

## NORTH CAROLINA CEMETERY 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

#### North Carolina Cemetery 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 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. 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 North Carolina Cemetery Commission and the Department of Cultural Resources agree 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 North Carolina Cemetery Commission 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 by the Department of Cultural Resources to destroy these records.

The North Carolina Cemetery Commission and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The North Carolina Cemetery Commission agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 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 North Carolina Cemetery Commission 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

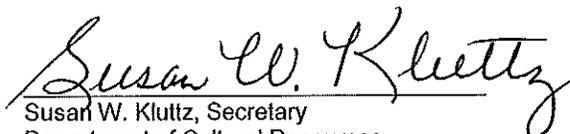


Sarah E. Koonts, Director  
Division of Archives and Records

#### APPROVED



Gantt Stephens, Chairman  
North Carolina Cemetery Commission



Susan W. Kluttz, Secretary  
Department of Cultural Resources

Department of Commerce

Transfer of Public Records Custody

In accordance with the provisions of G.S. 65-49, the Department of Commerce hereby relinquishes custody and authority over the records of the North Carolina Cemetery Commission, listed below. All authority for the management and disposition of the listed records is vested in the Commission.

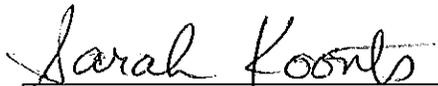
- Item 360. Perpetual Care Cemeteries General File.
- Item 361. Perpetual Care Cemeteries Audit Report File.
- Item 3895. Administrator's Subject File.
- Item 3987. North Carolina Cemetery Commission Minutes File.
- Item 13213. Perpetual Care Cemeteries Correspondence File.
- Item 13215. Salesperson License File.

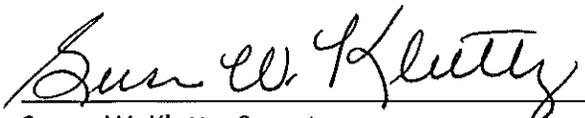
AGREED

  
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Jeff Wall, Chief Records Officer  
Department of Commerce

  
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Sharon Allred Decker, Secretary  
Department of Commerce

ACKNOWLEDGED

  
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Sarah Koonts, Director  
Division of Archives and Records

  
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Susan W. Kluttz, Secretary  
Department of Cultural Resources

April 2, 2013

## NORTH CAROLINA CEMETERY COMMISSION

### **ITEM 360. PERPETUAL CARE CEMETERIES GENERAL FILE.**

Trust agreements, bonds, plats of cemeteries, certificates of title, articles of incorporation, layouts of lots, and copies of all forms and agreements offered to prospective purchasers of lots within perpetual care cemeteries. File also includes correspondence and other records related to the filing of bonds and trust agreements by companies in accordance with G.S. 65-70.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when cemetery is no longer licensed by the state. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

### **ITEM 361. PERPETUAL CARE CEMETERIES AUDIT REPORT FILE.**

Annual audit reports of Perpetual Care Cemeteries. Information includes financial statements, audit programs, and reports of grave spaces (including name of each purchaser). File also includes completed North Carolina Cemetery Commission assessment forms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 3895. ADMINISTRATOR'S SUBJECT FILE.**

Records concerning subjects pertinent to North Carolina Cemetery Commission operations. File includes or concerns Administrative Procedures Act, discrepancies in cemetery operating procedures, public relations, the North Carolina Cemetery Association, budgetary and legal matters, correspondence, deposit receipts, administrative procedures, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office deposit receipts when released from all audits. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

### **ITEM 3987. NORTH CAROLINA CEMETERY COMMISSION MINUTES FILE.**

Minutes of the North Carolina Cemetery Commission. File also includes cassette tapes. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer signed (original) governing board minutes to the State Records Center after 5 years to be imaged and then returned to agency. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Retain signed (original) governing board minutes in office permanently. Destroy in office cassette tapes when reference value ends.

### **ITEM 13213. PERPETUAL CARE CEMETERIES CORRESPONDENCE FILE.**

Correspondence concerning complaints, licenses, and assessments. File includes monthly reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 13215. SALESPERSON LICENSE FILE.**

Records concerning North Carolina Cemetery Commission's licensing of individuals to sell cemetery property and merchandise. File includes applications, renewal requests, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after expiration of license.