

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.

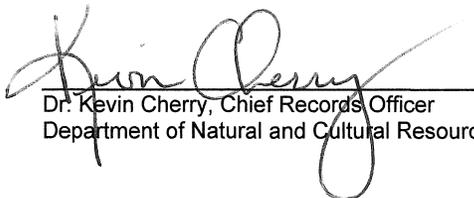
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

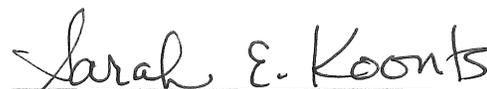
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

**OFFICE OF STATE ARCHAEOLOGY**

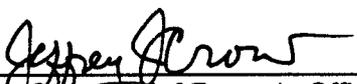
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

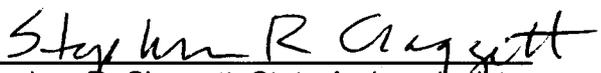
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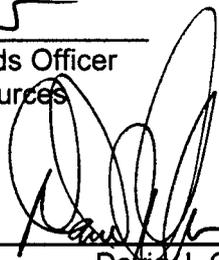
**OFFICE OF STATE ARCHAEOLOGY**

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

  
\_\_\_\_\_  
Stephen R. Claggett, State Archaeologist  
Office of State Archaeology

  
\_\_\_\_\_  
David J. Olson, Director  
Division of Historical Resources

**APPROVED**

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

May 5, 2003

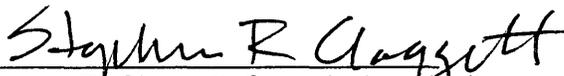
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

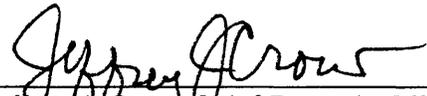
**Department of Cultural Resources  
Office of Archives and History  
Historical Resources  
Office of State Archaeology**

Amend the program records retention and disposition schedule approved May 5, 2003 by adding item 47985 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

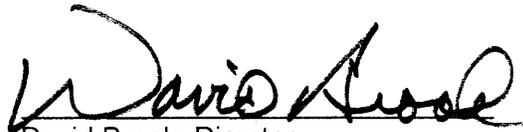
**APPROVAL RECOMMENDED**



Stephen R. Claggett, State Archaeologist  
Office of State Archaeology



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



David Brook, Director  
Division of Historical Resources

**APPROVED**



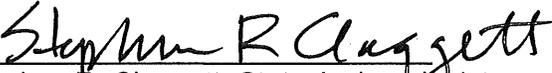
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

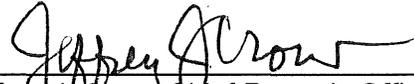
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**Department of Cultural Resources  
Office of Archives and History  
Historical Resources  
Office of State Archaeology**

Amend the program records retention and disposition schedule approved May 5, 2003 and amendment approved June 5, 2007 for items 819, 46797, 820, 939, 19027, 19030, 19038 and 19039 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**

  
Stephen R. Claggett, State Archaeologist  
Office of State Archaeology

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

  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
DIVISION OF HISTORICAL RESOURCES  
OFFICE OF STATE ARCHAEOLOGY**

**ITEM 818. ADMINISTRATIVE FILE**

Records in paper and electronic formats concerning the administration of the office. File includes correspondence, memorandums, reports, and records concerning policies and procedures, budgets, associations, organizations, and programs.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed. Transfer paper records 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 819. SITE FORMS FILE**

Completed forms in paper and microfilm formats concerning each archaeological site in North Carolina. File includes site descriptive forms, Historic American Engineering Record inventory forms, National Register of Historic Places forms, and other related forms. Data from site forms is entered into Site Forms Database (Electronic) File (Item 46797) and into the Department of Transportation's Global Information System. (Location of archaeological sites may be considered confidential according to G.S. 70-18.) [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for permanent storage in the Archives security vault. A copy of the digital images will be purchased by the agency. Retain digital images in agency permanently. Destroy in office returned paper records when reference value ends.

**ITEM 820. ENVIRONMENTAL IMPACT STATEMENTS FILE**

Case files in paper, electronic and microfilm formats for construction projects submitted to the office for environmental review. File includes requests for review, correspondence, program plans, environmental impact statements, supporting documents, and other related records and is entered into Environmental Impact Statements Database (Electronic) File (Item 46798). [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Destroy in office electronic versions of records once they have been printed and interfiled. Transfer only paper records of case files with comments or problems to the State Records Center after 1 year to be scanned. The digital images will be converted to 16mm microfilm for permanent storage in the Archives security vault. Paper records will be destroyed in the State Records Center after scanning. A copy of the digital images will be purchased by the agency. Retain digital images in agency permanently. Destroy remaining paper records in office after 1 year.

**ITEM 821. NEGATIVE FILE**

Negatives of photographs of archaeological sites in North Carolina.

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

**ITEM 939. ARCHAEOLOGICAL SURVEY REPORTS FILE**

Descriptive studies in paper and microfilm formats of archaeological projects throughout North Carolina. (Location of archaeological sites may be considered confidential according to G.S. 70-18.) [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for permanent storage in the Archives security vault. A copy of the digital images will be purchased by the agency. Retain digital images in agency permanently. Destroy in office returned paper records when reference value ends.

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**ITEM 19025. ANALYSIS FORMS FILE**

Completed forms used to analyze artifacts found at archaeological sites in North Carolina. (Location of archaeological sites may be considered confidential according to G.S. 70-18.)

