

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.

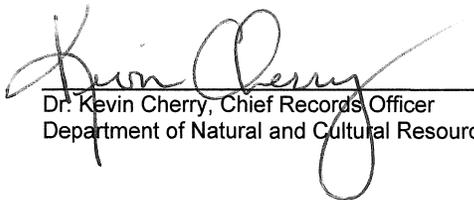
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

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

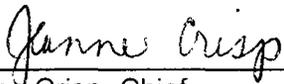
LIBRARY DEVELOPMENT SECTION

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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.** The

LIBRARY DEVELOPMENT 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.

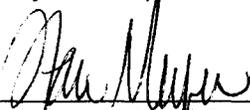
APPROVAL RECOMMENDED



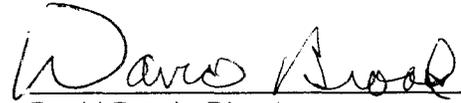
Jeanne Crisp, Chief
Library Development Section



Jeffrey Crow, Chief Records Officer
Department of Cultural Resources

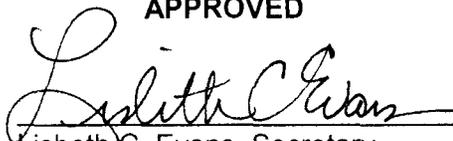


Staci Meyer, Chief Deputy Secretary, Arts and Libraries
Department of Cultural Resources



David Brook, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY OF NORTH CAROLINA
Library Development Services**

Amend the program records retention and disposition schedule approved May 25, 2005 by amending items 44683 and 44684 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



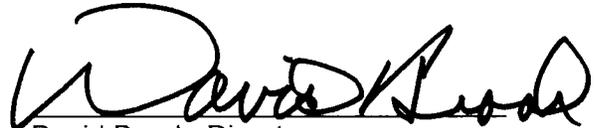
Jennifer Pratt, Chief
Library Development Section



Jeffery Crow, Deputy Secretary and CRO
Office of Archives and History
Department of Cultural Resources



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



David Brook, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY OF NORTH CAROLINA
LIBRARY DEVELOPMENT SECTION
CONSULTATION SERVICES**

Amend the program records retention and disposition schedule approved May 25, 2005 and amended date of March 31, 2009 by amending item 45117 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

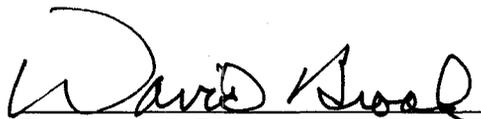
APPROVAL RECOMMENDED



Jeffrey U. Crow, Chief Records Officer
Department of Cultural Resources



Jennifer Pratt, Section Chief
Library Development Section



David Brook, Director
Division of Historical Resources

APPROVED



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY DEVELOPMENT SECTION**

ITEM 44685. CORRESPONDENCE FILE

Correspondence in paper and electronic formats with vendors, citizens, and organizations. File includes inquiries about the North Carolina Library and Information Network operations and membership.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years.

ITEM 44688. SPECIAL PROJECTS FILE

Records concerning short-term projects. File includes library inventories, correspondence, exception reports, and other related records. File also includes announcements and bulletins.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY DEVELOPMENT SECTION
ADMINISTRATION BRANCH**

ITEM 908. PUBLIC LIBRARY STATISTICAL REPORTS FILE

Surveys in electronic format completed by the public library systems in the state and submitted via the World Wide Web. Reports list names and locations of libraries, and summary data concerning library holdings, budgets, equipment, staff, circulation of materials, reference services provided, records of interlibrary loan participation, and other related data. (File is used to prepare the publication "Statistics and Directory of North Carolina Public Libraries".)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years. Destroy records in paper format currently held in the State Records Center immediately.

ITEM 17772. STATISTICS AND DIRECTORY OF NORTH CAROLINA PUBLIC LIBRARIES FILE

Copies of "Statistics and Directory of North Carolina Public Libraries", an annual publication by State Library Division providing statistical data concerning the public library systems within the state. Reports list names and locations of libraries, and summary data concerning library holdings, budgets, equipment, staff, circulation of materials, reference services provided, records of interlibrary loan participation, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library when received from printer, in accordance with G.S. 125-11.7/11.8. Retain in office 1 copy permanently. Destroy in office remaining copies when reference value ends.

ITEM 17775. PUBLIC LIBRARY BUILDINGS FILE

Records concerning public library buildings within North Carolina. File for each library includes name and location, sketches of floor plans, names of architects, dates of construction, sources of funding, and other related records. (Comply with applicable provisions of GS 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 17776. BYLAWS AND CONTRACTS FILE

Reference copies of records concerning the public library system. File includes copies of bylaws of counties and regions, legal opinions, civil rights compliance statements, contracts, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 17777. AUDIT REPORTS FILE

Audit reports of various public libraries within the state. (File is used as a basis for approving or disapproving state aid to that library.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 48688. LIBRARY HISTORICAL FILE

Records in paper and electronic formats concerning the history of municipal, county and regional libraries in North Carolina. File includes clippings, municipal, county and regional library brochures and publications, analogue photographs, digital images, spreadsheets describing details of digital images, executed copyright release form for photographic images, and other related records. Materials date from early 1900s. Amended

DISPOSITION INSTRUCTIONS: Project discontinued. Transfer immediately to the SRC for immediate transfer to the Archives.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY DEVELOPMENT SECTION
CENTER FOR THE BOOK**

ITEM 44672. CENTER FOR THE BOOK FILE

Records concerning national and other state Centers for the Book. File includes brochures, external publications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44673. LETTERS ABOUT LITERATURE FILE

Records concerning the national Center for the Book's Letters About Literature essay contest for school children. File includes lists of winners, letters written by contestants, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office letters that do not win prizes after 1 year. Destroy in office remaining letters after 10 years. Retain in office lists of winners permanently. Destroy in office remaining records when reference value ends.

