

DISPOSITION OF

RECORDS WITH HISTORICAL VALUE

3 Possible dispositions

- **Permanent:** Retain in office permanently
- **Permanent (archival):** Transfer to the State Records Center and into the custody of the State Archives of North Carolina
- **Permanent (appraisal required):** Contact your records analyst at the Government Records Section to schedule an appraisal with the appraisal archivist, who will determine the historical value of the records and decide which of the first two options should be applied

Materials are **genuine public records** that were transferred directly from the creator to the current custodian

5 Things that can determine historical value

Materials are **archival** under the relevant retention schedule

- Materials are **historic** through age, content, etc.
- Materials are **unique** and not already archived
- Materials have **statewide significance**

Archival



Some Examples

Functional Schedule for North Carolina State Agencies (RC No.111.P) designates records documenting the history of an agency as permanent records. These can include record series:

- SR.13.60 - the departmental history file for the Department of State Treasurer. Records that go back to the founding of an agency are often considered archival
- SR.6002.7 - DIT Center for Geographic Information and Analysis History File.. A scheduled item with records concerning the administrative history and historical development of the center

And/or specific records:

- 54-page DHHS document describing the history of the North Carolina Medicaid Program

Statewide Significance



- Direct association with people, events, activities, or developments that shaped North Carolina history
- Associated with important aspects of North Carolina
- Important to the state as a whole
- The potential to improve our understanding of North Carolina's past



For all records retention questions, contact a records analyst:

919-814-6900

records@ncdcr.gov



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES