

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.

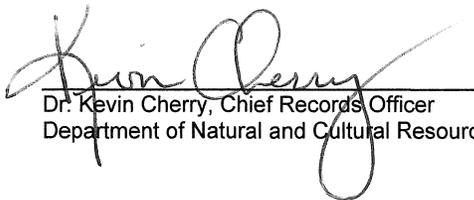
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

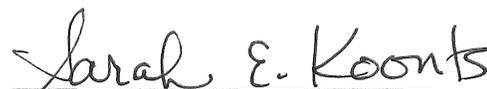
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

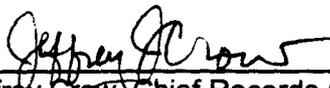
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

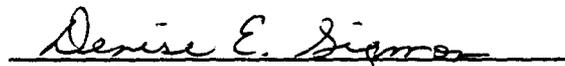
APPROVAL RECOMMENDED



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

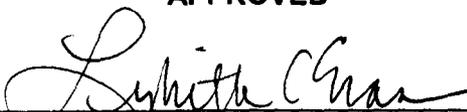


Sandra Cooper, State Librarian
State Library of North Carolina



Denise Sigmon, Section Chief
Library Services Section

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 20, 2003

LRM

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

ITEM 44300. VOYAGER DATABASE (ELECTRONIC) FILE

Records concerning bibliographic and library holdings. File includes records describing materials in the library's collections, patron registration information, and circulation information. File includes budget, ordering and receipt information on new materials. (File maintenance and backup procedures are conducted by the Department of Cultural Resources, Administrative Services, Computer Operations.)

DISPOSITION INSTRUCTIONS: Destroy in office records concerning returned materials after item is returned. Destroy in office patron records after patron leaves employment with State government. Destroy in office records concerning materials removed from the collection one year after item is removed. Destroy in office budget, ordering, and receipt information when administrative value ends. Retain in office other records permanently.

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

ITEM 18897. DOCUMENTS SHEFLIST FILE

Card file providing standard bibliographical information for books and other materials in the agency that have been cataloged in the On-Line Computer Library Center (OCLC) system.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office when reference value ends.

ITEM 18898. SERIES AUTHORITY FILE

Card file concerning authority for form of series name and computer coding of series of books. (File is used to ensure that all books in a series are given the same form of name and code.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office when reference value ends.

ITEM 18899. NAME AUTHORITY FILE

Card file concerning authorized forms of authors' names. (File is used to ensure that all referencing for particular author will be done under the same form of author's name.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office when reference value ends.

ITEM 37211. DEPOSITORY LIBRARY FILE

Records concerning official relationships to depository libraries. File includes library applications for depository status, depository evaluations, item selection lists, correspondence, and agreements.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract 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.

ITEM 37212. DEPOSITORY SHIPPING FILE

Records in paper and electronic formats concerning materials shipped to depository libraries throughout North Carolina. File includes shipping lists, processing forms (B-12), and correspondence regarding shipment errors.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 years.

ITEM 37213. DEPOSITORY STATISTICAL REPORTS FILE

Reports indicating depository items received and their use by depository libraries. Reports include number of items received, number of users, and the number of items withdrawn from depository libraries.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37214. DEPOSITORY SYSTEM ADVISORY BOARD MEMBERSHIP (ROSTER) FILE

Rosters of the Depository System Advisory Board's members.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37215. DEPOSITORY SYSTEM ADVISORY BOARD MINUTES FILE

Official minutes of the Depository System Advisory Board. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference 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. Transfer records currently held in the State Records Center to the custody of the Archives immediately.

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

ITEM 37216. DEPOSITS FILE

Records concerning all deposits of materials received by the branch. File includes completed transmittal forms, shipping lists, reference copies of invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37219. MICROFICHE SHIPMENT RECORDS FILE

Records concerning documents sent to the microfilm contractor. File includes original shipping lists to microfiche producer and correspondence regarding errors in production or shipping.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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.

