

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.

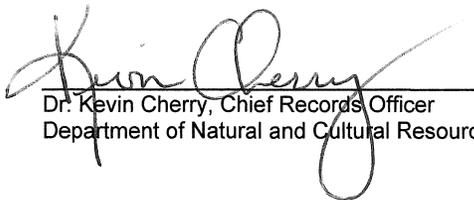
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

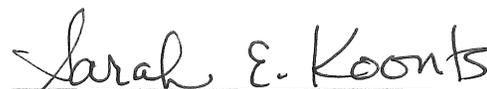
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

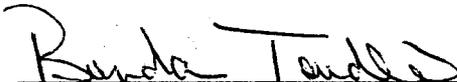
External Affairs Section

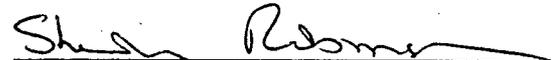
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

External Affairs 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


Brenda Toudle, Chief Records Officer
Department of Environment, Health,
and Natural Resources

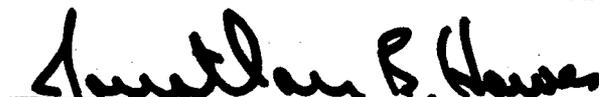

Shirley Robinson, Director
External Affairs Section


Betsy Bennett, Director
N.C. State Museum of Natural Sciences


Jeffrey J. Crow, Director
Division of Archives and History


Sherri Evans-Stanton, Assistant Secretary
Natural Resources

APPROVED


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


Betty Ray McCain, Secretary
Department of Cultural Resources

February 21, 1997

LLB

Department of Environment, Health, and Natural Resources
Assistant Secretary for Natural Resources
N.C. State Museum of Natural Sciences
External Affairs Section

Records Retention and Disposition Schedule

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External Affairs Section

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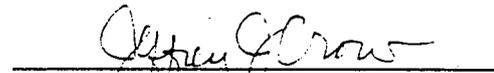
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APPROVAL RECOMMENDED


Brenda Toudle, Chief Records Officer
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and Natural Resources


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February 21, 1997

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.

LLB

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA NATURAL SCIENCE MUSEUM
EXTERNAL AFFAIRS SECTION**

ITEM 39528. ANNUAL REPORTS FILE

Reports concerning accomplishments, goals, and activities of the N.C. State Museum of Natural Sciences. File includes semiannual, annual, and biennial reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

ITEM 39529. BIOGRAPHICAL FILE

Reference copies of records concerning biographical sketches of museum staff members, museum volunteers, and scientists associated with the N.C. State Museum of Natural Sciences. File includes correspondence, newspaper clippings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

ITEM 39530. BRIMLEY BROTHERS FILE

Personal papers of former museum director H.H. Brimley and his brother C.S. Brimley (pioneer naturalist for N.C.). File includes biographical sketches, personal correspondence, field journals, poetry, speeches and articles, reprints of published works, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

ITEM 39531. CORRESPONDENCE FILE

Correspondence concerning activities of the N.C. State Museum of Natural Sciences. File includes correspondence with persons associated with the museum, including W.W. Ashe, Governor C.B. Aycock, T.K. Bruner, J.A. Holmes, T. Gilbert Pearson, and other individuals. Correspondence is filed by name of writer and includes reference copies of letters written by museum staff.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

ITEM 39532. DIRECTOR'S FILE

Records concerning former directors of the N.C. State Museum of Natural Sciences. File includes reference copies of newspaper clippings, published works, personal correspondence, and biographical information. File also includes reference copies of administrative papers for former museum directors H.T. Davis, W.L. Hamnett, and J.B. Funderburg.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

ITEM 39533. GENERAL MUSEUM CORRESPONDENCE FILE

Correspondence received from the general public regarding museum activities. File also includes correspondence regarding birds and other scientific matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
NORTH CAROLINA NATURAL SCIENCE MUSEUM
EXTERNAL AFFAIRS SECTION**

ITEM 39534. MUSEUM-RELATED ORGANIZATIONS (REFERENCE) FILE

Reference copies of records concerning organizations (Audubon Society of North Carolina, N.C. Academy of Science, N.C. Shell Club, Carolina Bird Club, and other organizations) related to the N.C. State Museum of Natural Sciences. File includes correspondence, newspaper clippings, membership lists, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new museum of Natural Sciences building is completed by the year 1999.

ITEM 39535. NEWSPAPER CLIPPINGS FILE

Reference copies of newspaper clippings received from various sources regarding topics of interest to the N.C. State Museum of Natural Sciences.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

ITEM 39536. N.C. STATE MUSEUM SUBJECT (REFERENCE) FILE

Records concerning museum exhibits, activities, and acquisitions regarding subjects such as archaeology, forestry, and whales. File includes correspondence, newspaper clippings, and brochures.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.

ITEM 39537. WORLD AND STATE EXPOSITIONS FILE

Records concerning North Carolina's participation in world and state expositions. File includes correspondence, business records, brochures, newspaper clippings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for temporary security storage. Records will be returned to the N.C. State Museum of Natural Sciences, External Affairs Section, when the new Museum of Natural Sciences building is completed by the year 1999.