

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.

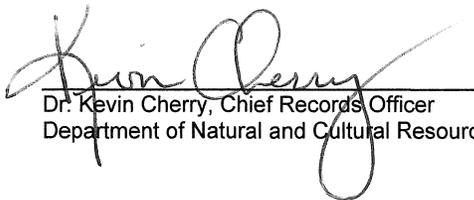
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

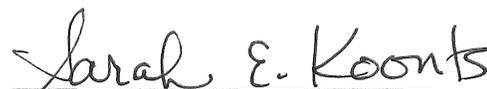
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices 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
TRYON PALACE RESTORATION COMPLEX

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

TRYON PALACE RESTORATION COMPLEX

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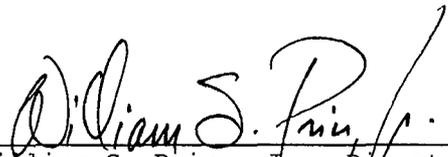
TRYON PALACE RESTORATION COMPLEX

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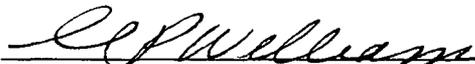


Robert H. Booth, Chief Records Officer
Department of Cultural Resources



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

APPROVED



Kay P. Williams, Administrator
Tryon Palace Restoration Complex



Patric Dorsey, Secretary
Department of Cultural Resources

July 18, 1989

HFH

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
TRYON PALACE RESTORATION COMPLEX

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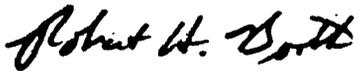
TRYON PALACE RESTORATION COMPLEX

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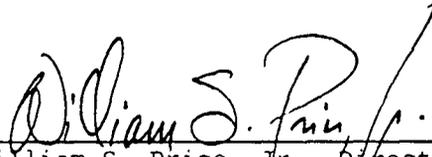
TRYON PALACE RESTORATION COMPLEX

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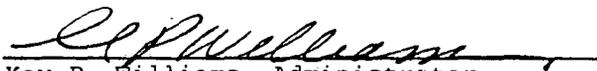


Robert H. Booth, Chief Records Officer
Department of Cultural Resources

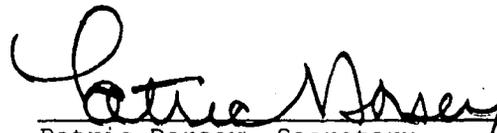


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Kay P. Williams, Administrator
Tryon Palace Restoration Complex



Patric Dorsey, Secretary
Department of Cultural Resources

July 18, 1989

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.

HFH

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
TRYON PALACE HISTORIC SITES AND GARDENS
ADMINISTRATIVE BRANCH**

ITEM 835. MINUTES FILE

Minutes and reports of the Tryon Palace Commission, which was established in 1945 to administer Tryon Palace.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 837. PAYROLL FILE

Record copy of salaries of paid hostesses and other workers at Tryon Palace. Arranged chronologically.

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

ITEM 3952. TEMPORARY EMPLOYEES PAYROLL FILE

Records concerning salaries paid to hostesses and other temporary employees at Tryon Palace.

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

ITEM 26566. ADMINISTRATOR'S CORRESPONDENCE FILE

Administrative and management correspondence and memorandums written and/or received by the administrator of the Tryon Palace Restoration Complex.

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 26581. SCRAPBOOK FILE

Clippings from newspapers and magazines concerning the Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 26598. LATHAM TRUST FUND FILE

Records concerning endowments received from the Latham Trust.

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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
TRYON PALACE HISTORIC SITES AND GARDENS
RESEARCH AND COLLECTIONS BRANCH**

ITEM 26586. ACCESSION FILE

Records concerning each item accessioned for display at the Tryon Palace Restoration Complex. File includes photographs of each item and accession information sheets.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 26587. ACCESSION LOG FILE

Records concerning each item accessioned into the collection at the Tryon Palace Restoration Complex. File includes log sheets and accession information sheets.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 26588. COLLECTIONS FILE

Records concerning Tryon Palace's collections. File includes correspondence, memorandums, research notes, 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 26589. GIFT FILE

Correspondence concerning gifts accepted or declined by the Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 26590. INVENTORY FILE

Inventories of each collection in the Tryon Palace Restoration Complex.

DISPOSITION INSTRUCTIONS: Transfer immediately to the State Records Center to be microfilmed for permanent security storage in the Archives vault. Paper records and a duplicate copy of the microfilm will be returned to the agency after microfilming. Transfer one duplicate copy of each subsequent inventory to the State Records Center for security storage when compiled. Retain original records in agency permanently.

ITEM 26591. PERRY-WILLIAMS FILE

Correspondence, memorandums, and other records to and from W. H. Perry and Morley Williams, builder and architectural advisor of the restored Tryon Palace Restoration Complex.

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 26592. PRINTS FILE

Accession photographs used in publicizing programs, services, and other related matters.

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

ITEM 26594. REGISTRAR'S FILE

Records concerning the restoration and operation of the Tryon Palace Restoration Complex. File includes correspondence, memorandums, 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.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
TRYON PALACE HISTORIC SITES AND GARDENS
RESEARCH AND COLLECTIONS BRANCH**

ITEM 26595. SLIDES FILE

Official photographic slides of the Tryon Palace Restoration Complex.

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

ITEM 26596. TRYON PALACE SYMPOSIUM FILE

Records concerning Tryon Palace's annual seminar held with East Carolina University officials. File includes correspondence, memorandums, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when symposium is discontinued. 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
TRYON PALACE HISTORIC SITES AND GARDENS
TECHNICAL SERVICES BRANCH**

ITEM 3957. BLUEPRINTS, PLANS, AND SPECIFICATIONS FILE

Blueprints, plans, and specifications for the Tryon Palace Restoration Complex. File includes specifications concerning plumbing, electrical, and constructual design of buildings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency for permanent retention.