

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.

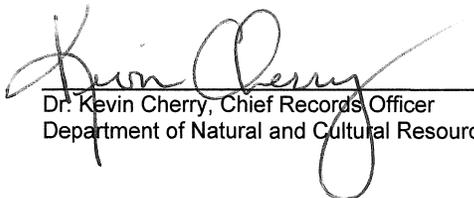
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

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

**DEPUTY SECRETARY'S OFFICE**

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

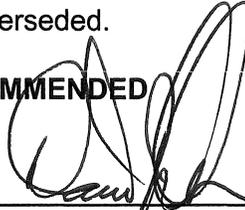
**DEPUTY SECRETARY'S OFFICE**

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**

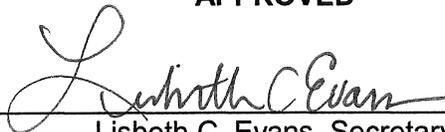


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Jeffrey J. Crow, Deputy Secretary  
Office of Archives and History  
Chief Records Officer  
Department of Cultural Resources



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David J. Olson, Director  
Division of Historical Resources

**APPROVED**



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Lisbeth C. Evans, Secretary  
Department of Cultural Resources

January 13, 2003

LRM

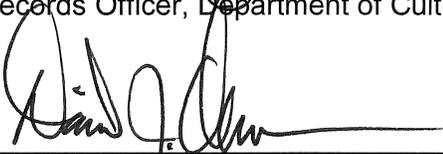
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
OFFICE OF THE DEPUTY SECRETARY  
DEPUTY SECRETARY'S OFFICE

Amend the records retention and disposition schedule approved January 13, 2003 by adding the Items 46740, 46741, and 46742 as shown on substitute pages dated February 17, 2003.

APPROVAL RECOMMENDED

  
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Jeffrey J. Crow, Deputy Secretary, Office of Archives and History  
Chief Records Officer, Department of Cultural Resources

  
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David J. Olson, Director  
Division of Historical Resources

APPROVED

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

February 17, 2003

LRM

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
OFFICE OF THE DEPUTY SECRETARY  
DEPUTY SECRETARY'S OFFICE

Amend the records retention and disposition schedule approved January 13, 2003 by amending Item 13031 as shown on substitute pages dated September 15, 2003.

APPROVAL RECOMMENDED



\_\_\_\_\_  
Jeffrey J. Crow, Deputy Secretary, Office of Archives and History  
Chief Records Officer, Department of Cultural Resources

APPROVED



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Lisbeth C. Evans, Secretary  
Department of Cultural Resources

September 15, 2003

LRM

DEPARTMENT OF CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
OFFICE OF THE DEPUTY SECRETARY  
DEPUTY SECRETARY'S OFFICE

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

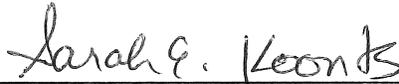
Amend the program records retention and disposition schedule approved January 13, 2003, by adding Item 50553, as shown on the included schedule page. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**



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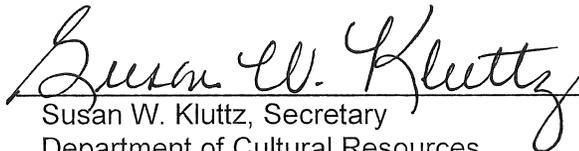
Kevin Cherry, Deputy Secretary  
Chief Records Officer



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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



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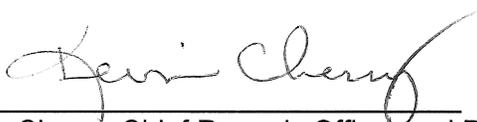
Susan W. Kluttz, Secretary  
Department of Cultural Resources

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
DEPUTY SECRETARY  
DEPUTY SECRETARY'S OFFICE

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved January 13, 2003, by changing the description and disposition instructions for item 13063, as shown on the included schedule page. No other items on this schedule have been amended, added, or removed.

**APPROVAL RECOMMENDED**



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Kevin Cherry, Chief Records Officer and Deputy Secretary  
Department of Natural and Cultural Resources



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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



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Susan W. Klutz, Secretary  
Department of Natural and Cultural Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
OFFICE OF THE DEPUTY SECRETARY  
DEPUTY SECRETARY'S OFFICE**

**ITEM 793. DEPARTMENTAL FILE**

Records in paper and electronic formats concerning the administration of the Department of Natural and Cultural Resources as it affects the division. File includes correspondence, memorandums, directives, reports, 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 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 794. DIVISION FILE**

Records in paper and electronic formats concerning the administration of the division and its sections and branches. File includes correspondence, memorandums, reports, rules and policies, proposals, reference publications, 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 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 795. DIRECTOR OF HISTORICAL RESOURCES ADMINISTRATIVE FILE**

Administrative records in paper and electronic formats used by the Director. File concerns legislation, projects, conferences and meetings. File includes correspondence, memorandums, proposals, reference publications, 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 paper records concerning conferences and meetings to the Conferences and Meetings File (Item 13040). Transfer remaining paper records to the Division File (Item 794).

