

**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.

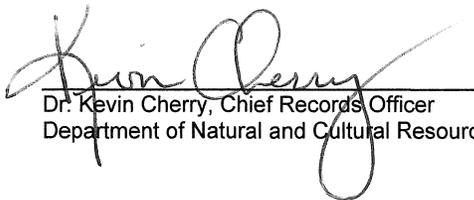
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

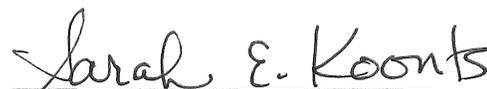
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

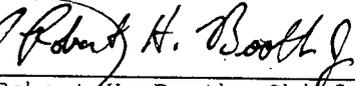
MUSEUM OF HISTORY SECTION

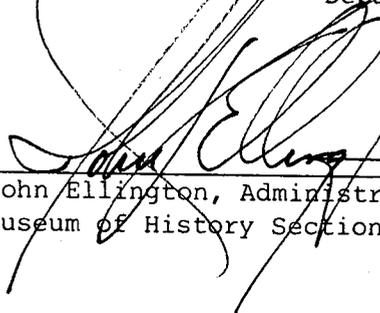
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

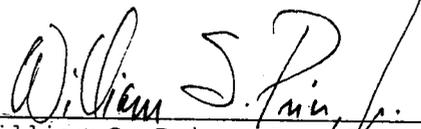
MUSEUM OF HISTORY SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

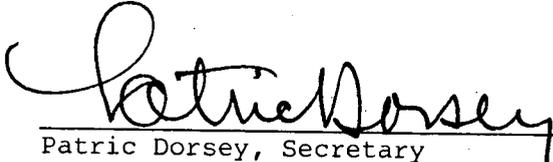
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Robert H. Booth, Chief Records Officer  
Department of Cultural Resources

  
\_\_\_\_\_  
John Ellington, Administrator  
Museum of History Section

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

July 13, 1988

KWM

DEPARTMENT OF CULTURAL RESOURCES  
ARCHIVES AND HISTORY DIVISION  
MUSEUM OF HISTORY 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

MUSEUM OF HISTORY SECTION

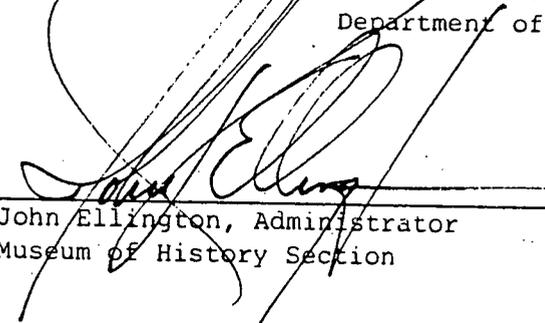
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

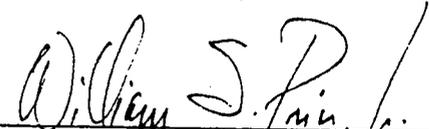
MUSEUM OF HISTORY SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

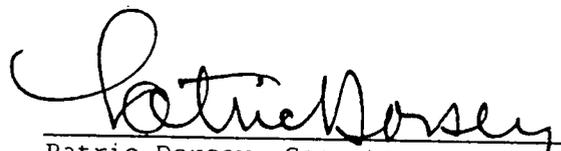
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Robert H. Booth, Chief Records Officer  
Department of Cultural Resources

  
\_\_\_\_\_  
John Ellington, Administrator  
Museum of History Section

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
Patric Dorsey, 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.**

July 13, 1988

KWM

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORY MUSEUM  
COLLECTIONS BRANCH**

**ITEM 825. COLLECTIONS BRANCH CORRESPONDENCE FILE**

Correspondence and memorandums to and from the branch head.

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 23081. ACCESSION BOOK FILE**

Journals showing daily acquisitions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center yearly to be microfilmed for security and returned. Retain in office returned records permanently. Security microfilm will be stored permanently in the security vault.

**ITEM 23082. ARTIFACTS FILE**

Records concerning artifacts without supporting information or accession numbers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for security and returned. Retain in agency returned records permanently. Security microfilm will be stored permanently in the security vault.

**ITEM 23083. ART MUSEUM NEW BUILDING FILE**

Records concerning the planned use of the old art museum as the new Museum of History.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**ITEM 23084. BRANCH GOALS AND PROJECTS FILE**

Records concerning the goals and future projects of the branch.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23085. DONOR CARD FILE**

Cards listing each lender or donor of articles to the Museum of History. Information includes names and addresses of donors, names and descriptions of articles, accession card catalog numbers, and dates of purchase if bought.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23086. FIREARMS REGISTRATION FILE**

Completed firearm registration forms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year to be microfilmed for storage in the security vault and returned. Destroy in office returned records after 10 years. Microfilm will be held for agency 10 years and then destroyed.

**ITEM 23088. ITEM HISTORY FILE**

Records concerning each documented article accessioned by the Museum of History. File includes accession sheets, photographs, correspondence, donor information, and any other information regarding the article.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 years to be microfilmed for permanent security storage in the Archives vault and returned. Retain returned records in agency permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORY MUSEUM  
COLLECTIONS BRANCH**

**ITEM 23089. NEW BUILDING FILE**

Records concerning the new Museum of History building. File includes architects' plans, blueprints, security information, and space studies.

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 23090. NUMBER AND SUBJECT CARD FILE**

Information maintained on reference cards and input into the Departmental Computer System listing each item in the Museum of History collection. Information for each item includes location of item, item number, year of accession, number of collection, individual artifact number, name and description of article, card catalog number, name and address of donor, and statement of how article was obtained.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23093. PRELIMINARY LOAN REQUESTS FILE**

Completed security forms from organizations requesting the loan of material from the Museum of History collection.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 23094. RECEIPT BOOK FILE**

Records showing receipt numbers assigned to collections before they are accessioned.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23098. TRANSFERS FILE**

Completed forms used to transfer items to the North Carolina State Archives.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent security storage in the Archives vault and returned. Retain in agency returned records permanently.

**ITEM 23099. WITHDRAWALS FILE**

Records concerning items that have been withdrawn from the Museum of History by the owner.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent security storage in the Archives vault and returned. Retain returned records in agency permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORY MUSEUM  
EXHIBITS BRANCH**

**ITEM 826. EXHIBITS FILE**

Records concerning each exhibit by the Museum of History. File includes research notes, plans, articles, quotes, scripts, photographs, lithographic positives, negative photographs, and newspaper clippings.

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

**ITEM 23121. BRANCH CORRESPONDENCE FILE**

Branch correspondence concerning exhibits by the Museum of History.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 23122. CONSERVATION FILE**

Records concerning technical aspects of the conservation of artifacts. File includes catalogs, correspondence, reports, publications, photographs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 23125. GRANT PROPOSALS FILE**

Records concerning grant proposals. File includes synopsis of the section, information concerning the museum's security systems, records concerning the number of staff, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23128. NEW BUILDING FILE**

Records concerning the new Museum of History building. File includes maintenance plans, floor plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
STATE HISTORY MUSEUM  
RESEARCH BRANCH  
STAFF RESEARCH LIBRARY**

**ITEM 23127. CARD CATALOG FILE**

Cards listing information concerning records held by library.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23150. EXHIBITS FILE**

Records concerning past exhibits from all of the branches of the Museum of History.

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.