

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.

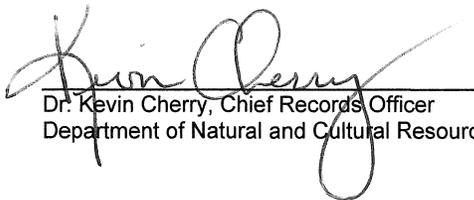
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

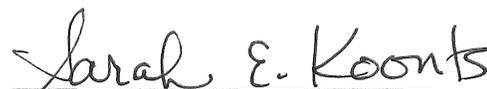
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

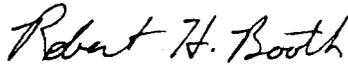
STATE LIBRARY DIVISION

do not and will not have further official use of 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

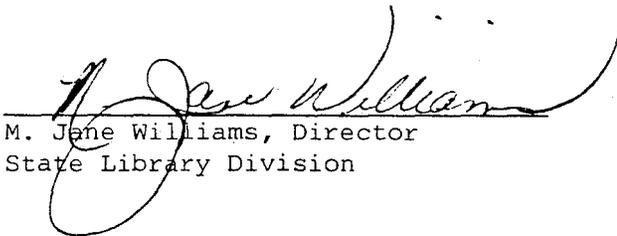
STATE LIBRARY DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

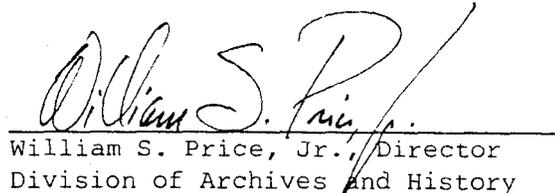
APPROVAL RECOMMENDED



Robert H. Booth, Chief Records Officer
Department of Cultural Resources



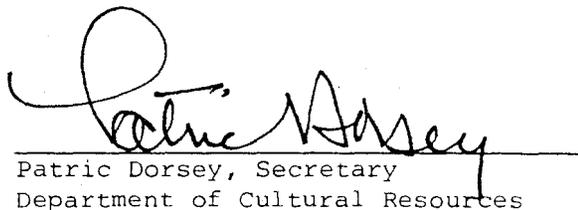
M. Jane Williams, Director
State Library Division



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

APPROVED

**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.**



Patric Dorsey, Secretary
Department of Cultural Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
ASSISTANT STATE LIBRARIAN/NORTH CAROLINA INFORMATION NETWORK**

ITEM 18115. OUT-OF-STATE NETWORKING FILE

Requests from other states concerning networking and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18116. IN-STATE NETWORKING FILE

Records concerning research on establishing a network for all types of libraries within the State of North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18120. WHITE HOUSE CONFERENCE FILE

Reference copies of records concerning the Presidential-mandated conference concerning libraries and information systems technology. File includes a record of members from the North Carolina State Library and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18121. SELECTIVE USER FILE

Records concerning Western Union electronic mail and the On-Line Computer Library Center (OCLC) services. File includes profiles on all public, municipal, and academic libraries in North Carolina. File also includes the following records concerning the libraries that are using the North Carolina State Library as a clearinghouse for these services: applications to join network, accounting records, invoices from Western Union and OCLC, completed forms from the national companies, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office accounting records when released from all audits. Destroy in office remaining records when network ceases to exist.

ITEM 18122. BULLETIN BOARD FILE

Information on floppy disks concerning Western Union bulletin boards, which provide short-term administrative information to participating public libraries in North Carolina.

DISPOSITION INSTRUCTIONS: Erase disk information when superseded or obsolete. Destroy in office printed copies when reference value ends.