

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.

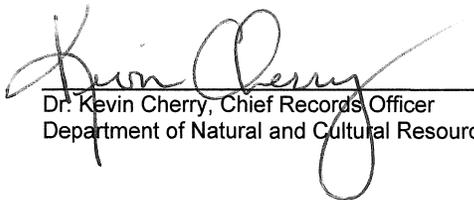
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

PUBLIC AFFAIRS OFFICE

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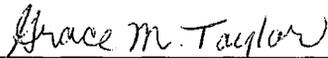
PUBLIC AFFAIRS OFFICE

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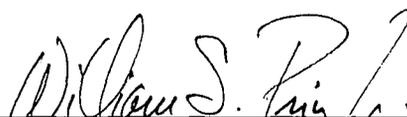
APPROVAL RECOMMENDED



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



Grace M. Taylor, Director  
Public Affairs Office



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

APPROVED



Patric Dorsey, Secretary  
Department of Cultural Resources

September 14, 1990

HFH

DEPARTMENT OF CULTURAL RESOURCES  
PUBLIC AFFAIRS OFFICE

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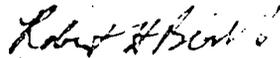
PUBLIC AFFAIRS OFFICE

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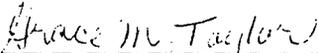
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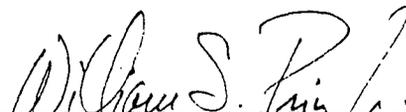
APPROVAL RECOMMENDED



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

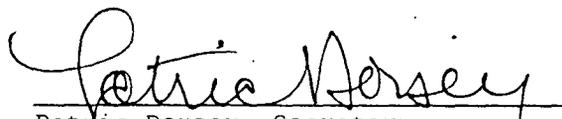


Grace M. Taylor, Director  
Public Affairs Office



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

APPROVED



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 14, 1990

HFH

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
MARKETING AND COMMUNICATION**

**ITEM 780. NEWS RELEASES FILE**

News releases created by the Public Affairs Office for all divisions of the Department of Cultural Resources. File includes radio spot releases, N.C. Awards information, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 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.

**ITEM 2096. COMMUNICATIONS OFFICER'S FILE**

Correspondence, directives, and guidelines of the Public Affairs Office. (File is used in administering the Public Affairs Office.)

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.

**ITEM 18472. GOVERNOR'S BUSINESS COUNCIL ON THE ARTS AND HUMANITIES FILE**

Records concerning the goals and activities of the council and its annual awards program. File includes reference copies of letters of nomination, correspondence, and other related records.

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.

**ITEM 23039. DEPARTMENTAL (REFERENCE) FILE**

Records concerning the Department of Cultural Resources. File includes memorandums, policies and procedures, directives, reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23040. DEPARTMENT BIOGRAPHICAL FILE**

Biographical sketch of the Secretary of the Department of Cultural Resources.

DISPOSITION INSTRUCTIONS: Retain in office until Secretary leaves the department. Transfer to the State Records Center when administrative value ends for immediate transfer to the custody of the Archives.

**ITEM 23044. PHOTOGRAPHS FILE**

Photographs used by the Public Affairs Office. File includes negatives and slides.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23046. PROJECTS FILE**

Records accumulated in the creation of publications or implementation of projects for the Public Affairs Office. File includes correspondence, newspaper clippings, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23049. TARHEEL SPOTLIGHT FILE**

Reference copies of the TARHEEL SPOTLIGHT, a publication created by the Public Affairs Office.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the Documents Section, North Carolina State Library when reference value ends.