

DEPARTMENT OF SECRETARY OF STATE
PUBLICATIONS DIVISION
LAND GRANT 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

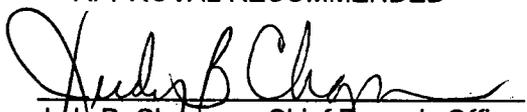
LAND GRANT SECTION

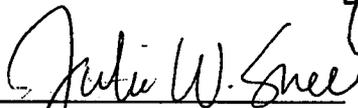
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

LAND GRANT 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 This schedule is to remain in effect until superseded.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


Judy B. Chapman, Chief Records Officer
Department of Secretary of State


Julie W. Snee, Director
Publications Division


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


Rufus L. Edmisten, Secretary of State
Department of Secretary of State

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

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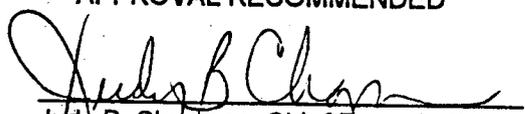
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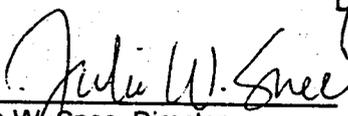
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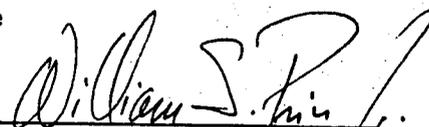
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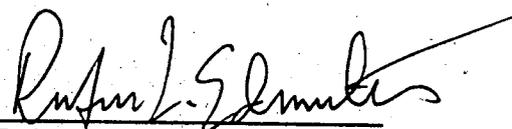
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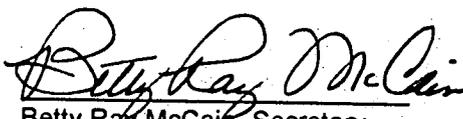

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Department of Cultural Resources

September 10, 1993

**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.**

DWM

**DEPARTMENT OF SECRETARY OF STATE
PUBLICATIONS DIVISION
LAND GRANT SECTION**

ITEM 4067. SUPPORTING DATA FOR GRANTS FILE.

Original warrants and surveys for grants. File contains surveyors' plats and warrants for surveys.
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer immediately to Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Technical Services Branch to be microfilmed for the Archives. Transfer microfilmed paper records to the custody of the Archives when microfilm has been verified and quality control procedures completed. A copy of the microfilm will be sent to the Publications Division for permanent retention.

ITEM 15665. APPLICATIONS AND MISCELLANEOUS PAPERS FILE.

Applications for land grants and correspondence concerning land grants.
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15666. GRANT CERTIFICATES FILE.

Books containing grant certificate stubs. Stubs contain the name of each grantee, county, number of acres, price, and date of certificate.
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15667. MASTER INDEX TO GRANTS FILE.

Index cards listing name of each grantee, file number, number of acres, grant number, entry number, book and page number, brief location, and date issued.
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15669. INDEX BOOKS FILE.

Index books listing all land grants. Books list date of each grant, page number in Land Grant Record Books, and number of acres in the grant. (Records dated 1663-1959 were microfilmed for security by the State Records Center. A copy of microfilm is located in Archives Search Room.)
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15670. LAND GRANT RECORD BOOKS FILE.

Books listing land grants made by the colonial and state governments. (Records dated 1663-1959 were microfilmed for security by the State Records Center.)
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives. Transfer microfilm currently stored in the security vault to the custody of the Archives immediately. Transfer reading copy of microfilm to the Publications Division immediately.

ITEM 15672. WILLS FILE.

Handwritten copies of wills made by citizens of the state from approximately 1663 to 1750. (Wills are interspersed among land grant records in the Land Grant Record Books File.)
DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

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ITEM 15673. OYSTER BEDS - ENTRIES AND CLAIMS FILE.

Oyster bed surveys. The oyster bed grants describe beds that were never located.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15674. GRANT AND COURT ORDERS - ALTERING GRANTS FILE.

Court orders requesting that the Secretary of State alter certain grants because of errors claimed to have been made by surveyors.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15675. PROTESTED GRANTS ISSUED ON APPLICATION FILE.

Records concerning protests made against land and oyster bed grants until further survey work was carried out.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15676. CHEROKEE FIELD BOOK DISTRICTS SURVEY FILE.

Field books of surveyors who surveyed the Cherokee Indians' lands.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15677. MISCELLANEOUS REPORTS FILE.

Biennial reports of the Historical Commission. File includes soil survey reports of Montgomery and Moore Counties and handbook of county records. (Records are contained in box labeled "Maps.")

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15678. GRANTS, RETURNS, OMISSIONS FILE.

Records concerning old grants. File includes information concerning suspensions and amendments of grants, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15679. UNDELIVERED GRANTS FILE.

Grants that were never delivered to the grantee.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 15680. COUNTY AND TOWN SEALS FILE.

Seals adopted by various counties and towns and sent to the Department of the Secretary of State for registration.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 18629. ENTRIES REJECTED FILE.

Records concerning entries that were made but not granted for various reasons.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.