

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

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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.

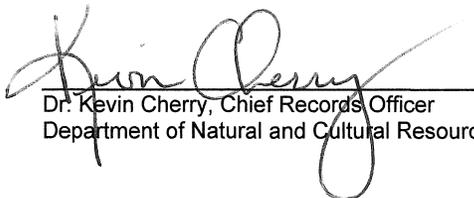
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

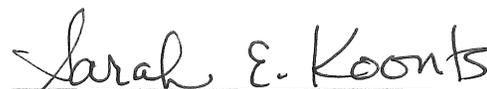
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

**STATE HISTORIC PRESERVATION OFFICE, ADMINISTRATIVE UNIT**

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.**

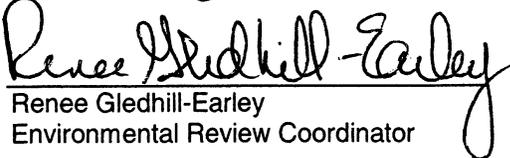
The

**STATE HISTORIC PRESERVATION OFFICE, ADMINISTRATIVE UNIT**

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 Crow, Chief Records Officer  
Department of Cultural Resources

  
\_\_\_\_\_  
Renee Gledhill-Earley  
Environmental Review Coordinator

**APPROVED**

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

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

July 12, 2004

CSB

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
DIVISION OF HISTORICAL RESOURCES  
STATE HISTORIC PRESERVATION OFFICE  
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**ITEM 808. ADMINISTRATIVE CORRESPONDENCE AND MEMORANDUMS FILE**

Correspondence and memorandums in paper and electronic formats concerning the administration of the State Historic Preservation Office. Files dated prior to 2000 contain material from both archaeology and historic preservation branches. For material concerning archaeology dated after 2000, see ADMINISTRATIVE FILE (Item 818) for the Office of State Archaeology.

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 to the State Records Center after 2 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 810. FEDERAL AGENCIES FILE**

Correspondence, memorandums, brochures, newsletters, programs, bulletins, and other related records in paper and electronic formats from federal agencies

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 correspondence and memorandums to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 3 years.

**ITEM 811. GRANTS FILE**

Records concerning federal and state grants. File includes contractual agreements, reimbursement requests, and other documentation for National Park Service grants.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after grant is expended or when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 812. 106 CASES FILE**

Federal action cases concerning the protection of architecturally, archaeologically, and historically significant properties. (The location of archaeological sites is confidential by NC GS 70-18.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when 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 1050. COUNTY ENVIRONMENTAL REVIEW FILE**

Correspondence in paper and electronic formats concerning environmental review projects in various counties. File includes historical information concerning counties and the environmental review process.

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 to the State Records Center after 6 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 3382. G.S. 121 FILE**

State action cases concerning the protection of state-owned architecturally, archaeologically, and historically significant properties. (The location of archaeological sites is confidential by NC GS 70-18.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when 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.

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**ITEM 22819. RESEARCH REQUESTS FILE**

Research requests from branches of Archaeology and Historic Preservation Section. File includes finished papers only. (Working papers are sent to requesting branch.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22820. PUBLIC REQUESTS FILE**

Research requests from the general public.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22900. COASTAL RESOURCES COMMISSION FILE**

Reference copies of correspondence, agendas, and other materials concerning the Coastal Resources Commission (CRC). The original records are maintained by the (CRC).

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

**ITEM 22902. ENVIRONMENTAL READING FILE**

Records concerning the environmental review projects. (File is duplicated from the County Environmental Review File.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22905. LEGISLATION REFERENCE FILE**

State and federal legislation concerning items of interest to the section. File includes legislation concerning ad valorem tax, state reorganization, coastal area management, mountain area management, regulations, and policies.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22906. LOCALLY-OWNED HISTORIC SITES FILE**

Federal and state grants received for the development of locally-owned historic sites. File includes legal documentation of a site, contractual agreements, reimbursement requests, local matching funds records, and related records concerning National Park Service and state grant-in-aid funding.

DISPOSITION INSTRUCTIONS: Retain legal documentation in office permanently. Transfer remaining records to the State Records Center 3 years after grant is expended or when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 22909. NATIONAL REGISTER NOMINATION FILE**

Reference copies of approved nominations of historic structures in North Carolina to the National Register of Historic Places. File includes completed nomination forms, photographs, and related correspondence. (The location of archaeological sites is confidential by NCGS 70-18.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22910. NATIONAL REGISTER NOMINATION INDEX FILE**

Indices to National Register Nominations. File includes a chronological index, an alphabetical (by county) index, and an alphabetical (by structure name) index.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 22911. NON-FUNDED GRANT APPLICATIONS FILE**

Grant applications and related records concerning grants that were not funded through the National Park Service.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 47276. ENVIRONMENTAL REVIEW DATABASE (ELECTRONIC) FILE**

Reference database concerning the tracking of proposed construction projects submitted to the State Historic Preservation Office for comment. Electronic file includes project name, project number, description of project, review dates for project, county project is located in, comments about project, and other related information. File is backed up monthly by SHPO, Administrative Unit.

DISPOSITION INSTRUCTIONS: Retain in office permanently.