

**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.

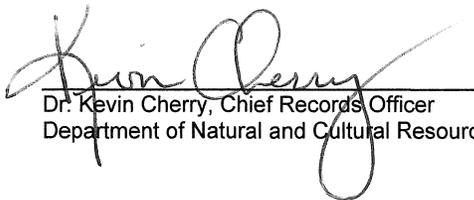
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

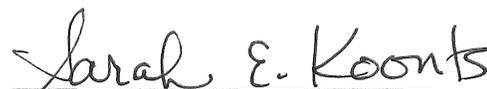
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects organizational changes within the Historic Sites Section. 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 recent schedule dated February 28, 1991. 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

**HISTORIC SITES 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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

**HISTORIC SITES 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.

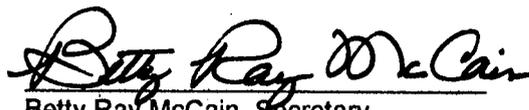
APPROVAL RECOMMENDED

  
Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources

  
James R. McPherson, Administrator  
Historic Sites Section

  
Jeffrey J. Crow, Acting Director  
Division of Archives and History

APPROVAL

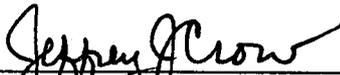
  
Betty Ray McCain, Secretary  
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
HISTORIC SITES SECTION  
INTERPRETATIONS TEAM  
DESIGN AND PRODUCTION BRANCH

Amend the records retention and disposition schedule approved July 1, 1997 by changing the description for Item 4083 as shown on substitute pages dated March 21, 2002.

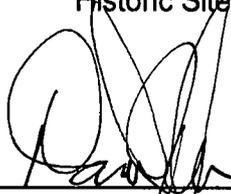
APPROVAL RECOMMENDED



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



James R. McPherson, Administrator  
Historic Sites Section



David J. Olson, Director  
Division of Historical Resources

APPROVED



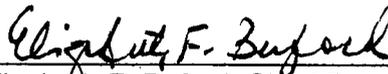
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

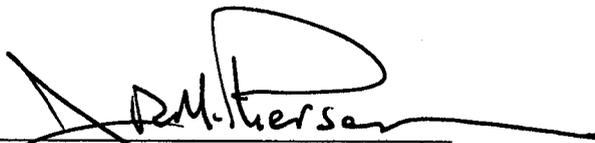
DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
HISTORIC SITES SECTION

Amend the records retention and disposition schedule approved September 28, 1995 by changing the descriptions and disposition instructions for Items 23516, 23551, 23554, 23555, 23556, and 29289 as shown on substitute pages dated May 29, 1998.

APPROVAL RECOMMENDED



Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources



James R. McPherson, Administrator  
Historic Sites Section



Jeffrey D. Crow, Director  
Division of Archives and History

APPROVED



Betty Ray McCain, Secretary  
Department of Cultural Resources

May 29, 1998

LLBH

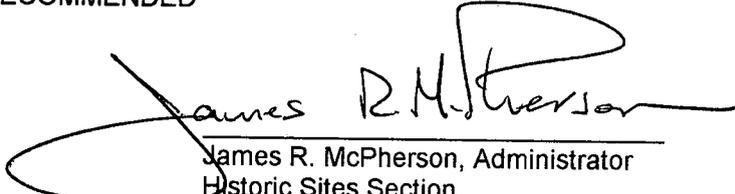
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
HISTORIC SITES SECTION  
MANAGEMENT SERVICES BRANCH  
ADMINISTRATIVE UNIT

Amend the records retention and disposition schedule approved September 29, 1995 by adding Item 23506 as shown on substitute pages dated July 1, 1996.

APPROVAL RECOMMENDED

  
Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources

  
James R. McPherson, Administrator  
Historic Sites Section

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

July 1, 1996

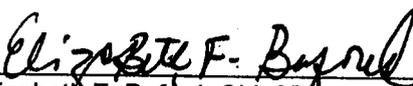
HFH

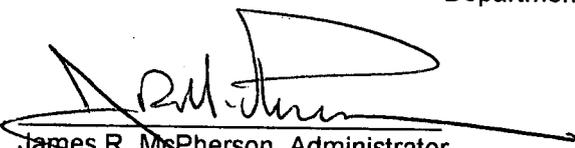
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

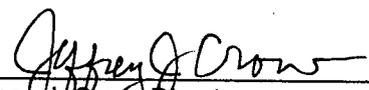
DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
HISTORIC SITES SECTION

Amend the records retention and disposition schedule approved September 29, 1995 by changing the series title and file description for Item 23035 as shown on substitute page dated April 30, 1996.

