

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.

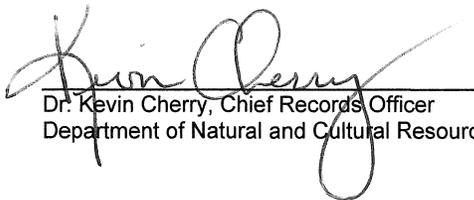
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

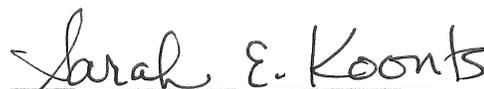
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

HISTORICAL PUBLICATIONS 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

HISTORICAL PUBLICATIONS 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



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



Donna E. Kelly, Administrator
Historical Publications Section

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 15, 2003

LRM

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL PUBLICATIONS SECTION

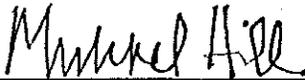
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved May 15, 2003, by amending the disposition instructions to Item 46808, as shown on the included replacement page. No other items on this schedule have been amended, added, or removed.

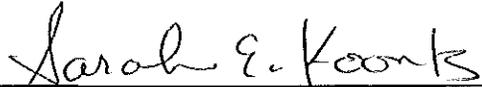
APPROVAL RECOMMENDED



Dr. Kevin Cherry
Chief Records Officer

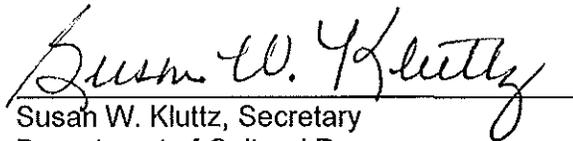


Michael Hill
Historical Research Office



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



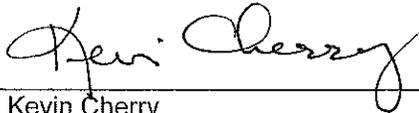
Susan W. Kluttz, Secretary
Department of Cultural Resources

DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL PUBLICATIONS SECTION
ADMINISTRATIVE BRANCH

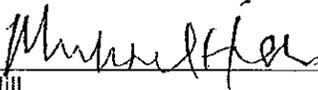
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved May 15, 2003, by amending Item 18974 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Dr. Kevin Cherry
Chief Records Officer

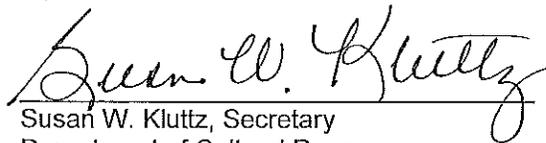


Michael Hill
Historical Research Office



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Susan W. Klutz, Secretary
Department of Cultural Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL RESEARCH
HISTORICAL PUBLICATIONS**

ITEM 829. ARTICLES FILE

Articles submitted to the NORTH CAROLINA HISTORICAL REVIEW for publication. File includes articles accepted for publication, articles pending, and authors' transfers of publication rights.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after publication. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3890. REJECTED ARTICLES FILE

Articles submitted to the NORTH CAROLINA HISTORICAL REVIEW for publication that have been rejected. File includes comments of Editorial Review Committee and information concerning authors.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18974. ADMINISTRATIVE CORRESPONDENCE FILE

Records in paper and electronic format concerning the administration of the Historical Publications Section and the activities of the Historical Publications Section administrator. File includes correspondence (including e-mail), memoranda, policies, and projects. File also includes the administrator's publications, speeches, presentations, and other related records. Amended 7-19-2015

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer electronic records immediately to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 18981. COLONIAL RECORDS PROJECT FINANCE FILE

Correspondence, bills, invoices, and other items concerning the London operation of the Colonial Records Project.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Colonial Records Project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 18982. PROGRAM PLANS FILE

Publications Section's program plans which describe section's projected activities and estimated budget needs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 18984. COPYRIGHT FILE

Certifications of copyrights and related correspondence and information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 18986. SUBSCRIPTION FILE

Correspondence and subscription service cards in paper and electronic formats requesting either new subscriptions, renewed subscriptions, changes in address, or other corrections concerning subscriptions to the NORTH CAROLINA HISTORICAL REVIEW.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence after 3 years. Destroy in office cards when obsolete or superseded.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL RESEARCH
HISTORICAL PUBLICATIONS**

