

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.

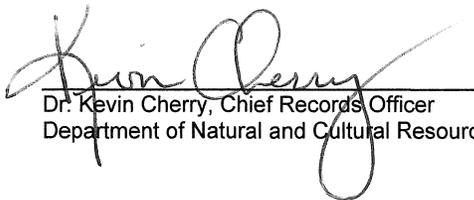
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

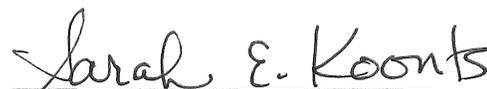
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices 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
OFFICE OF ARTS AND LIBRARIES
STATE LIBRARY OF NORTH CAROLINA
ADMINISTRATION

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

STATE LIBRARY OF NORTH CAROLINA
ADMINISTRATION

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

STATE LIBRARY OF NORTH CAROLINA
ADMINISTRATION

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.

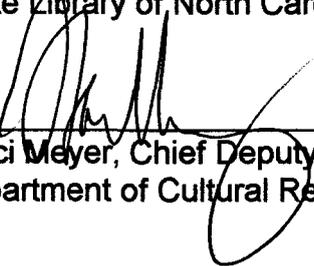
APPROVAL RECOMMENDED



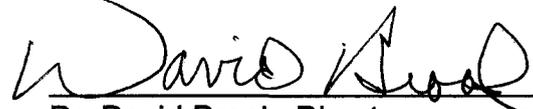
Lydia Ostrishko, Administrative Assistant
State Library of North Carolina



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

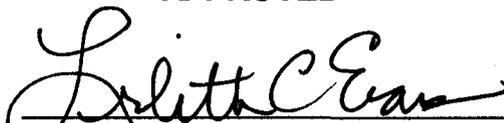


Staci Meyer, Chief Deputy Secretary, Arts and Libraries
Department of Cultural Resources



Dr. 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
STATE LIBRARY OF NORTH CAROLINA
ADMINISTRATION**

ITEM 897. DEPARTMENTAL FILE

Records in paper and electronic format concerning the administration of the State Library and all its sections and branches. File includes correspondence, memorandums, reports, policies, and other related records.

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Transfer paper records to the State Records Center when administrative value ends. Destroy electronic records 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 901. LEGISLATIVE FILE

Records concerning interaction between the State Library of North Carolina and the North Carolina General Assembly. File includes records concerning preparations for the entertainment of members of the General Assembly, correspondence, publicity, working files, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 904. STATE LIBRARY AND LIBRARY COMMISSION MINUTES FILE

Minutes of the State Library and Library Commission.

DISPOSITION INSTRUCTIONS: Distribute reference copies of minutes after each meeting. Transfer official approved minutes dated 1992-2003 to the State Records Center immediately. Transfer minutes dated after 2003 to the State Records Center yearly. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 8911. STATE LIBRARIAN'S CORRESPONDENCE FILE

Correspondence in paper and electronic format to and from the State Librarian concerning grants, the formulation of policy, and the administration of the State Library.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center (to be held by the Information Technology Branch) when administrative value ends. Records will be held for 3 years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.) Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency for 3 additional years and then transferred to the custody of the Archives.