

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.

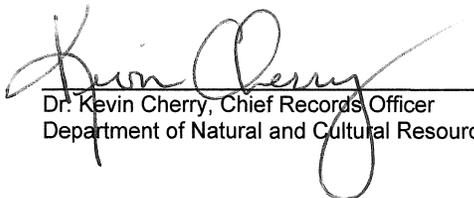
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

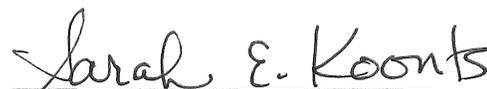
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

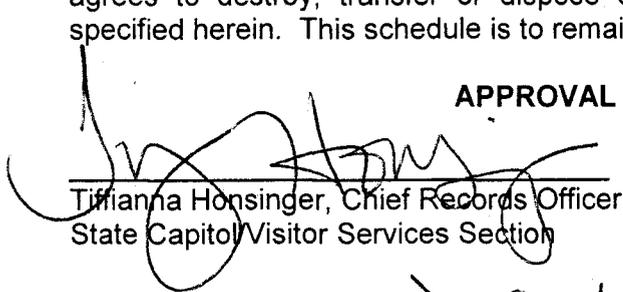
STATE CAPITOL/VISITOR SERVICES SECTION

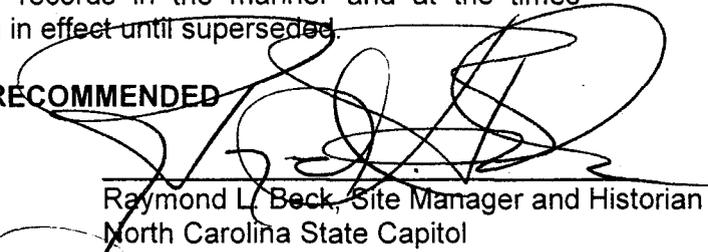
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

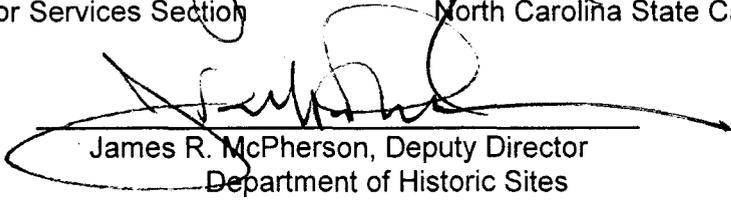
STATE CAPITOL/VISITOR SERVICES SECTION

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.

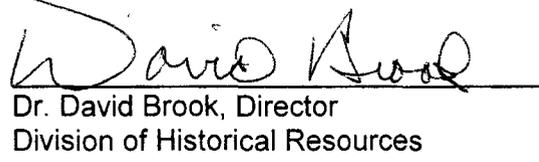
APPROVAL RECOMMENDED


Tiffiana Honsinger, Chief Records Officer
State Capitol/Visitor Services Section

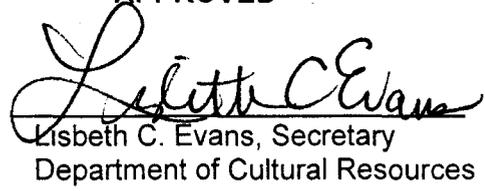

Raymond L. Beck, Site Manager and Historian
North Carolina State Capitol


James R. McPherson, Deputy Director
Department of Historic Sites


Keith Hardison, Director
Department of Historic Sites


Dr. 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
STATE HISTORIC SITES
STATE CAPITOL/VISITOR SERVICES SECTION
ADMINISTRATION**

ITEM 22838. SECTION PROJECTS AND EVENTS FILE

Records concerning special projects involving exhibits and displays, restorations and refurbishings, and maintenance work on statues and monuments, and events involving the State Capitol, July 4 Celebration and Parade, Christmas Holiday Festival, Veterans Day Parade, Confederate Memorial Day Parade and Ceremony, and ceremonial sessions of the N.C. General Assembly in the Capitol. File includes brochures, posters, correspondence, plans, and other related records.

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 36721. ORGANIZATIONAL CHARTS FILE

Reference copies of organizational charts concerning the section.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 47786. PETTY CASH REPORTS FILE

Reports concerning petty cash expenditures for the branch, which include wages paid to docents and temporary employees. Reports include amount of cash available, dates of deposits and withdrawals, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 47787. STATE CAPITOL EDUCATION FILE

Records concerning recruiting and training of docents for the Capitol/Visitor Services Center. File includes Visitor Center and newsletters and tour guide manuals, reference copies of publications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, in accordance with G.S. 125-11.7/11.8. Destroy in office when superseded or obsolete.