ITEM 44674. LIBRARY FILE

Records concerning libraries which have participated in Center programs. File includes brochures, schedules, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 44675. LIBRARY FRIENDS' GROUPS FILE

Records in paper and electronic formats concerning support given to the State Friends of North Carolina Public Libraries. File includes membership registration forms, fundraising references, reference copies of meeting minutes, and other related records. File also includes membership database. (File maintenance and backup procedures are conducted by Department of Cultural Resources, Administrative Services, Computer Services.)

DISPOSITION INSTRUCTIONS: Destroy in office membership records when superseded or obsolete. Destroy in office remaining records when reference value ends.

ITEM 44677. PROJECTS FILE

Records concerning specific projects administered or developed by the agency. File includes correspondence, brochures, schedules, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY DEVELOPMENT SECTION
CONSULTATION SERVICES**

ITEM 17783. YOUTH SERVICES FILE

Records in paper and electronic formats concerning programs concerning youth. File includes book lists, correspondence, agendas, handouts, and other related records. (File maintenance and backup procedures are conducted by Department of Cultural Resources, Administrative Services, Computer Services.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

ITEM 44681. ANNUAL PROJECTS FILE

Records in paper and electronic formats concerning recurring projects administered by staff consultants. File includes correspondence, memorandums, publicity materials, reports, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center after 3 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 44682. PROJECTS FILE

Records in paper and electronic formats concerning occasional or special projects administered by the agency. File includes correspondence, memorandums, publicity materials, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

ITEM 46117. SUMMER READING PROGRAM FILE

Records in paper and electronic formats concerning the Summer Reading Program. File includes activity manuals, publicity materials, workshop handouts, and other related records. Program and program materials were developed by agency prior to 2004; beginning in 2005, program and program materials are produced by external source and transmitted to agency. Amended 03-31-09

DISPOSITION INSTRUCTIONS: Transfer publicity materials, activity manuals, and workshop handouts in paper format dated prior to 2005 to the State Records Center for the immediate transfer to the custody of the Archives. Destroy in office remaining records when administrative value ends.

ITEM 46118. QUIZ BOWL FILE

Records in paper and electronic formats concerning the Quiz Bowl. File includes guidelines and materials used in Quiz Bowl. (File maintenance and backup procedures are conducted by Department of Cultural Resources, Administrative Services, Computer Services.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY DEVELOPMENT SECTION
FEDERAL PROGRAMS**

ITEM 17729. LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) PROGRAM FILE

Records concerning the administration of Library Services and Construction Act (LSCA) grants and programs. File includes project descriptions, budget records, grant agreements, award notifications, annual reports of Title I and III activities and budgets, and other related records. File also includes minutes, memorandums, and other related records of the LCSA Advisory Council.

DISPOSITION INSTRUCTIONS: Transfer annual reports and Advisory Council records 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. Destroy in office remaining records after 15 years.

ITEM 17730. LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) ANNUAL REPORT FILE

Records concerning the administration of federal programs for the state schools and local public libraries. File includes budget reports, complete reports on all activities, program records, and reports of actual expenditures for each year and of activities carried on under LSCA Title I and III.

DISPOSITION INSTRUCTIONS: Records transferred to the Library Services and Construction Act (LSCA) Program File (Item 17729). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 17731. STATE CONSTRUCTION FOR PUBLIC LIBRARIES FILE

Records concerning state-funded programs for construction of public libraries. File includes grant applications, publicity, building plans, project records, audit reports, and other related records. (Comply with applicable provisions of GS 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 17733. LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) ADVISORY COUNCIL FILE

Records concerning the Library Services and Construction Act Advisory Council, which is required by the LSCA to advise the State Library on all types of libraries. File includes memorandums, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 44683. FEDERAL CONSTRUCTION FOR PUBLIC LIBRARIES FILE

Records concerning programs (1960 to 1996) for construction of public libraries funded by the federal Library Services and Construction Act (LSCA), Title II, which went defunct during 1996. File includes records dated from the 1960s to 1996 of grant applications, publicity, building plans, blueprints, project records, audit reports, and other related records. File also includes "Davis-Bacon" wage and hour reports. (Comply with applicable provisions of GS 132-1.7 regarding confidentiality of public building plans.) [Amended 10-23-07].

DISPOSITION INSTRUCTIONS: Destroy immediately in office "Davis-Bacon" wage and hour reports, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office "Davis-Bacon" wage and hour reports after completion of action and resolution of issues involved. Transfer remaining records to the State Records Center for immediate transfer to the custody of the Archives.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY DEVELOPMENT SECTION
FEDERAL PROGRAMS**

ITEM 44684. LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PROGRAM FILE

Records concerning the administration of the federal Library Services and Technology Act (LSTA) grants and programs. Records are grouped by a five-year funding cycle that includes grant guidelines, grant proposals, award notifications, budget records, annual reports, advisory committee records, fifth year's annual report and other related records. File also includes completed reimbursement forms. [Amended 10-23-07].

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center after the fifth year funding cycle has ended, 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 3 additional years and then destroyed.