



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of State Auditor, Auditor's Warrants.

Description, date, quantity: 2 cubic feet, 1922-1926. For all departments and institutions. (Records beginning fiscal year July 1955 will be in State Disbursing Office, Budget Division, Department of Administration.). Record Services No. 276 (SR.5.25). Last transferred 6/1/1964.

Rationale: Upon appraisal, the Government Records Section found that these were copies of warrants and statements for payments authorized by the State Auditor from 1922-1926. At the time of transfer (1964), this series had an archival disposition for records prior to October 1926, but all other records were to be destroyed. There is no historical documentation why the pre-1926 records were scheduled as archival. Under the Functional Schedule all like records are eligible for destruction after a maximum of 3 years (RC.511.3 Accounts Payable). Given that these records cover routine payments over a short time period, and provide no reason or context for the expenditures, they have little research value and should be deaccessioned and destroyed. The State Auditor agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Natural and Cultural Resources, Archaeology and Historic Preservation Section, Meetings and Conferences File.

Description, date, quantity: 2 cubic feet (of 4 total cubic feet), 1980-1984. Reference copies of records concerning meetings attended by section personnel. File includes literature and handouts received at meetings, correspondence, agendas, programs, minutes, and other related records Record Services No. 807 (SR.58.15). Last transferred 12/14/1987.

Rationale: These are predominantly reference copies of travel records and programs from conferences attended by staff from the Archaeology and Historical Preservation Section of the Office of Archives and History, notably the National Conference of State Historic Preservation Officers. Also included are reference copies of minutes from NC Historical Commission and the State Professional Review Committee. None are archival, and under the Functional Schedule all are eligible for destruction when the reference value ends. SHPO agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be returned to the agency.

Proposed disposition: Deaccession and return to agency custody

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Natural and Cultural Resources, State Historic Preservation Office, Federal Agencies File.

Description, date, quantity: 3.4 cubic feet (of 7.6 total cubic feet), 1981-1984. Reference copies of records concerning meetings attended by section personnel. File includes literature and handouts received at meetings, correspondence, agendas, programs, minutes, and other related records. Record Services No. 810 (SR.58.50). Last transferred 2/22/1988.

Rationale: Upon appraisal, the Government Records Section found that most of these records are brochures, newsletters, programs, and received memos from federal agencies, or are related to the National Association of State Historic Preservation Officers and are not archival. Other records comprise SHPO's annual updates to NPS on National Historic Landmarks and other information provided to state federal agencies that would have been compiled from permanent, in-office sources, and hence the information therein is available elsewhere (for instance, as part of the Historic Structures Status Database (Electronic) File, Item 46725). Records include NPS program reviews to establish eligibility to receive federal funding, which would be eligible for destruction under RC Nos. 534.5 and 535.5 on the Functional Schedule. Most of this material was used by federal agencies to produce their annual reports, which further makes these records obsolete. SHPO agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be returned to the agency.

Proposed disposition: Deaccession and return to agency custody

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Correspondence with School Units.

Description, date, quantity: 35.2 cubic feet, 1959-1978, Correspondence with the units regarding purchases on the State Nine Months' School Fund. Record Services No. 941 (SR.1.9). Last transferred 9/16/1980.

Rationale: Upon appraisal, the Government Records Section found that these records are routine correspondence between DPI and school units (counties and municipalities) querying expenditures on the Nine Month School Fund. The records were never archival but were transferred to the State Records Center by a former staff member who anticipated that any records with potential historical value could be weeded for archiving prior to the remaining records being destroyed. It is not known whether weeding occurred, but under the Functional Schedule all the records are eligible for destruction after a maximum of 5 years. The records have no enduring historic or research value, and in addition some records likely have HIPPA and FERPA restrictions that will prevent access to the records, and the records should be deaccessioned and destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Appalachian Regional Commission (ARC) File.

Description, date, quantity: 33 cubic feet (of 34 total cubic feet), 1969-1977, Record copies of data concerning federally and state-funded educational programs and construction projects for economically deprived areas within the boundaries of the ARC. Includes correspondence, applications for funds, contracts, acceptance documents, periodic reports, and other information. Record Services No. 988 (SR.1.37). Last transferred 5/3/1978.

Rationale: Upon appraisal, the Government Records Section found that despite the current title and description of this item, no reference to the ARC was seen in any of the reviewed documents, and the records more closely align with the previous item description of, reimbursement records and administration records for staff development. These are financial management records, primarily vouchers for reimbursement of expenditure for attending teaching training programs. They were not archival when transferred, and under the Functional Schedule have a maximum retention of 5 years (RC.562.5, Purchase Orders and Vouchers). The records provide no context or narrative regarding the policies driving teacher improvement programs and have no linkage to other series that reference projects for economically deprived areas. As such, they do not have ongoing administrative, fiscal, or legal value or relevance for future researchers and historians and should be destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Monthly Financial Reports Microfiche File.

Description, date, quantity: 23 reels, 1973-1978, Microfiche copies of monthly financial transactions of State Public School Fund expenditures listing names of local education agencies and types of expenditures by budget code and summaries of statewide expenditures. Record Services No. 997. Last transferred 9/26/1979.

