

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.

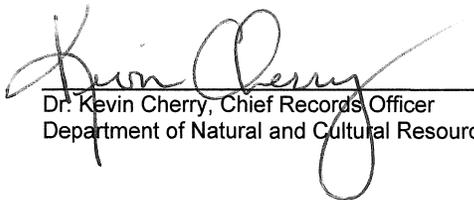
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

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

ADMINISTRATIVE SERVICES

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

ADMINISTRATIVE SERVICES

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

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

Hal McKinney

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

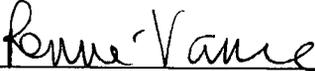
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
PURCHASING OFFICE

Amend the records retention and disposition schedule approved May 31, 1988 by changing the disposition instructions for Item 776 as shown on substitute pages dated July 16, 1999.

APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Renné Vance, Business Officer
Administrative Services


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

July 16, 1999

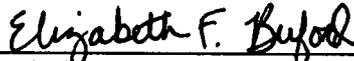
LLBH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

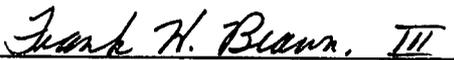
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
PURCHASING OFFICE

Amend the records retention and disposition schedule approved May 31, 1988, as amended May 13, 1994, by changing the disposition instructions for Item 776 as shown on substitute page dated July 31, 1997.

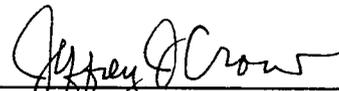
APPROVAL RECOMMENDED



Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources



Frank H. Brown, III, Comptroller
Administrative Services



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Betty Ray McCain, Secretary
Department of Cultural Resources

July 31, 1997

LLB

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
PURCHASING OFFICE

Amend the records retention and disposition schedule approved May 31, 1988 by changing the file descriptions of Item 776 and Item 777; changing the disposition instructions of Item 23276; and by changing the file description and disposition instructions of Item 23277 as shown on substitute pages dated May 13, 1994.

APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Frank H. Brown, III, Comptroller
Administrative Services


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

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

May 13, 1994

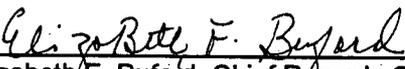
HFH

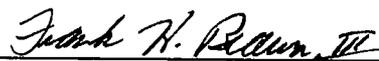
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

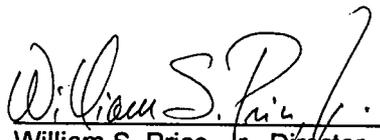
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
CONTROLLER'S OFFICE

Amend the records retention and disposition schedule approved May 31, 1988 by changing the description and disposition instructions of Item 768; and by changing the disposition instructions of Item 12227 as shown on substitute page dated April 15, 1994.

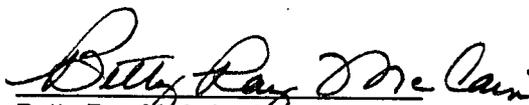
APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Frank H. Brown, III, Comptroller
Administrative Services


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

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

April 15, 1994

HFH

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES

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

ADMINISTRATIVE SERVICES

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

ADMINISTRATIVE SERVICES

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

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

Hal McKinney

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedules for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

May 31, 1988

KWM

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
FINANCE**

ITEM 768. CONTROLLER'S DEPARTMENT BUDGET FILE

Records used in preparing department's biennial budget. File includes budget information, format and program records, and salary and budget cut information. Amended 4-15-94

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 776. CLOSED PURCHASE ORDER (COMPLETED) FILE

Purchase orders, requisitions, and invoices that have been filled, paid, or for accounts closed. Amended 7-16-99

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 3 years from date received.

ITEM 4056. WORKING FILE

Records created in the preparation of actions by the Controller. File includes reports, information concerning each fund, surveys of purchasing, preparations of insurance coverage, records concerning grant administration, and other related material.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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.

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET 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

BUDGET 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

BUDGET 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 for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

Robert H. Booth

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

Harward H. McKinney

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

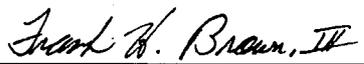
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

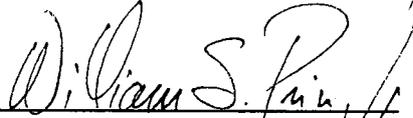
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Amend the records retention and disposition schedule approved September 2, 1988 by changing the title and description of Item 770, changing the disposition instructions of Item 2592, and changing the disposition instructions of Item 14203 as shown on substitute pages dated April 15, 1994.

APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Frank H. Brown, III, Comptroller
Administrative Services


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

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

April 15, 1994

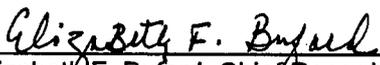
HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

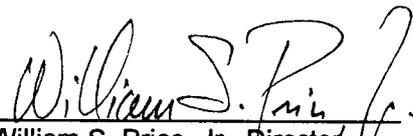
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Amend the records retention and disposition schedule approved September 2, 1988 by changing the disposition instructions of Items 3640 and 14214, and by adding Item 30539 as shown on substitute pages dated April 30, 1993.

APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Frank H. Brown, III, Comptroller
Administrative Services


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

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

April 30, 1993

HFH

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET 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

BUDGET 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

BUDGET 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 for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

Robert H. Booth

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

Hayward H. McKinney

Hayward H. McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

**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.**

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
FINANCE**

ITEM 770. VOUCHERS FILE

Invoices, receipts, purchase orders, purchase requisitions, reference copies of checks, travel reimbursement forms, accounting code sheets, and other related records concerning all departmental purchases. Amended 4-15-94

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date received.