ITEM 37222. PUBLICATIONS OFFICER FILE

Records in paper and electronic formats concerning documents from state agencies and persons responsible for documents. File includes listing of publications officers, correspondence regarding publication officer designations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 41799. PUBLICATION GUIDELINES FILE

Records concerning publication guidelines developed in accordance with G.S. 143-170.2. File includes working papers, drafts, lists of agencies, reference copies of publications, and other related records. Amended 9-11-98

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 47015. BRANCH CORRESPONDENCE AND REFERENCE FILE

Records in paper and electronic formats concerning the Documents Branch. File includes correspondence, memorandums, statistics, reference information concerning depository systems and government publishing, reports from other libraries, workshop information, 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 SERVICES SECTION
DOCUMENTS BRANCH - FEDERAL DOCUMENTS UNIT**

ITEM 17745. FEDERAL DEPOSITORY ACCOUNT FILE

Deposit Account Orders (GPO Form 3641) and Deposit Account Statements (GPO Form 1395) which provide data concerning the State Library of North Carolina account at the Superintendent of Public Documents Office in Washington, D.C. Forms include account numbers, stock numbers, account balances, and other related information. (Funds are used to purchase federal documents or publications not received through normal distribution.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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.

ITEM 17748. CHECK-IN FILE FOR FEDERAL DOCUMENTS FILE

Cards listing information concerning branch holdings. Cards include dates received and reference codes for federal documents received.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 38186. ANNUAL LIST OF SELECTED FEDERAL DEPOSITORY ITEMS FILE

Lists concerning items selected by the State Library of North Carolina to be received from the Government Printing Office. Lists include item numbers and confirmation of items selected.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 38187. DEPOSITORY SHIPPING LIST FILE

Shipping list concerning depository items received from the Government Printing Office. Shipping list includes descriptions of items, classification numbers, item numbers, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 38188. LIBRARY CERTIFICATION FILE

Records concerning the certification of the State Library of North Carolina by the Superintendent of Documents for being an authorized depository library. File includes certificate of inspections, correspondence regarding the status of the library's certification, inspection reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 38189. STATISTICAL TRACKING REPORTS FILE

Reports in paper and electronic formats concerning monthly and yearly total of federal documents received and/or destroyed by the unit. Reports include total number of acquisitions, total number of document withdrawals, and total number of books remaining in the collection.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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

ITEM 17746. BRANCH CORRESPONDENCE AND REFERENCE FILE

Records in paper and electronic formats concerning the Information Services Branch. File includes correspondence, memorandums, brochures, thank you notes, information on the State Data Center, reference material concerning marketing, workshop and training information, reference copies of mission statements, statistics, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 17757. REFERENCE TRACKING FORMS FILE

Reference tracking forms used in answering reference requests concerning topics of current interest. Forms include names and addresses of requestees, names of departments submitting requests, types of requests received, action taken on requests received, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 38171. INVOICES FOR USER FEES FILE

Invoices for services rendered. Invoices include invoice numbers, names and addresses of patrons requesting information, description of information being requested by patrons, amounts due, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) 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.

ITEM 38173. MISSION STATEMENTS FILE

Reference copies of mission statements concerning the function and objectives of the branch.

DISPOSITION INSTRUCTIONS: Records transferred to Branch Correspondence and Reference File (Item 17746).

ITEM 38180. PATRON REGISTRATION DATABASE (ELECTRONIC) FILE

Machine readable records concerning state employees and libraries who want to check out materials from the State Library. Electronic file includes names and addresses of state employees, telephone numbers, and other related information. (Electronic file is maintained by the Department of Cultural Resources, Administrative Services, Computer Operations.)

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

ITEM 47016. REFERENCE TRACKING DATABASE (ELECTRONIC) FILE

Electronic records concerning reference questions received by the Information Services Branch. File includes question, information about the person asking the question, time spent researching the question, what material was used to answer the question, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
INFORMATION SERVICES BRANCH - GENEALOGICAL SERVICES UNIT**

ITEM 17760. OUT-OF-STATE GENEALOGICAL CORRESPONDENCE FILE

Correspondence received from patrons outside of North Carolina requesting genealogical information. File includes replies to these requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 calendar years.

ITEM 17761. IN-STATE GENEALOGICAL CORRESPONDENCE FILE

Correspondence received from patrons within the state requesting genealogical information. File includes replies to these requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 calendar years.