APPROVAL RECOMMENDED

  
Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources

  
James R. McPherson, Administrator  
Historic Sites Section

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

April 30, 1996

HFH

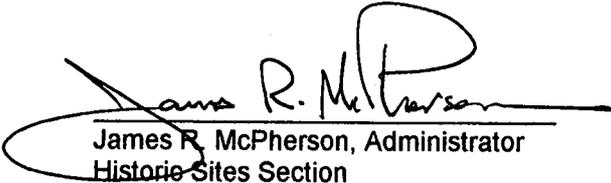
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

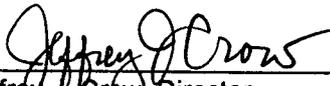
Department of Cultural Resources  
Division of Archives and History  
Historic Sites Section  
Operations Team  
Administrative Branch

Amend the records retention and disposition schedule approved September 29, 1995 by changing the disposition instructions of Item 23506 as shown on substitute page dated November 30, 1995.

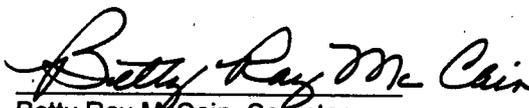
APPROVAL RECOMMENDED

  
Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources

  
James R. McPherson, Administrator  
Historic Sites Section

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

November 30, 1995

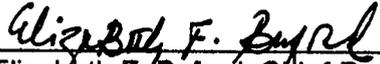
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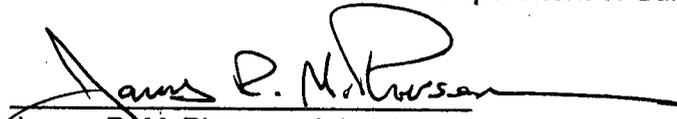
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

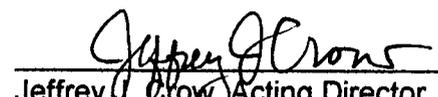
Department of Cultural Resources  
Division of Archives and History  
Historic Sites Section

Amend the records retention and disposition schedule approved September 29, 1995 by adding Item 38089 as shown on substitute page dated October 31, 1995.

APPROVAL RECOMMENDED

  
Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources

  
James R. McPherson, Administrator  
Historic Sites Section

  
Jeffrey U. Crow, Acting Director  
Division of Archives and History

APPROVED

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

October 31, 1995

HFH

DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF ARCHIVES AND HISTORY  
HISTORIC SITES SECTION

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects organizational changes within the Historic Sites Section. 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 recent schedule dated February 28, 1991. 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

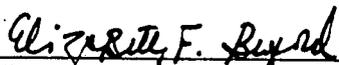
**HISTORIC SITES SECTION**

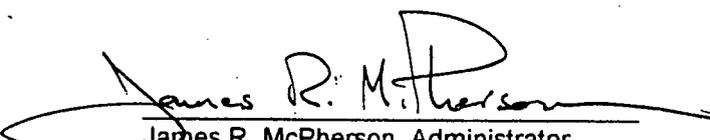
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

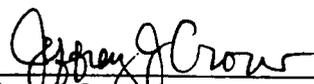
**HISTORIC SITES SECTION**

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

  
Elizabeth F. Buford, Chief Records Officer  
Department of Cultural Resources

  
James R. McPherson, Administrator  
Historic Sites Section

  
Jeffrey J. Crow, Acting Director  
Division of Archives and History

APPROVAL

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

This schedule was modified to  
comply with the provisions of the  
*General Schedule for State Agency Records*,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

September 29, 1995

HFH

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
ADMINISTRATIVE BRANCH  
ADMINISTRATIVE UNIT**

**ITEM 18880. BRANCH UNITS FILE**

Records concerning all administrative aspects of the section and its branches. File includes correspondence, memorandums, reports of branch needs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 18883. STATE AND FEDERAL AGENCIES FILE**

Correspondence, memorandums, and agreements to and from various state and federal agencies and the Historic Sites Section. (These records were previously transferred to the State Records Center as Item 18884 and Item 18885.)

DISPOSITION INSTRUCTIONS: Destroy in office agreements 5 years after termination 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. Destroy in office remaining records after 5 years.