DISPOSITION INSTRUCTIONS: Records transferred to Project Site File (Item 19027).

**ITEM 19026. ACCESSION CARD CATALOG FILE**

Card file describing artifacts accessioned by the Archaeology Branch.

DISPOSITION INSTRUCTIONS: Records transferred to Permanent Accession Catalog File (Item 19029).

**ITEM 19027. PROJECT SITE FILE**

Records concerning archaeological excavations at sites throughout the state. File includes field maps, field notes and journals, specimen catalogs, photographs, conjectural drawings of buildings, drawings of artifacts, correspondence, reports, accession sheets, and other related records. (Location of archaeological sites may be considered confidential according to G.S. 70-18.) [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for permanent storage in the Archives security vault. A copy of the digital images will be purchased by the agency. Retain digital images in agency permanently. Destroy in office returned paper records when reference value ends.

**ITEM 19029. PERMANENT ACCESSION CATALOG FILE**

Lists, cards and other records concerning artifacts accessioned by the Office of State Archaeology. Information about the artifacts and where they were found is entered into Permanent Accession Catalog Database (Electronic) File (Item 46799).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed on 16mm film for storage in the security vault and returned. A copy of the microfilm will be purchased by the agency and jacketed. Retain jacketed microfilm in agency permanently. Destroy in office returned records when reference value ends. Security microfilm will be stored permanently in the security vault.

**ITEM 19030. ENVIRONMENTAL ASSESSMENT CARD FILE**

Card file used to document the office's actions in the review of proposed construction projects in North Carolina. Information for each project includes county, applicant, and project name; reviewer's initials; clearinghouse and federal project numbers; status of review; actions requested; and other related information. [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center after 1 year to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for permanent storage in the Archives security vault. A copy of the digital images will be purchased by the agency. Retain digital images in agency permanently. Destroy in office returned paper records when reference value ends.

**ITEM 19031. MAP FILE**

Maps used by branch personnel for environmental review projects. File includes U.S. Geological Survey topographic maps, N.C. Department of Transportation highway maps, city maps, and environmental data maps.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 19032. DRAWINGS FILE**

Planned view maps, conjectural drawings, profiles, and similar materials.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 19033. PHOTOGRAPH FILE**

Photographs and contact sheets of project-related activities of Office of State Archaeology personnel.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 19034. SLIDE FILE**

Slides of archaeological sites in North Carolina.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 19035. TRACKING CARD FILE**

Cards which serve as an index to negatives and slides taken by the Office of State Archaeology. Information for each item includes negative or transparency number, project number, site number, and frame designation or slide box number.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Transfer one security copy of each tracking card to the State Records Center for permanent security storage. The State Records Center will microfilm accumulation every 5 years and destroy copies. Security microfilm will be stored permanently in the security vault.

**ITEM 19038. ARCHAEOLOGICAL RESOURCES PROTECTION PERMITS FILE**

Permits issued by the office authorizing archaeological investigations on state property. File includes reports, correspondence, and inquiries. (Location of archaeological sites may be considered confidential according to G.S. 70-18.) [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be scanned. The digital images will be converted to 16mm microfilm for permanent storage in the Archives security vault. Paper records will be destroyed in the State Records Center after scanning. A copy of the digital images will be purchased by the agency. Retain digital images in agency permanently.

**ITEM 19039. UNMARKED HUMAN BURIAL AND HUMAN SKELETAL REMAINS PROTECTION ACT FILE**

Records in paper and electronic formats concerning administration of the Unmarked Human Burial and Human Skeletal Remains Act. File includes case files and correspondence. (Location of archaeological sites may be considered confidential according to G.S. 70-18.) [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 5 years to be scanned and returned to the agency. The digital images will be converted to 16mm microfilm for permanent storage in the Archives security vault. A copy of the digital images will be purchased by the agency. digital images in agency permanently. Destroy in office returned paper records when reference value ends.

**ITEM 46797. SITE FORMS DATABASE (ELECTRONIC) FILE**

Electronic records concerning each archaeological site in North Carolina. Data is input from Site Forms File (Item 819). (Location of archaeological sites may be considered confidential according to G.S. 70-18.) (File maintenance and backup procedures performed by Division of Information Systems). [Amended 8-10-2007].

DISPOSITION INSTRUCTIONS: Update electronic records in office. Retain in office permanently.

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**ITEM 46798. ENVIRONMENTAL IMPACT STATEMENTS DATABASE (ELECTRONIC) FILE**

Electronic records concerning construction projects submitted to Office of State Archaeology for environmental review. Data is input from Environmental Impact Statements File (Item 820).

DISPOSITION INSTRUCTIONS: Update electronic records in office.

**ITEM 46799. PERMANENT ACCESSION CATALOG DATABASE (ELECTRONIC) FILE**

Electronic records concerning artifacts accessioned by the Office of State Archaeology. Data is input from Permanent Accession Catalog File (Item 19029).

DISPOSITION INSTRUCTIONS: Update electronic records in office.

**ITEM 47985. AMERICA'S FOUR HUNDREDTH ANNIVERSARY COMMITTEE RESEARCH PROJECT FILE**

Records concerning the commemoration of the 400th Anniversary of the first English settlement in America, on Roanoke Island, North Carolina, in the years 1584-1587. Records may include information on exhibits of the original John White drawings from the British Museum and the Elizabeth II reconstruction. File includes correspondence, archaeological project reports (some with photographs), research proposals and grant information, and other related records. Some material dates from the late 1970s, but most is dated from 1984 to 1987, the time period during which the commemorations took place.

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center for immediate transfer to the Archives.