ITEM 38166. PAYMENT TRACKING FORMS FILE

Forms listing prepayments or postpayments received from patrons requesting information or copies from the unit. Forms include names of patrons, amounts paid, amounts owed, states of residence, dates received and processed, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after payments are received 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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED**

ITEM 18321. ELIGIBILITY FILE

Original applications from individuals for services or materials from branch. Data from the applications is entered into the Patron Directory File (Item 18336) and the Patron Circulation and Interest File (Item 18337).

DISPOSITION INSTRUCTIONS: Destroy in office applications when record for individual is purged from the Patron Directory File (Item 18336) and the Patron Circulation and Interest File (Item 18337) after 5 years of inactivity.

ITEM 18323. PATRON READING FOLDER FILE

Reading folders of patrons who are currently borrowing branch materials. File includes request lists and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when automated record for individual's service is purged after 5 years of inactivity.

ITEM 18326. TRANSFER TO OUT-OF-STATE FILE

Completed Library of Congress forms concerning patrons transferring to another state. File includes patrons' names, addresses, types of services received, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 18330. BIBLIOGRAPHIC CATALOG FILE

Records in electronic format providing bibliographical information for each title of a book in each medium in possession of branch. (File is used by staff and public in order to determine current branch holdings.)

DISPOSITION INSTRUCTIONS: Destroy in office records of local or state produced or purchased titles when all copies of books have been destroyed or removed from circulation. Destroy in office records of nationally provided titles when title is declared obsolete by Library of Congress.

ITEM 18331. OFFICIAL BRANCH CORRESPONDENCE FILE

Official office correspondence in paper and electronic formats. File includes correspondence and memorandums.

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

ITEM 18333. SHELF LIST FILE

Card file providing information concerning current and past branch holdings of books. Information includes selected bibliographical data, number of copies in possession of branch, and other related information. (File serves as an inventory file of current branch holdings.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 18334. HAS NOW FILE

Records in electronic format of patrons who are currently borrowing branch materials.

DISPOSITION INSTRUCTIONS: Transfer to Has Had File (Item 18335) upon return or when designated Location Unknown after borrower's reading record is withdrawn.

ITEM 18335. HAS HAD FILE

Records in electronic format of all of the branch materials that a patron has ever had. (File is used to avoid sending the same book twice to a patron.)

DISPOSITION INSTRUCTIONS: Erase records in office when reference value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED**

ITEM 18336. PATRON DIRECTORY FILE

Records in electronic format of all patron's names, addresses and identification numbers. Numbers are based on patrons' last name.

DISPOSITION INSTRUCTIONS: Erase records after 5 years of inactivity by patron.

ITEM 18337. PATRON CIRCULATION AND INTEREST FILE

Records in electronic format providing a cumulative record of book circulation for each patron. Information concerning each patron includes the number of books read year-to-date, the number of requests, the number of books currently checked-out to the patron, a list of the types of books that do and do not interest patron, and other related information.

DISPOSITION INSTRUCTIONS: Erase records after 5 years of inactivity by patron.

ITEM 18340. PERMISSION AND ORDER SLIPS FILE

Copyright Permission Requests (Form LC 73-128) requesting permission from publisher by branch to transcribe a published work into braille or tape medium. File includes an order form for each original print copy of book and an Interlibrary Loan Search Request (Form LC 73-135) to Library of Congress to determine whether book has been previously transcribed.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 18342. VOLUNTEER SERVICE FOLDER FILE

Records concerning each volunteer assisting Special Services Section. File includes critique sheets of volunteer, background information sheets, machine information sheets, record of time utilized and mileage driven, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18343. MACHINE FILE

Card file indicating locations of branch tape recorders utilized by volunteers transcribing books onto tape. File includes names of brailers and serial number of each machine, name of individual to whom each machine is loaned, name of manufacturer of each machine, dates each machine has been loaned and returned, and repair forms (if applicable).

DISPOSITION INSTRUCTIONS: Destroy in office when machine is no longer in working order.

