

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.

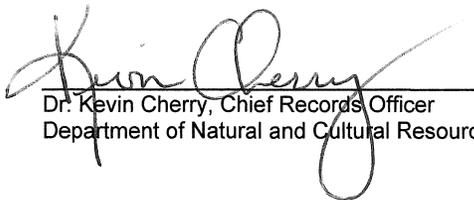
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

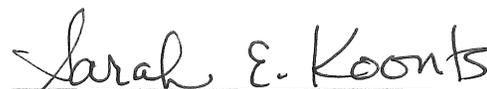
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices 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
DIVISION OF ARCHIVES AND HISTORY
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION
EASTERN 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

EASTERN OFFICE

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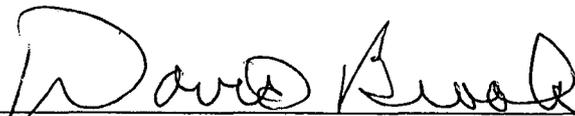
EASTERN OFFICE

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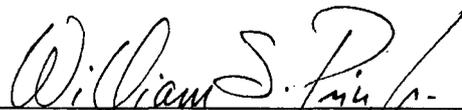
APPROVAL RECOMMENDED



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

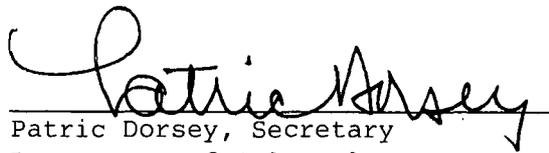


David Brook, Administrator
Archaeology and Historic Preservation Section



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

APPROVED


Patric Dorsey, Secretary
Department of Cultural Resources

July 13, 1989

HFH

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION
EASTERN OFFICE

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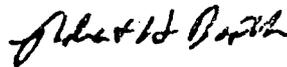
EASTERN OFFICE

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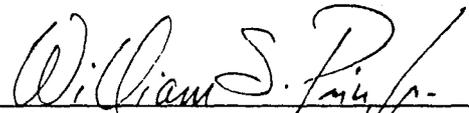
APPROVAL RECOMMENDED



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

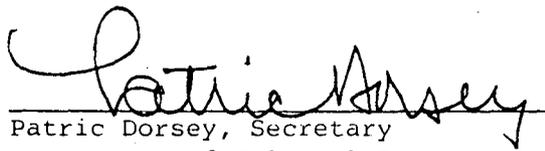


David Brook, Administrator
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APPROVED



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.

July 13, 1989

HFH

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION
EASTERN OFFICE - ADMINISTRATIVE UNIT**

ITEM 24046. SLIDE FILE

Slides produced or purchased by the office concerning programs, services, and other related agency matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION
EASTERN OFFICE - HISTORIC SITES INTERPRETATIONS UNIT**

ITEM 27057. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE

Administrative and management correspondence and memorandums written and/or received by office concerning visitor-interpreted services at state historic sites.

DISPOSITION INSTRUCTIONS: Transfer to Interpretations Branch, Historic Sites Section, after 2 years.

ITEM 27058. HISTORIC WEAPONS MANAGEMENT FILE

Records concerning the management of historic weapons. File includes research materials, inspection sheets for storage magazines and weapons, certifications of state personnel, and amendments to state guidelines for managing historic weapons. File also includes semi-annual summary reports.

DISPOSITION INSTRUCTIONS: Transfer semi-annual summary reports to Interpretation Branch, Historic Sites Section, immediately after reports are compiled. Destroy in office remaining records when reference value ends.

ITEM 27059. PROJECTS FILE

Records concerning the development of interpretive programs and projects at state historic sites. File includes research materials, correspondence, memorandums, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Interpretations Branch, Historic Sites Section, when reference value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION
EASTERN OFFICE - RESTORATION UNIT**

ITEM 27062. COUNTY CORRESPONDENCE FILE

Records concerning restoration issues and projects in specific counties of North Carolina. (File is a duplication of information that is held in the Restoration Branch in Raleigh.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 27063. GRANTS-IN-AID FILE

Records concerning locally-owned historic sites in North Carolina receiving state grants and National Park Service grants. File includes records concerning archaeological research, grants, historical research, publicity, and project status. File also includes plans specifications, field reports, correspondence, and legislative information.

DISPOSITION INSTRUCTIONS: Transfer to the Restoration Branch, Archaeology and Historic Preservation Section, when reference value ends.

ITEM 27064. LOCAL CONSULTATIONS FILE

Correspondence concerning local projects requesting consulting services from the Eastern Office.

DISPOSITION INSTRUCTIONS: Transfer to the Restoration Branch, Archaeology and Historic Preservation Section, when reference value ends.

ITEM 27065. PHOTOGRAPHS AND VIDEOS FILE

Photographs and videos of local restoration projects that have requested consultation services of the Eastern Office. File includes slides and negatives.

DISPOSITION INSTRUCTIONS: Transfer to the Restoration Branch, Archaeology and Historic Preservation Section, when reference value ends.

ITEM 27066. PLANS FILE

Architectural plans concerning restoration projects receiving state or federal assistance. File includes plans showing various construction phases of specific restoration projects.

DISPOSITION INSTRUCTIONS: Transfer to Restoration Branch, Archaeology and Historic Preservation Section, when reference value ends.

ITEM 27067. REPORTS AND PROJECTS FILE

Reports concerning various restoration projects conducted by the unit.

DISPOSITION INSTRUCTIONS: Transfer to the Restoration Branch, Archaeology and Historic Preservation Section, when administrative value ends.

ITEM 27068. TAX REFORM ACT OF 1986 FILE

Records concerning the federal Tax Reform Act of 1986 and how it applies to restoration projects.

DISPOSITION INSTRUCTIONS: Transfer to Restoration Branch, Archaeology and Historic Preservation Section, when administrative value ends.

ITEM 27069. TECHNICAL FILE

Reference materials concerning restoration. File includes lists of architects and consultants, brochures and publications, paint charts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
ARCHAEOLOGY AND HISTORIC PRESERVATION SECTION
EASTERN OFFICE - SURVEY AND PLANNING UNIT**

ITEM 27070. MAP FILE

Maps used in the work of the unit. File includes maps of cities, states, and historic sites. File also includes topographic maps and aerial photographs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 27071. NOMINATIONS TO NATIONAL REGISTER OF HISTORIC PLACES FILE

Records concerning the nomination of various historic structures in the Eastern Office's 23-county region to the National Register of Historic Places. File includes correspondence, maps, photographs, and National Register forms. (Nominations are maintained in envelopes labelled with county and city name and the name of structure.)

DISPOSITION INSTRUCTIONS: Transfer to the Survey and Planning Branch, Archaeology and Historic Preservation Section, when administrative value ends.

ITEM 27072. PROPERTY SURVEY FILE

Records concerning each historic structure investigated by the Survey and Planning Branch within the 23-county region served by the Eastern Office. File includes photographs, maps, and newspaper clippings. File also includes survey forms, Historic American Engineering Record (HAER) inventory forms, correspondence, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 27073. SURVEY AND PLANNING PROJECT FILE

Records concerning subgrants to local government organizations from the federal historic preservation fund. File includes grant applications, memorandums of agreement, contracts, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the Survey and Planning Branch, Archaeology and Historic Preservation Section, after 10 years for final disposition.

ITEM 27074. SURVEY REFERENCE FILE

Records concerning matters of interest to the unit. File includes information concerning house movers, log cabins, building stones, preservation programs implemented in other states, newspaper clippings, maps, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.