ITEM 47788. STATE CAPITOL PART-TIME EMPLOYEES AND DOCENT WORK SCHEDULES FILE

Work schedules for part-time branch employees and docents. File includes recruiting and training schedules for docents, logs indicating number of hours worked, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE HISTORIC SITES
STATE CAPITOL/VISITOR SERVICES SECTION
CAPITOL AREA VISITOR CENTER BRANCH**

ITEM 22847. VISITOR CENTER ADMINISTRATIVE CORRESPONDENCE FILE

Routine correspondence and memorandums concerning the administration of the Capitol Area Visitor Center.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE HISTORIC SITES
STATE CAPITOL/VISITOR SERVICES SECTION
CAPITOL BRANCH**

ITEM 22823. ACTIVE VOLUNTEERS FILE

Records concerning each active volunteer worker at the State Capitol. File includes applications for volunteer work, work assignments, and reports of hours worked by each volunteer.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Volunteers File (Item 22828) when volunteer terminates service.

ITEM 22828. INACTIVE VOLUNTEERS FILE

Records concerning each former volunteer worker at the State Capitol. File includes list of volunteers, volunteer applications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36735. PHOTOGRAPHS, NEGATIVES, AND SLIDES COLLECTION

Photographs, negatives, and slides of special events, ceremonies, and the Capitol's architecture.

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

ITEM 36736. PRINTING AND PHOTOGRAPHIC REQUESTS FILE

Requests for printing and photographic services for section-related activities and promotions.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE HISTORIC SITES
STATE CAPITOL/VISITOR SERVICES SECTION
RESEARCH BRANCH**

ITEM 22826. CAPITOL HISTORIAN (REQUESTS) FILE

Requests for information written to and/or received from individuals and organizations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22827. CAPITOL HISTORIAN RESEARCH FILE

Records concerning the Capitol's architecture, history, and distinguished individuals. File includes research reports, published articles, reference copies of historical manuscripts, correspondence written to and/or received from other museums and other historical organizations, and other related records.

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 36737. CAPITOL RESTORATION AND FURNISHINGS FILE

Records concerning procedures used to restore areas of the Capitol and its furnishings. File includes correspondence, contracts, and restoration research reports related to the restoration and refurbishing of the Capitol. (File is arranged by project.)

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 47789. STATE CAPITOL ACCESSION FILE

Records concerning the accessioning of furnishings, photographs and other artifacts. File includes incoming receipts, and loan and gift forms.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE HISTORIC SITES
STATE CAPITOL/VISITOR SERVICES SECTION
STATE CAPITOL FOUNDATION, INC.**

ITEM 4038. ADMINISTRATIVE FILE

Records concerning the administration of the State Capitol Foundation. File includes correspondence with board members, reports, 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 22840. FINANCIAL FILE

Records concerning financial and budgetary transactions of the State Capitol Foundation. File includes receipt books, quarterly financial reports, budgetary requests forms, ledgers, bank deposit slips, bank statements, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

ITEM 22842. BOARD OF DIRECTORS MINUTES FILE

Official minutes of the State Capitol Foundation, Inc. Board of Directors. (This is an essential agency record.) Amended 11-3-03.

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 State Capitol Visitor/Services Center immediately.

ITEM 22843. SPECIAL PROJECTS AND EVENTS FILE

Records concerning the restoration of the Capitol and its furnishings; replacement of furnishings; educational projects sponsored by the State Capitol Foundation, Inc.; and events including the Capitol July 4th Celebration and Parade, Capitol Christmas Holiday Festival, and other special events sponsored by the Foundation. File includes correspondence, reference copies of expense records, schedules of events, goals, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

ITEM 36739. GRANTS (APPROVED) FILE

Records concerning grants awarded to the State Capitol Foundation, Inc. File includes grant applications, regulations or guidelines, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

ITEM 36740. GRANTS (REJECTED OR WITHDRAWN) FILE

Records concerning rejected grants. File includes grant applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).

ITEM 36742. PLANS AND GOALS FILE

Records concerning goals and plans established for the State Capitol Foundation, Inc. to raise funds and other support for Capitol education and restoration programs. File includes plans and goals.

DISPOSITION INSTRUCTIONS: Item discontinued. Records of private associations are not subject to the Public Records Act (GS 132).