ITEM 18987. EXCHANGE CARD FILE

Electronic records documenting complimentary copies of the NORTH CAROLINA HISTORICAL REVIEW exchanged for copies of other publications. Cards list name and address of publications, dates received, and dates transferred to the State Library.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18988. PENDING PUBLICATIONS CORRESPONDENCE FILE

Correspondence in paper and electronic formats concerning forthcoming publications. File includes records concerning each project and any special problems.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center 5 years after project is published. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 18989. BOOK REVIEW FILE

Records in paper and electronic formats concerning the publication of book reviews in the NORTH CAROLINA HISTORICAL REVIEW. File includes correspondence, requests, agreements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Reviewed Books File (Item 18990) when review is published.

ITEM 18990. REVIEWED BOOKS FILE

Completed book review forms in paper and electronic formats for reviews which have been published in the NORTH CAROLINA HISTORICAL REVIEW. Each form includes title of book reviewed, reviewer's name, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18991. REVIEW SUBJECT INDEX FILE

Card file listing book subjects usually reviewed in the NORTH CAROLINA HISTORICAL REVIEW. Information includes subjects, names and addresses of persons knowledgeable about the subject, and date reviews about subjects were received from the reviewers.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office.

ITEM 18992. BOOK REVIEWERS INDEX FILE

Electronic file listing reviewers usually consulted by section. Information includes name and address of each reviewer, date each reviewer's name was received, and each reviewer's subject of specialty.

DISPOSITION INSTRUCTIONS: Update records in office when superseded or obsolete.

ITEM 18993. PUBLICATIONS CARD INDEX FILE

Card file listing articles being considered for publication, articles that have been published, and articles rejected. Each card lists article's title, size in pages, author's name, and other notes. (All cards for each issue of the NORTH CAROLINA HISTORICAL REVIEW are grouped together.)

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

ITEM 18996. EDITORIAL BOARD FILE

Reports of the Editorial Board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year for immediate transfer to the custody of the Archives.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL RESEARCH
HISTORICAL PUBLICATIONS**

ITEM 18998. PHOTOGRAPHIC PRINTS FILE

Photographic prints used in publications of the section.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 18999. GALLEY PROOFS FILE

Galley proofs of all publications of the section.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19000. TALLY SHEETS FILE

Electronic monthly publications tally sheets, which tabulate orders for each publication.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19001. CIVIL WAR ROSTER SERVICE RECORDS CARDS FILE

Card file listing information concerning each known soldier from North Carolina who fought in the Civil War. Each card lists name, county of residence, date of enlistment, age, company, regiment, rank, service record, and sources of information, (Pink cards serve as a cross reference to soldiers who served in more than one regiment.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19002. CIVIL WAR ROSTER GENERAL CORRESPONDENCE FILE

Correspondence and memorandums in paper and electronic formats concerning the Civil War Roster Project.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19003. CIVIL WAR ROSTER MASTER INDEX FILE

Card file listing each soldier whose name has appeared in published volumes of NORTH CAROLINA TROOPS, 1861-1865: A ROSTER. Information for each soldier includes name, company, regiment, volume, and page number. (File will be used to print an index volume for the Civil War Roster Project.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19005. CIVIL WAR ROSTER DOCUMENTS FILE

Copies of historical records used in compiling the service records of Civil War soldiers from North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. 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 NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL RESEARCH
HISTORICAL PUBLICATIONS**

ITEM 19006. CIVIL WAR ROSTER GENERAL INFORMATION FILE

Records concerning various Civil War topics. File includes pamphlets and brochures published by the National Parks Service and administrators of Civil War battlefields and sites, photographs of Civil War soldiers, reviews of NORTH CAROLINA TROOPS, 1861-1865: A ROSTER, auction records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer photographs and reviews to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy remaining records in office when administrative value ends.

ITEM 19007. CIVIL WAR ROSTER ADMINISTRATIVE FILE

Administrative records concerning the Civil War Roster Project. File includes monthly and semi-annual progress reports and other related reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 19008. CIVIL WAR ROSTER REFERENCE FILE

Abstracts, photocopies, county rosters, cemetery records, diaries, questionnaires, and other reference Civil War Roster Project records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when Civil War Roster project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19009. COLONIAL RECORDS BIOGRAPHICAL INDEX FILE

Card file listing each person found in the COLONIAL RECORDS OF NORTH CAROLINA. Information includes name, inventory report number, and source in the Archives.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 19010. INVENTORY REPORTS INDEX FILE

Card file that serves as an index to the inventory reports.