**ITEM 18886. SITE VISITATION FILE**

Records in both paper and electronic form concerning the number of people visiting each historic site in the state. File includes monthly and annual reports.

DISPOSITION INSTRUCTIONS: Transfer reports 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. Retain in office electronic records permanently.

**ITEM 29274. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE**

Administrative and management correspondence and memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 29275. LEGISLATIVE FILE**

Legislative bills and other legislative information concerning the section.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 29278. REPORTS FILE**

Various reports submitted to the office from other branches within the section. File includes semi-annual and biennial reports.

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

**ITEM 29279. SECURITY BACKUP (ELECTRONIC) FILE**

Security backup of electronic data processing public records for various electronic data processing systems applications.

DISPOSITION INSTRUCTIONS: Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically. Destroy/erase returned records in office as approved by current records retention and disposition schedules.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
ADMINISTRATIVE BRANCH  
CENTRAL HISTORIC SITES UNIT**

**ITEM 23035. MONTHLY REPORTS FILE**

Monthly reports prepared by each state historic site concerning visitation and scheduled events.  
Amended 4-30-96

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

**ITEM 29286. PUBLIC RELATIONS FILE**

Newspaper clippings, press releases, and related correspondence. (These records were previously transferred to the State Records Center as Item 18885.)

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

**ITEM 29287. SITE MASTER PLANS FILE**

Master plans for each state historic site. (These records were previously transferred to the State Records Center as Item 18885.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
INDIVIDUAL HISTORIC SITES BRANCH**

**ITEM 23508. ACCESSION FILE**

Records concerning the accessioning of furnishings and archeological and other artifacts. File includes contracts of gifts and loans and photographs.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23513. BLUEPRINTS FILE**

As-built blueprints for each historic site structure.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23516. ARCHITECTURE BRANCH CORRESPONDENCE FILE**

Correspondence with the Historic Sites Section, Operations Team, Architecture Branch. Amended 5-29-98

DISPOSITION INSTRUCTIONS: Transfer to the Historic Sites Section, Architecture Branch, Projects File (Item 22898), 2 years after completion of project.

**ITEM 23517. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE**

Correspondence and memorandums created and received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 23526. CORRESPONDENCE (ADMINISTRATIVE) FILE**

Administrative and management correspondence and memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 23530. MASTER PLAN FILE**

Overall plan for each historic site.

DISPOSITION INSTRUCTIONS: Transfer original master plans to the Historic Sites Section, Administrative Branch, Central Historic Sites Unit, Site Master Plans File, when project is completed. Destroy in office reference copies when superseded or obsolete.

**ITEM 23532. PETTY CASH REQUESTS FILE**

Requests for petty cash fund.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 23540. SCHEDULES FILE**

Schedules for the sites. File includes office schedules, site schedules, personal schedules, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 23545. STATE AND FEDERAL AGENCIES FILE**

Correspondence with state and federal agencies.

DISPOSITION INSTRUCTIONS: Transfer to the Historic Sites Section, Administrative Branch, Administrative Unit, State and Federal Agencies File, when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
INDIVIDUAL HISTORIC SITES BRANCH**

**ITEM 23546. STATE-OPERATED SALES DESK CORRESPONDENCE FILE**

Correspondence with vendors.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
INTERPRETATIONS TEAM  
ADMINISTRATIVE BRANCH**

**ITEM 29488. EXHIBIT VENDOR REFERENCE FILE**

Publications, examples of preferred exhibit designers proposals and samples of fabrications used in exhibits.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 29493. PROJECT FILE**

Correspondence, drafts, proposals, and other related records concerning active or proposed projects. (File is arranged according to historic site.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
INTERPRETATIONS TEAM  
ARCHAEOLOGY BRANCH**

**ITEM 22851. FIELD RECORDS FILE**

Records generated in the field that are used to record archaeological data as it is retrieved. File includes level forms, photographic data forms, plot sheets, and other related records. (Records should be considered confidential according to the Archaeological Resources Protection Act.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after project is completed to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to the agency. Retain in office returned records permanently.

**ITEM 22852. ARCHAEOLOGY PROJECTS FILE**

Records concerning archaeological work at the historic sites of North Carolina. File includes correspondence, memorandums, final reports, guidelines, brochures, photographs of exhibits, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each final report to the State Records Center when available from printer. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of Archives. Retain in office remaining records permanently.

