

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.

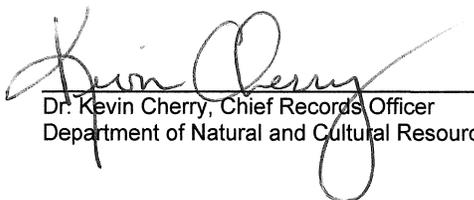
The Department of Natural and Cultural Resources agrees that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends."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

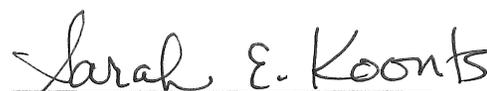
The Department of Natural and Cultural Resources concurs that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Natural and Cultural Resources agrees to comply with all policies, standards, and best practices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

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

**U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION**

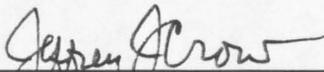
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

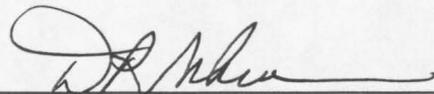
**U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION**

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.

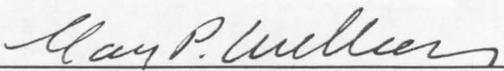
**APPROVAL RECOMMENDED**



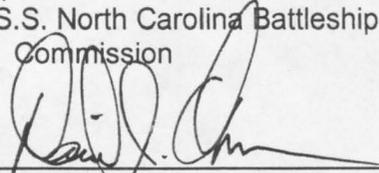
Dr. Jeffrey U. Crow, Chief Records Officer  
Department of Cultural Resources



Captain D. R. Scheu, Director  
U.S.S. North Carolina Battleship  
Commission

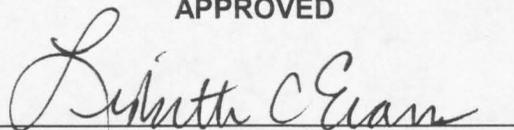


Kay P. Williams, Director  
Division of State Historic Sites



David J. Olson, Director  
Division of Historical Resources

**APPROVED**



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

April 28, 2003

LRM

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION  
ADMINISTRATIVE SUPPORT SECTION**

**ITEM 867. BATTLESHIP ACQUISITION FILE**

Records in paper and microfilm formats of data concerning the U.S.S. North Carolina Battleship Commission and the acquisition and establishment of the U.S.S. North Carolina (USSNC) as a memorial. File includes correspondence, proposals, memorandums, reports, newspaper and magazine clippings, and other related records.

DISPOSITION INSTRUCTIONS: Retain paper records in office permanently. Retain microfilm in Archives vault permanently.

**ITEM 869. DEDICATION FILE**

Records in paper and microfilm formats of data concerning the arrival and dedication of the U.S.S. North Carolina as a memorial to North Carolina servicemen and servicewomen who died during World War II. File includes correspondence, newspaper clippings and releases, transcripts of speeches, programs, invitations, and other related records.

DISPOSITION INSTRUCTIONS: Retain paper records in office permanently. Retain microfilm in Archives vault permanently.

**ITEM 873. KINGFISHER ACQUISITION FILE**

Records in paper and microfilm formats concerning the acquisition and maintenance of the Vought OS2U "Kingfisher" aircraft. File includes correspondence, photographs, aircraft diagrams, maintenance procedures and descriptions, and other related records.

DISPOSITION INSTRUCTIONS: Retain paper records in office permanently. Retain microfilm in Archives vault permanently.

**ITEM 875. HISTORIC SHIPS FILE**

Reference copies of records concerning the U.S.S. North Carolina's membership in the Historic Naval Ships Association (formerly Historic Naval Ships of North America and Historic Naval Ships Association). File includes correspondence, minutes from national associations, legislative records concerning historic ships, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 877. U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION FILE**

Records concerning the U.S.S. North Carolina Battleship Commission since its establishment in 1961. File includes listings of commission members, correspondence, and information booklets.

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 4131. HONOR ROLL FILE**

County listings on microfilm and paper formats concerning the 10,000 North Carolina military service personnel killed or missing in action during World War II. Names of deceased military personnel, branches of military service, dates of death, and other related information are entered into Honor Roll Database (Electronic) File (Item 31351).

DISPOSITION INSTRUCTIONS: Transfer records dated after 1945 to the State Records Center to be microfilmed for permanent storage in the security vault. Transfer subsequent records 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. Retain in office microfilm dated prior to 1945 and all paper records permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION  
ADMINISTRATIVE SUPPORT SECTION**

**ITEM 31349. ADMIRALS OF THE NORTH CAROLINA NAVY DATABASE (ELECTRONIC) FILE**

Electronic records concerning people who have contributed at a certain level to the private fundraising campaigns held by the N.C. Battleship Commission. File includes names of contributors and related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 31350. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE**

Administrative and management correspondence in paper and electronic formats written and/or received by the office concerning the administration and historical development of the memorial.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. 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 31351. HONOR ROLL DATABASE (ELECTRONIC) FILE**

Electronic records concerning county listings of North Carolina military service personnel killed or missing in action during World War II. Data is entered from Honor Roll File (Item 4131). Electronic file includes names of deceased military personnel, branches of military service, dates of death, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 35706. U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION MINUTES FILE**

Official minutes of the U.S.S. North Carolina Battleship Commission. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer official copy of minutes to the State Records Center after 1 year for immediate transfer to the custody of the Archives.