**ITEM 797. FEDERATION OF NORTH CAROLINA HISTORICAL SOCIETIES (FNCHS) FILE**

Records concerning grant programs rendered to other organizations. File includes grants, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132). Return records currently held in the State Records Center to the Association immediately.

**ITEM 13030. NORTH CAROLINA HISTORICAL COMMISSION FILE**

Records in paper and electronic formats concerning the North Carolina Historical Commission. File includes correspondence, memorandums, reports, policies, 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 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 13031. NORTH CAROLINA HISTORICAL COMMISSION MINUTES FILE**

Minutes in paper and electronic formats of the North Carolina Historical Commission meetings. Amended 9-15-03.

DISPOSITION INSTRUCTIONS: Transfer official signed copy of the minutes to State Records Center after 1 year for immediate transfer to the Archives. Retain a copy of the official signed minutes in office permanently. Delete minutes in electronic format when reference value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
OFFICE OF THE DEPUTY SECRETARY  
DEPUTY SECRETARY'S OFFICE**

**ITEM 13037. ADMINISTRATIVE CORRESPONDENCE FILE**

Correspondence in paper and electronic formats with state and federal agencies, legislators, associations, and other external entities. File includes brochures, programs, minutes, 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 paper records to the State Records Center after 5 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 when superseded or obsolete.

**ITEM 13038. U.S. CONGRESS FILE**

Divisional correspondence in paper and electronic formats with members of the U.S. Congress.

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 paper records to the Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13039. ASSOCIATIONS AND SOCIETIES FILE**

Records in paper and electronic formats concerning associations, societies, schools, and libraries with which division deals or is concerned. File includes correspondence, brochures, programs, minutes, 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 paper records to the Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13040. CONFERENCES AND MEETINGS FILE**

Records in paper and electronic formats concerning conferences and meetings sponsored or attended by employees of the division. File includes correspondence, memorandums, programs, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy records in paper and electronic formats in office when administrative value ends. Destroy records currently held in the State Records Center immediately.

**ITEM 13041. NORTH CAROLINA STATE AGENCIES FILE**

Records in paper and electronic formats concerning various state agencies. File includes correspondence, memorandums, 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 paper records to the Administrative Correspondence File (Item 13037). Transfer records currently held in the State Records Center to the custody of the Archives 5 years from date received.

**ITEM 13063. SPECIAL PROJECTS FILE**

Records in paper, audio-visual, and electronic formats, concerning special projects undertaken by the Deputy Secretary's Office. File includes correspondence, project descriptions, budgets, oral history interviews, releases, transcripts, reports, final products, photographs, and other related records. [Amended 12-31-2015]

DISPOSITION INSTRUCTIONS: Transfer paper, audio-visual, and electronic records to the State Records Center when project is completed for immediate transfer to the custody of the Archives.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
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DEPUTY SECRETARY'S OFFICE**

**ITEM 13065. ASSISTANT TO THE DIRECTOR'S ADMINISTRATIVE FILE**

Administrative records in paper and electronic formats used by the Assistant to the Director. File concerns projects, conferences and meetings, staff breaks, historical organizations, education committee, grants, and the divisional intern program.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats concerning non-approved grants after 1 year, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Print remaining 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 paper records concerning projects to the Project File (Item 13063). Transfer remaining paper records 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 46740. GRANT APPLICATIONS FILE**

Applications for grants administered by the Office of Archives and History. File includes applications, correspondence, evaluations, memorandums, and other related records. Amended 2-17-03.

DISPOSITION INSTRUCTIONS: Transfer to Active Grants File (Item 46471) when grant is approved. Destroy in office remaining records after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 46741. ACTIVE GRANTS FILE**

Active Grants File. Records concerning each grant administered by the Office of Archives and History. File includes, applications, correspondence, evaluations, memorandums, and other related records. Amended 2-17-03.

DISPOSITION INSTRUCTIONS: Transfer to the Inactive Grants File (Item 46742) when grant is paid.

**ITEM 46742. INACTIVE GRANTS FILE**

Inactive Grants File. Records concerning each grant administered by the Office of Archives and History after all payments have been made and grant has been terminated. File includes applications, correspondence, evaluations, memorandums, and other related records. Amended 2-17-03.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years(s) if no litigations, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 50553. NORTH CAROLINA BILL OF RIGHTS FILE**

Records in paper and electronic formats concerning the recovery of the State of North Carolina's official copy of the United States Bill of Rights. File includes correspondence, legal documents, research materials, exhibit and tour records, and other related records. Amended 7-31-2015.

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