**ITEM 22853. LABORATORY RECORDS FILE**

Records generated by the laboratory. File includes listings of artifacts, inventory sheets, profile drawings, artifact analysis sheets, and other related records. (Records should be considered confidential according to the Archaeological Resources Protection Act.) (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after project is completed to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to the agency. Retain in office returned records permanently.

**ITEM 22854. MAPS (REFERENCE) FILE**

Reference maps published and/or reprinted by the Department of Transportation and the United States Geological Survey. File includes county maps, typographical maps, and soil conservation service maps.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 22855. NEGATIVES FILE**

Black and white negatives of photographs of the sites.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22859. SLIDE FILE**

Slides showing the branch's work at various historic sites.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 31203. CORRESPONDENCE (ADMINISTRATIVE) FILE**

Administrative and management correspondence written and/or received by the branch concerning the administration and historical development of the branch.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
INTERPRETATIONS TEAM  
ARCHAEOLOGY BRANCH**

**ITEM 31205. EXHIBIT PLANS FILE**

Records concerning exhibits plans for various State Historic Sites. File includes different views of exhibit plans and also elevation information of each historic site.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned 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 31206. SITE PLANS AND BUILDINGS FILE**

Drawings of each State Historic Site. File includes field maps showing locations of archaeological excavations, archaeological profile drawings, conceptual drawings of excavated sites, site plans, landscaping plans (executed), and drawings of buildings depicting a historic and modern perspective.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned 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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
INTERPRETATIONS TEAM  
COLLECTIONS BRANCH**

**ITEM 22870. FURNISHINGS ACCESSION INFORMATION FILE**

Photographs of furnishings collected for the historic sites. File includes correspondence. (Duplicate accession sheets listed in Item 22871 and enclose with these photos when sending to the State Records Center.)

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

**ITEM 22871. FURNISHINGS ACCESSION SHEETS FILE**

Accession sheets for each furnishing collected for the historic sites. Accession sheets list number, source, age, description, history, dimensions, condition, insurance, and other related information regarding each item.

DISPOSITION INSTRUCTIONS: Enter information into the Cultural Materials Accession System (CUMAS) Database File after all legal documents concerning each accessioned items are completed and the Chief Registrar of the Museum of History has issued an accession number for each item. Destroy in office paper records when reference value ends and when quality control procedures are completed.

**ITEM 22872. FURNISHINGS PROJECTS FOR NON-STATE-OWNED SITES FILE**

Correspondence, memorandums, research information, and other related records concerning furnishings projects for historic buildings not owned by the State of North Carolina.

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

**ITEM 22873. GENERAL SITE INFORMATION FILE**

Records concerning artifacts located at each site. File includes correspondence concerning acquisition, historical information, gift contracts, and other related records.

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 31268. CULTURAL MATERIALS ACCESSION SYSTEM (CUMAS) DATABASE FILE**

Machine readable records concerning materials accessioned by the Historic Sites Section and the Museum of History. File includes information regarding each accessioned item's physical location, dates when items were accessioned, assessment of their physical condition and value, descriptions for each accessioned item, and other related information regarding each item.

DISPOSITION INSTRUCTIONS: Maintain on-line electronic files in database permanently.

**ITEM 31269. FURNISHINGS ACCESSION REPORTS (REFERENCE) FILE**

Printouts concerning materials accessioned by the section and the Museum of History.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORIC SITES  
INTERPRETATIONS TEAM  
DESIGN AND PRODUCTION BRANCH**

**ITEM 4083. DOCUMENTARIES FILE**

Records concerning documentaries and visitor center presentations prepared by the office. File includes videotapes, transcripts, field notes, contracts for appearances, and other related records. Amended 3-21-02

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

**ITEM 4084. AUDIO TAPE FILE**

Sound tapes used with slide presentations at the historic sites.

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

**ITEM 22862. AUDIO-VISUAL RESEARCH FILE**

Records concerning audio-visual projects for individual historic sites. File includes negatives (4x5 and 35mm) and photographic prints used in projects.

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

**ITEM 22863. AUDIO-VISUAL WORKING FILE**

Records concerning audio-visual needs of state historic sites. File includes bids, reference copies of contracts and purchase requests for equipment, memorandums, correspondence, and scripts.

DISPOSITION INSTRUCTIONS: Transfer scripts 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. Destroy in office remaining records when reference value ends.

**ITEM 22864. MASTER SLIDE FILE**

Slides of the various historic sites.