**ITEM 38848. FRIENDS OF THE BATTLESHIP MEMBERSHIP APPLICATIONS FILE**

Completed applications received from patrons wanting to join the Friends of the Battleship North Carolina non-profit organization whose role is to support the U.S.S. North Carolina Battleship Memorial. Applications include names and addresses of supporters, amounts of donations and membership ranks, telephone numbers, and membership renewal dates. Data is input into the Friends of the Battleship Membership Database (Electronic) File (Item 38849).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 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 38849. FRIENDS OF THE BATTLESHIP MEMBERSHIP DATABASE (ELECTRONIC) FILE**

Electronic records concerning patrons wanting to join the Friends of the Battleship North Carolina non-profit organization whose role is to support the U.S.S. North Carolina Battleship Memorial. Electronic file includes names and addresses of supporters, amounts of donations and membership ranks, telephone numbers, and membership renewal dates. Data is input from the Friends of the Battleship Membership Applications File (Item 38848).

DISPOSITION INSTRUCTIONS: Agency representative will update erase data 2 months after membership expires.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION  
ADMINISTRATIVE SUPPORT SECTION**

**ITEM 38850. FRIENDS OF THE BATTLESHIP (PRINTOUTS) FILE**

Computer printouts listing members of the Friends of the Battleship North Carolina non-profit organization. Printouts include names and addresses of supporters, membership ranks and amounts of donations, telephone numbers, and other related information. Data is maintained in the Friends of the Battleship Membership Database (Electronic) File (Item 38849).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION  
COMPTROLLER'S SECTION**

**ITEM 876. CONTRACTS FILE**

Contracts and agreements concerning the construction and maintenance of U.S.S. North Carolina's facilities and equipment. File includes correspondence and insurance information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after contract expires or 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 3834. DIRECTOR'S REPORTS FILE**

Monthly financial reports in paper and electronic formats prepared by the director concerning the U.S.S. North Carolina Battleship Commission. Reports include attendance statistics, descriptions of significant activities, financial information, and other related information.

DISPOSITION INSTRUCTIONS: Transfer paper copy to the State Records Center after 1 year for immediate transfer to the custody of the Archives. Destroy remaining records in paper and electronic formats when reference value ends.

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MAINTENANCE SECTION**

**ITEM 870. SOUND AND LIGHT PROGRAM HISTORY FILE**

Records in microfilm and paper formats concerning the implementation of the "Sound and Light" presentation at the U.S.S. North Carolina which began in 1965. File includes correspondence, newspaper clippings, technical reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer paper records to the State Records Center for immediate transfer to the custody of the Archives. Retain microfilm in Archives vault permanently.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION  
MUSEUM SECTION**

**ITEM 4130. BATTLESHIP MILITARY HISTORY FILE**

Records in paper and electronic formats concerning the military history of the U.S.S. North Carolina. File includes war diaries, personnel action reports, maps, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 31363. DONATIONS FILE**

Records concerning artifact donations received from museum patrons who are primarily former crew members. File includes acknowledgment letters, deeds of gifts, and forms used to describe artifacts. Descriptions and conditions of artifacts, names and addresses of donors, telephone numbers, and other related information are entered into Collection Management Database (Electronic) File (Item 38860) immediately upon receipt.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 38860. COLLECTION MANAGEMENT DATABASE (ELECTRONIC) FILE**

Electronic records concerning the museum's collections which are identified by a unique catalog number which corresponds to a donations file with the same number. Electronic file includes descriptions and conditions of artifacts, names and addresses of donors, telephone numbers, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 38861. COLLECTION MANAGEMENT (PRINTOUTS) FILE**

Computer printouts listing artifacts donated to the museum. Printouts include reports listing all artifacts donated by type of artifact, by donor's name, and by associations to particular battles or holidays. Data is maintained in the Collection Management Database (Electronic) File (Item 38860).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF ARCHIVES AND HISTORY  
U.S.S. NORTH CAROLINA BATTLESHIP COMMISSION  
PROMOTIONS SECTION**

**ITEM 868. PROMOTIONAL FILE**

Records concerning the promotion of the U.S.S. North Carolina as a battleship memorial. File includes correspondence, newspaper and magazine clippings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records dated after 1972 to the State Records Center after 2 years for transfer to the Archives. Retain a reference copy of transferred records in office and destroy when reference value ends. Transfer paper records currently held in the State Records Center to the custody of the Archives. Retain microfilm in the State Archives vault permanently.

**ITEM 871. MEMORIAL DAY FILE**

Records concerning Memorial Day activities held on the U.S.S. North Carolina each year. File includes programs, newspaper clippings, invitations, correspondence, 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 31364. PHOTOGRAPHS FILE**

Photographs in paper and electronic formats used by the section in the compilation of brochures and publications. File includes photographs of special events in the memorial's history.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 31365. ANNUAL VISITORS' SURVEYS FILE**

Surveys completed by visitors touring the U.S.S. North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.