

**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.

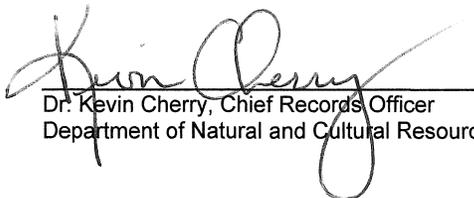
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

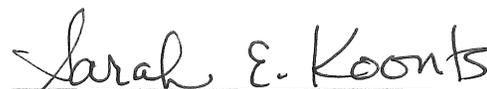
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

Records Retention and Disposition Schedule

The 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

CURATION SECTION

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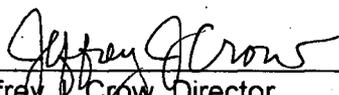
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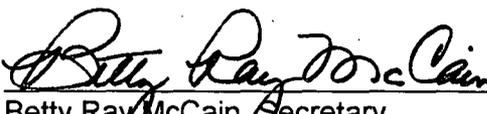
APPROVAL RECOMMENDED

  
Elizabeth Buford, Chief Records Officer  
Department of Cultural Resources

  
James C. McNutt, Director  
Museum of History Division

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

March 28, 1997

LLB

DEPARTMENT OF CULTURAL RESOURCES  
MUSEUM OF HISTORY DIVISION  
CURATION SECTION

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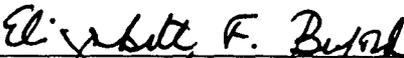
CURATION SECTION

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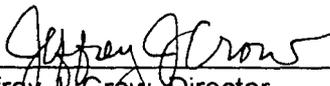
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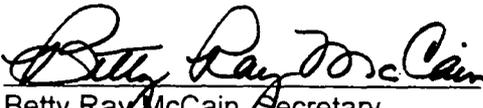
APPROVAL RECOMMENDED

  
Elizabeth Buford, Chief Records Officer  
Department of Cultural Resources

  
James C. McNutt, Director  
Museum of History Division

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
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.

March 28, 1997

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**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORY MUSEUM  
CURATION SECTION**

**ITEM 23139. CORRESPONDENCE FILE**

Official correspondence written and/or received by the section head concerning the administration of the section. File also includes letters to patrons, and replies to "Comment Cards".

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 23141. GRANTS FILE**

Records concerning various types of grants and other fundraising activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 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 23142. RESEARCH FILE**

Records concerning research conducted by the section. File includes research request forms, artifact lead forms, artifact rejection forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23143. INTERNS AND VOLUNTEERS FILE**

Listing of volunteers and interns for the Curation Section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23147. PHOTOGRAPHS FILE**

Photographs for publications or references ordered from libraries.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.