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

**ITEM 22866. PHOTOGRAPHIC WORKING FILE**

Negatives and contact prints depicting the various state historic sites. (File is used for brochures, reports, and news releases.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22881. NEGATIVES FILE**

Camera ready negatives of pictures used in brochures and other publications.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 22882. RESEARCH PROJECTS FILE**

Records concerning research conducted at each particular site. File includes contracts with researchers and a card file listing research data.

DISPOSITION INSTRUCTIONS: Destroy in office contracts after 2 years 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. Retain card file in office permanently.

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**ITEM 22883. SITE DEVELOPMENT PROJECTS FILE**

Records concerning site development projects for various historic sites. File includes research information, scripts, correspondence, blueprints, elevation data, floorplans, meeting notes, and other related records. File also includes information regarding special site development projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after 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 31207. ANDREW JACKSON PROJECT FILE**

Records concerning historical research regarding the Andrew Jackson Memorial. File includes correspondence, information regarding grants, reports, meeting notes, blueprints, and other related records. (Memorial is not a state owned or operated property.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after project is completed and federal audits have cleared. 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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EDUCATION BRANCH**

**ITEM 22875. EVALUATION OF VISITOR INTERPRETER SERVICES FILE**

Records concerning the evaluation of the historic sites by the main office. File includes evaluation notes from the visits.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 22877. REGISTRATION FOR VOLUNTEER REENACTMENT GROUPS FILE**

Records concerning recreated military groups. File includes lists of registered groups.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22878. SPECIAL EVENTS FILE**

Records used to assist the historic sites in planning and implementing special events. File includes work schedules and agendas of programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 38089. CIVIL WAR ANNIVERSARY SCRAPBOOKS FILE**

Scrapbooks concerning the commemoration of the 125th anniversary of the Civil War. Scrapbooks include newspaper clippings, brochures, programs, and press releases. Amended 10-31-95

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

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**ITEM 22887. BIBLIOGRAPHY CARDS FILE**

Cards (3x5) listing bibliographical information concerning each state historic site in North Carolina. File includes bibliographical information obtained from book reviews, professional journals, and other publications.

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 22888. LIBRARY FILE**

Shelf listings of all section library books.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 22889. ORAL HISTORY INTERVIEWS FILE**

Oral history interviews with North Carolinians.

DISPOSITION INSTRUCTIONS: Transfer original cassette tapes to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Transfer interview transcripts to the State Records Center after 3 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 copies when reference value ends.

**ITEM 22891. ARTICLES FOR PUBLICATION FILE**

Drafts of articles sent to "Carolina Comments" publication.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 22892. RESEARCH CARDS FILE**

Cards (5x8) listing research notes concerning various state historic sites.

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 22894. RESEARCH PROJECTS AND REPORTS FILE**

Records collected in the process of studying historic sites in North Carolina. File includes completed unpublished reports by staff and contractors concerning historic sites. File also includes notes, photographs, reports, maps, exhibit preparation correspondence, reference copies of wills and deeds, blueprints, drafts, newspaper clippings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer completed unpublished reports and other original records to the State Records Center after 3 years to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to the agency. Transfer returned 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. A copy of the microfilm will be sent to the agency for immediate transfer to the North Carolina Collection at the University of North Carolina at Chapel Hill. Destroy in office remaining records when reference value ends.

**ITEM 33582. STAFF BULLETINS FILE**

Newsletters published monthly by the section.

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

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**ITEM 36800. STATE-OWNED HISTORIC SITES MASTER PLANS/REPORTS FILE**

Printed histories and/or evaluations of state-owned historic sites.

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.

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MANAGEMENT SERVICES BRANCH  
ADMINISTRATIVE UNIT**

**ITEM 29292. CORRESPONDENCE (ADMINISTRATIVE) FILE**

Administrative and management correspondence/memorandums written and/or received by the office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 29293. CORRESPONDENCE (OFFICE ADMINISTRATION) FILE**

Routine correspondence and memorandums created and received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ARCHITECTURE BRANCH**

**ITEM 22897. BLUEPRINTS FILE**

Architectural plans used in the restoration and in the construction of new structures on state historic sites. File includes as-built plans, site maps, tax maps, topographical maps, renderings, and photographs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency for permanent retention. Transfer duplicate copy of microfilm to the custody of the Archives.

**ITEM 22898. PROJECTS FILE**

Building specifications for all construction and restoration projects in progress by the Historic Sites Section. File includes contracts concerning the job, correspondence, and budget information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 15 years after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in State Records Center 5 additional years and then transferred to the custody of the Archives.