ITEM 2593. MONTHLY BUDGET REPORT FILE

Budget reports used to compile each Monthly Budget Report (ATBD701 Monthly Report, Agency Management Monthly Report), the Monthly Report on Appropriations and Allotments, the Voucher Register, the Voucher Register A/c Classification, the Receipts Register, the Receipts Register A/c Classification; cash receipts, disbursements, and balances; and outstanding obligations.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date received.

ITEM 2594. MONTHLY BUDGET REPORT (BD701-RCC) FILE

Budget reports used to compile each monthly budget report, broken out to reflect funds by Responsibility Cost Center (RCC).

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date received.

ITEM 2595. ACCOUNTING CODE SHEETS WITH DOCUMENTATION FILE

Accounting code sheets for certified budget, budget transfers, allotments and reversions, beginning balances, and cash requisitions to disbursing accounts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 2596. VALIDATION AND TITLE INPUT LISTING FILE

Computer printouts used to validate descriptive titles or new line items in the budget.

DISPOSITION INSTRUCTIONS: Destroy in office when updated validation reports are distributed.

ITEM 2977. RECEIPTS FILE

Records concerning receipts of funds by agency.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date received.

ITEM 3639. DETAIL REGISTER FILE

Computer printouts detailing Journals 10 (Budget Transactions), 30 (Encumbrances), 40 (Expenditures), and 50 (Receipts). (Information on Journals 30, 40, and 50 is summarized in Monthly Budget Report.)

DISPOSITION INSTRUCTIONS: Destroy in office when monthly budget report is received.

ITEM 14204. CHART OF ACCOUNTS FILE

Charts listing the data elements with valid titles for each fund within the agency. (This document is required by the Office of State Auditor and is produced on an end-of-year basis.)

DISPOSITION INSTRUCTIONS: Destroy in office when report is updated and the June 30th report is released from all audits.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
FINANCE**

ITEM 14205. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) VALIDATION UPDATE REPORT FILE

Reports concerning input into the Departmental Accounting System's (DAS) validation and title files.

DISPOSITION INSTRUCTIONS: Destroy in office when updated validation reports are distributed.

ITEM 14206. DETAIL JOURNAL FILE

Computer printouts documenting weekly expenditures. Information is compiled in Monthly Budget Report and received weekly.

DISPOSITION INSTRUCTIONS: Destroy in office when monthly budget report is received.

ITEM 14207. EXPENDITURE LEDGER FILE

Computer printouts documenting monthly departmental expenses since the beginning of fiscal year.

DISPOSITION INSTRUCTIONS: Transfer June 30th report to the State Records Center after 2 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 1 additional year and then destroyed. Destroy in office remaining records when updated.

ITEM 14210. INDIRECT COST PROPOSALS FILE

Indirect cost proposals submitted to the federal government.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 14216. TRIAL BALANCE REPORT FILE

Computer printouts documenting weekly balances of departmental funds.

DISPOSITION INSTRUCTIONS: Destroy in office monthly final reports after 3 years. Destroy in office remaining records after 1 month.

ITEM 23856. BILLING FOR PRINTING AND SUPPLIES FILE

In-house records documenting billing for printing and supplies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

ITEM 30539. UNEMPLOYMENT WAGE REPORT SUMMARIES FILE

Reports received from the N.C. Employment Security Commission concerning monetary claims regarding former departmental employees. File includes names and charges paid by counties. Amended 4-30-93

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUSINESS 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

BUSINESS OFFICE

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

BUSINESS OFFICE

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

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

Hal McKinney

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

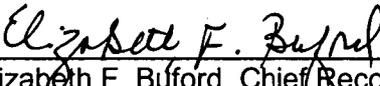
Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

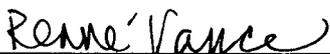
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUSINESS OFFICE

Amend the records retention and disposition schedule approved September 2, 1988 by adding the Item 44493 as shown on substitute pages dated December 29, 2000.

APPROVAL RECOMMENDED



Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources



Renné Vance, Business Officer
Administrative Services



Jeffrey W. Crow, Director
Division of Archives and History

APPROVED



Betty Ray McCain, Secretary
Department of Cultural Resources

December 29, 2000

LLBH

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUSINESS 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

BUSINESS OFFICE

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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

BUSINESS OFFICE

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

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

Hal McKinney, Jr.

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

**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.**

September 2, 1988

KWM

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
FINANCE**

ITEM 12186. ACTIVE GRANTS FILE

Records concerning each grant administered by the budget section, including those from the National Park Service. File includes correspondence and related material.

DISPOSITION INSTRUCTIONS: Transfer to the Inactive Grants File when grant is paid.

ITEM 12187. INACTIVE GRANTS FILE

Records concerning each grant administered by the budget section after all payments have been made and grant has been terminated.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 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 12188. STATE AGENCIES FILE

Correspondence and memorandums from other North Carolina state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 44493. GRANT APPLICATIONS FILE

Records concerning applications for grants administered by the Office of the Secretary. File includes applications, correspondence, evaluations, memorandums, and other related records. Amended 12-29-00

DISPOSITION INSTRUCTIONS: Transfer to Active Grants File (Item 12186) when grant is approved. Destroy in office remaining records after 1 year 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.