ITEM 18344. BRANCH PRODUCTION FILE

Records concerning monthly and yearly production of tape and braille transcriptions of books.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18345. VOLUNTEER PRODUCTION FILE

Records concerning the production of tape and braille transcriptions of books by individual volunteers. File includes name of volunteer, time expended, number of titles transcribed, length of production, dates completed, number of copies made, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 18346. COPYRIGHT CORRESPONDENCE FILE

Correspondence to publishers in North Carolina requesting permission to transcribe publications to tape or braille. File includes correspondence to individuals in other states requesting subpermission to transcribe publications.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED**

ITEM 18347. PUBLICATION REVIEW FILE

Literary reviews for various North Carolina or southern publications. (File is used by branch personnel to determine which publications to transcribe to tape or braille.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18349. BRANCH CORRESPONDENCE FILE

Records in paper and electronic formats concerning the organization and daily operation of the branch. File includes correspondence with volunteers, evaluations of volunteers, and correspondence with other libraries.

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

ITEM 18350. VOLUNTEER PROGRAM INFORMATION FILE

Records concerning the volunteer program for branch. File includes reference copies of volunteer newsletter, statistical data, information concerning the repair of machines used by volunteers, workshop information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18352. GRANT INFORMATION FILE

Records concerning state and federal grant programs affecting branch. File includes regulations, guidelines, and grant forms.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 19128. STATISTICAL FILE

Statistical data concerning circulation.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
RESOURCE SHARING BRANCH**

ITEM 17764. STATE EMPLOYEE'S INTERLIBRARY LOAN FILE

Forms concerning books, microfilm, and photocopies requested on interlibrary loan for state employees and other libraries. Forms include names of individuals, titles of books, names of authors, dates of publication, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 months.

ITEM 17766. INTERLIBRARY LOAN STATISTICAL REPORTS FILE

Statistical reports concerning interlibrary loan services. Reports include number of interlibrary loan requests received, number of requests referred to other libraries, number of books sent from the State Library of North Carolina, number of State and Federal documents used in reading room, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 17769. BRANCH CORRESPONDENCE AND REFERENCE FILE

Records concerning the Resource Services Branch. File includes correspondence, memorandums, statistics, reference information concerning collection management and interlibrary loan, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 17771. REQUESTS FILE

Interlibrary loan requests received from other libraries by telephone, mail, and the Online Computer Library Center (OCLC).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 months.

ITEM 38181. PATRON REGISTRATION LIBRARY CARD (FORMS) FILE

Completed forms received from state employees who want to check out materials from the State Library of North Carolina. Forms include names and addresses of state employees, telephone numbers, and other related information. Names and addresses of state employees, telephone numbers, and other related information are entered into Voyager Database (Electronic) File (Item 44300).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 months after entered into the Voyager Database.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
RESOURCE SHARING BRANCH - VIDEO SERVICES UNIT**

ITEM 18357. VIDEO SERVICES AGREEMENTS FILE

Original copies of agreements between branch and libraries within the state regarding the utilization of videos by those libraries.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18361. ACQUISITIONS ON ORDER FILE

Records concerning videos ordered from distributors by branch. Information provided for each video includes title, distributor's name, print number of damaged video, and cost.

DISPOSITION INSTRUCTIONS: Transfer to Acquisitions File when order is filled.

ITEM 18364. BOOKING REQUESTS FORMS FILE

Video Services Booking Forms submitted by libraries within the state and requesting the loan of films held by the unit. File for each request includes film title, date of use, and user's name and address.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 18367. STATISTICS FILE

Statistical information concerning the Video Services Unit. Information provided includes number of films and videos circulated.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18368. FILM AND VIDEO NOTIFICATION FILE

Information on floppy disks used for notifications of available films and videos. Information includes each film and video title, identification number, print number, user showing date, due date, patron identification number, and film and video availability.

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

ITEM 18369. FILM AND VIDEO DISTRIBUTORS FILE

Information on floppy disks showing film and video distributors' names, addresses, identification codes, and telephone numbers.

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

ITEM 18370. BOOKING FILE

Information on floppy disks used to control circulation of films and videos in possession of branch. Information concerning each film or video includes title, print number, show date, name of requesting library, date due, date booked, and booker identification.

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

ITEM 18371. SUBJECT INDEX FILE

Listings of films and videos by title, subject, and identification number.

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
RESOURCE SHARING BRANCH - VIDEO SERVICES UNIT**

ITEM 18372. CIRCULATION FILE

Information on floppy disks concerning the borrowing of films and videos. Information provided includes film or video identification number and title, date the material was sent out, date returned, and name of borrowing library.

