

**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.

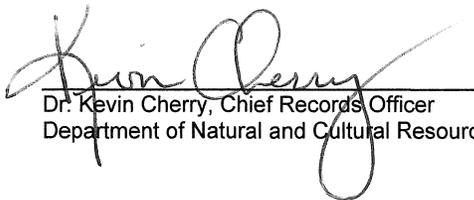
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

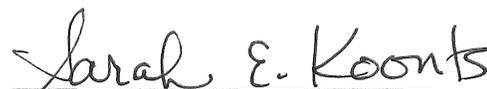
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

**RESTORATION BRANCH**

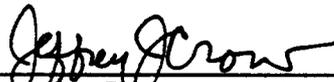
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

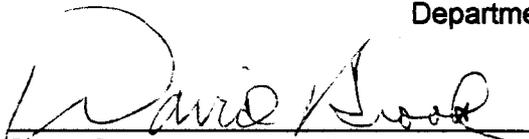
**RESTORATION BRANCH**

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, Deputy Secretary  
Office of Archives and History  
Chief Records Officer  
Department of Cultural Resources

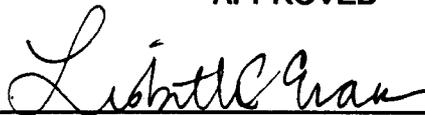


David Brook, Administrator  
State Historic Preservation Office



Mitch Wilds, Senior Restoration Specialist  
Restoration Branch

**APPROVED**



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

October 6, 2003

LRM

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
DIVISION OF HISTORICAL RESOURCES  
STATE HISTORIC PRESERVATION OFFICE  
RESTORATION BRANCH**

**ITEM 815. TAX REFORM ACT OF 1986 INFORMATION FILE**

Records concerning the federal Tax Reform Act of 1986 as it applies to various restoration projects. File includes certification applications, photographs, drawings, correspondence and related records. Information is entered into the Tax Reform Act of 1986 Information Database (Electronic) File (Item 47059). (Copy of Tax Reform Act of 1986 Information Database (Electronic) File (Item 47059) will be sent to the Archives at the time these paper records are transferred to the State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 22918. ADMINISTRATIVE FILE**

Records in paper and electronic formats concerning the administration of the office. File includes correspondence, project status reports, legislation information, goals and admission statements, records concerning organizations with which the branch deals, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions which were printed and filed when reference value ends. 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 22920. 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, architectural research, grants, historical research, legislative information, publicity, project status, plans specifications, field reports, and correspondence.

DISPOSITION INSTRUCTIONS: Transfer 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 22921. LOCAL CONSULTATIONS FILE**

Correspondence concerning local projects in which the Restoration Branch is consulted.

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 22923. PLANS FILE**

Architectural plans used in restoration projects receiving federal or state financial assistance. File includes plans in various stages of completion.

DISPOSITION INSTRUCTIONS: Transfer 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 22924. TECHNICAL FILE**

Reference information concerning restoration. File includes publications, lists of architects and consultants, brochures, leaflets, paint charts, and other reference materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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OFFICE OF ARCHIVES AND HISTORY  
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RESTORATION BRANCH**

**ITEM 47058. STATE HISTORIC REHABILITATION TAX CREDIT FOR NONINCOME PRODUCING HISTORIC STRUCTURES FILE**

Records concerning the Historic Rehabilitation Tax Credit for rehabilitating nonincome-producing historic structures as it applies to various residential restoration projects. File includes certification applications, photographs, drawings, correspondence and related records. Information is entered into the State Historic Rehabilitation Tax Credit for Non-Income Producing Historic Structures Database (Electronic) File (Item 47060). (Copy of State Historic Rehabilitation Tax Credit for Non-Income Producing Historic Structures Database (Electronic) File (Item 47060) will be sent to the Archives at the time these paper records are transferred to the State Records Center.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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 47059. TAX REFORM ACT OF 1986 INFORMATION DATABASE (ELECTRONIC) FILE**

Electronic records concerning the Federal Tax Reform Act of 1986 as it applies to various restoration projects. File includes names, addresses, amount to be spent on property, actual amount spent, and related records. Data is input from Tax Reform Act of 1986 Information File (Item 815).

DISPOSITION INSTRUCTIONS: Transfer copy of records to the State Records Center for immediate transfer to the custody of the Archives when records for Tax Reform Act of 1986 Information File (Item 815) are transferred to the State Records Center. Retain in office permanently.

**ITEM 47060. STATE HISTORIC REHABILITATION TAX CREDIT FOR NONINCOME PRODUCING HISTORIC STRUCTURES DATABASE (ELECTRONIC) FILE**

Electronic records concerning the Historic Rehabilitation Tax Credit for rehabilitating nonincome-producing historic structures as it applies to various residential restoration projects. File includes names, addresses, amount to be spent on property, actual amount spent, and related records. Data is input from State Historic Rehabilitation Tax Credit for Non-Income Producing Historic Structures File (Item 47058).

DISPOSITION INSTRUCTIONS: Transfer copy of records to the State Records Center for immediate transfer to the custody of the Archives when records for State Historic Rehabilitation Tax Credit for Non-Income Producing Historic Structures File (Item 47058) are transferred to the State Records Center. Retain in office permanently.

**ITEM 47061. ENVIRONMENTAL REVIEW FILE**

Copies of environmental review letters sent to restoration project coordinators by Environmental Review and approved by Section Administrator..

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.