DISPOSITION INSTRUCTIONS: Destroy in office when Colonial Records project is complete.

ITEM 19011. INVENTORY REPORTS FILE

Records listing sources of information for the Colonial Records Project and indicating medium, such as microfilm or Archives.

DISPOSITION INSTRUCTIONS: Destroy in office when Colonial Records project is complete.

ITEM 19012. PUBLISHED VOLUMES INDEX FILE

Card file listing persons, subjects, or places which have appeared in previous volumes of the COLONIAL RECORDS OF NORTH CAROLINA.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy all records in office.

ITEM 19013. TRANSCRIPTIONS FILE

Transcriptions of manuscripts and publications used in the COLONIAL RECORDS OF NORTH CAROLINA.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after publication.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL RESEARCH
HISTORICAL PUBLICATIONS**

ITEM 19014. COLONIAL RECORDS PROJECT CORRESPONDENCE FILE

Correspondence, memorandums, and other related records in paper and electronic formats concerning the Colonial Records Project.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Colonial Records project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19017. ADMINISTRATOR'S PUBLIC RELATIONS FILE

Speeches, publications, and biographical sketches of the Publications Section administrator.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center immediately.

ITEM 19018. NORTH CAROLINA HISTORICAL REVIEW EDITORS' CORRESPONDENCE FILE

Official office correspondence. Records in paper and electronic formats that includes potential articles and correspondence with the authors, information concerning potential research projects, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records 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.

ITEM 28823. BRITISH RECORDS PROGRAM CORRESPONDENCE FILE

Correspondence, memorandums, and other related records concerning the British Records Program.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Colonial Records project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 28824. SCOTTISH RECORDS PROGRAM CORRESPONDENCE FILE

Correspondence, memorandums, and other related records concerning the Scottish Records Program.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center when Colonial Records project is completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 28826. MANUSCRIPTS FILE

Manuscripts created by the branch in conjunction with the publication process.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28827. PHOTOGRAPHIC PRINTS FILE

Photographs used in various publications produced by the section.

DISPOSITION INSTRUCTIONS: Records transferred to Photographic Prints File (Item 18998).

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL RESEARCH
HISTORICAL PUBLICATIONS**

ITEM 28828. PUBLICATIONS PREPARATION FILE

Records concerning materials created in conjunction with the publication process. File includes paste-ups, galley proofs, and blueline prints.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 31183. COLONIAL RECORDS INVENTORY REPORTS FILE

Inventory reports of documents found during the Colonial Records project, conducted in the 1960s. Reports describe individual documents concerning North Carolina's colonial period. (Microfilm copy created in 1965 is in permanent storage in the State Archives vault.) Amended 4-30-99

DISPOSITION INSTRUCTIONS: Destroy records in office when Colonial Records project is completed.

ITEM 46804. CLIPPINGS (RESEARCH) FILE

Records categorized by issue or subject and used as reference for the Governors' Papers project. File includes newspaper clippings, articles printed from the internet, and related records. Amended 7-19-2015

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 46805. BIOGRAPHICAL FILE

Records concerning North Carolina personalities used as reference for the Governors' Papers project. File includes newspaper clippings, articles printed from the internet, and related records. Amended 7-19-2015

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 46806. OFFICE FILE

Records in paper and electronic formats concerning books for each Governors' administration being published by the section. File includes correspondence, background information, negotiations with governor's office, copyright records, photographs, lists of people receiving a copy of the book, and related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer remaining paper records to the State Records Center 5 years after book is published. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 46807. TYPESET BOOK FILE

Electronic copy of book layout.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 46808. COMPILED GUBERNATORIAL DOCUMENTS FILE

Records in paper and electronic formats submitted by the Governor's office. File includes appointments to Boards and Commissions, letters, press releases, speeches, executive orders, video tapes, reports, legislation, and related records. Amended 6-15-2015

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
DIVISION OF HISTORICAL RESOURCES
HISTORICAL RESEARCH
HISTORICAL PUBLICATIONS**

ITEM 46809. TRANSCRIPTIONS FILE

Transcriptions of manuscripts and publications used in the General Publication and Periodicals Branch.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after publication.