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

ITEM 18373. PRIMARY BORROWERS FILE

List of libraries, on floppy disks, that borrow from the Video Services Unit. File includes the library's identification number, telephone number, and the name of a contact person.

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

ITEM 18374. FILM AND PRINT FILE

Computer shelf list showing films and videos held by branch. Information provided for each item includes film or video title, identification number, print number, length, distributor's name, price, release date, date purchased, and date withdrawn.

DISPOSITION INSTRUCTIONS: Records transferred to Voyager Database (Electronic) File (Item 44300).

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

ITEM 18388. BRANCH CORRESPONDENCE AND REFERENCE FILE

Records in paper and electronic formats concerning the Technical Services Branch. File includes correspondence, memorandums, reference information concerning cataloging requests, budgetary report information, annual cataloging statistics, reports from other libraries, workshop information, 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 SERVICES SECTION
TECHNICAL SERVICES BRANCH - ACQUISITIONS UNIT**

ITEM 18396. STATE LIBRARY OF NORTH CAROLINA HOLDINGS FILE

Statistical information in paper and electronic formats concerning the State Library of North Carolina holdings. File includes the number of new purchases and gifts received each month and each year for materials print, microfilm and videos by the Acquisitions and Documents Units and the number of materials bound for the month or year and changes in currently received unclassified subscriptions for the month/year. File also includes title lists of currently received continuations (standing orders, newspapers, periodicals, microfilm newspapers, electronic resources, LBPH standing orders) which include the title, Voyager bibliographic number, purchase order number, vendor, collection, price, and term of subscription.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18402. BINDING PATTERN FILE

Binding pattern specifications (color, size, etc.) for the binding of periodicals, documents, and books. (File is used to ensure that all bindings of a particular series are identical.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office all records when administrative value ends.

ITEM 18403. REQUESTS FILE

Records in paper and electronic formats listing all books and other materials on order by the State Library of North Carolina. Cards include brief bibliographies, purchase prices, and other related information are entered into Voyager Database (Electronic) File (Item 44300).

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. Destroy in office paper records after 2 years and after quality control procedures completed for data entry.

ITEM 18407. DESIDERATA FILE

Order cards providing bibliographical information for books to be ordered for the State Library of North Carolina.

DISPOSITION INSTRUCTIONS: Records transferred to Requests File (Item 18403).

ITEM 18409. ACQUISITIONS CORRESPONDENCE FILE

Correspondence in paper and electronic formats concerning the initiation, re-ordering, or cancellation of orders. Dates of orders and cancellations, dates when re-ordered, amounts of orders, and other related data are entered into Voyager Database (Electronic) File (Item 44300).

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. Destroy in office paper records 2 years after orders are initiated.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
CHIEF DEPUTY SECRETARY
STATE LIBRARY OF NORTH CAROLINA
LIBRARY SERVICES SECTION
TECHNICAL SERVICES BRANCH - CATALOGING UNIT**

ITEM 18390. SHEFLIST FILE

Card file providing standard bibliographical information for books and other materials in the State Library of North Carolina.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office 1 year after records closed.

ITEM 18391. WITHDRAWAL FILE

Card file providing standard bibliographical information for books and other materials withdrawn from circulation by the State Library of North Carolina.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office 1 year after records closed.

ITEM 18393. NAME AUTHORITY FILE

Card file concerning authorized forms of authors' names. (File is used to ensure that all referencing for particular author will be done under the same form of author's name.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18421. AGENCY FILE

Records in paper and electronic formats concerning libraries within state government receiving consultant and technical assistance from the branch. File includes correspondence, memorandums, consultant reports, annual statistical reports, and library floor plans.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 18423. STATE AGENCY SHEFLISTS FILE

Cards for each state agency library cataloged by branch. Each card represents a book and other materials cataloged and provides bibliographical information.

DISPOSITION INSTRUCTIONS: Destroy in office when library books and other materials are discarded.

ITEM 47017. LARGE PRINT SHELF LIST AND AUTHORITY FILE

Card file providing standard bibliographical information for books and other materials and authorized forms of authors' names and series names for books in large print format held in the State Library of North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when library books and other materials are discarded.