Rationale Upon appraisal, the Government Records Section found that these are microfilm copies of paper reports that were filmed and destroyed in 1984 in accordance with the then applicable program schedule. The schedule set the microfilm disposition at 65 years. As such, the records have never been archival and should not have been accessioned. Under the Functional Schedule they are eligible for destruction after 1 year (RC.518.1). The reports list the budget and expenditures for each budget code item in the State Public School Fund and are organized by county, month, and year. They do not specify any details about expenditures, nor do they give any information about items included in budget figures. They do not have ongoing administrative, fiscal, or legal value or relevance for future researchers and historians and should be destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, School Transportation Services Section County Correspondence File.

Description, date, quantity: 9 cubic feet (of 12 total cubic feet), 1942-1984, Section correspondence written and/or received from each county concerning school bus purchases, meetings, evaluations, and programs for special education students. File includes information regarding school consolidation and redistricting. File also includes maps. Record Services No. 1060 (SR.1.32). Last transferred 4/17/1987.

Rationale: Upon appraisal, the Government Records Section found that these are non-archival routine correspondence and other records regarding school transportation. Topics such as bus budgets, routes, contract documents and complaints are covered, but there is no demographic or other data that would give these records historic or research significance. Several functional schedule items apply to these records. None have a permanent retention, and the longest retention period is 5 years. As these records are at least 20 years old, they are all eligible for destruction. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Child Care.

Description, date, quantity: 1 cubic foot, 1942-1945, Ledger book containing information on Child Care (Code 211). Record Services No. 1131. Last transferred 6/1/1962.

Rationale: Upon appraisal, the Government Records Section found that these were carbon copies of vouchers sent to payees and the State Auditor. In 1962, they were scheduled for immediate destruction but were transferred at the request of Ron Youngquist, a former division employee, for reasons that are unknown. Under the Functional Schedule the records have a 3-year retention (RC 511.3 Accounts Payable). The payments were made from the Board of Education's General or Special Funds accounts, and were for routine payments such as salaries, travel expenses, supplies, and textbooks. We have many archived series related to the Board of Education's Controller's Office for the time period, which document the financial policies and decision affecting public instruction in NC as well as the actual monetary outlays. GRS has therefore concluded that the records do not have ongoing administrative, fiscal, or legal value or relevance for future researchers and historians and should be destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, State School Commission.

Description, date, quantity: 0.2 cubic feet, 1941-1942 Ledger book containing vouchers (Code 902) for the State School Commission. Record Services No. 1147. Last transferred 6/1/1962.

Rationale: Upon appraisal, the Government Records Section found that these were carbon copies of vouchers sent to payees and the State Auditor. In 1962, they were scheduled for immediate destruction but were transferred at the request of Ron Youngquist, a former division employee, for reasons that are unknown. Under the Functional Schedule the records have a 3-year retention (RC 511.3 Accounts Payable). The payments were made from the Board of Education's General or Special Funds accounts, and were for routine payments such as salaries, travel expenses, supplies, and textbooks. We have many archived series related to the Board of Education's Controller's Office for the time period, which document the financial policies and decision affecting public instruction in NC as well as the actual monetary outlays. GRS has therefore concluded that the records do not have ongoing administrative, fiscal, or legal value or relevance for future researchers and historians and should be destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Code 902.

Description, date, quantity: 0.2 cubic feet, 1944-1945, Ledger book containing vouchers for Code 902. Record Services No. 1148. Last transferred 6/1/1962.

Rationale: Upon appraisal, the Government Records Section found that these were carbon copies of vouchers sent to payees and the State Auditor. In 1962, they were scheduled for immediate destruction but were transferred at the request of Ron Youngquist, a former division employee, for reasons that are unknown. Under the Functional Schedule the records have a 3-year retention (RC 511.3 Accounts Payable). The payments were made from the Board of Education's General or Special Funds accounts, and were for routine payments such as salaries, travel expenses, supplies, and textbooks. We have many archived series related to the Board of Education's Controller's Office for the time period, which document the financial policies and decision affecting public instruction in NC as well as the actual monetary outlays. GRS has therefore concluded that the records do not have ongoing administrative, fiscal, or legal value or relevance for future researchers and historians and should be destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Purchases of Free Textbooks.

Description, date, quantity: 0.2 cubic feet, 1937-1941, Ledger book containing vouchers for Purchases of Free Textbooks. Record Services No. 1149. Last transferred 6/1/1962.

Rationale: Upon appraisal, the Government Records Section found that these were carbon copies of vouchers sent to payees and the State Auditor. In 1962, they were scheduled for immediate destruction but were transferred at the request of Ron Youngquist, a former division employee, for reasons that are unknown. Under the Functional Schedule the records have a 3-year retention (RC 511.3 Accounts Payable). The payments were made from the Board of Education's General or Special Funds accounts, and were for routine payments such as salaries, travel expenses, supplies, and textbooks. We have many archived series related to the Board of Education's Controller's Office for the time period, which document the financial policies and decision affecting public instruction in NC as well as the actual monetary outlays. GRS has therefore concluded that the records do not have ongoing administrative, fiscal, or legal value or relevance for future researchers and historians and should be destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, 1160 Vouchers Code 90.

Description, date, quantity: 1 cubic foot, 1944-1945. Ledger Book containing vouchers for Nine Month's School Fund (Code 901). Record Services No. 1160. Last transferred 6/1/1962.

Rationale: These are carbon copies of payment vouchers, copies of which were sent to vendors and to the State Auditor. In 1962, they were scheduled for immediate destruction but were transferred at the request of Ron Youngquist, a former division employee, for reasons that are unknown. Payments were made from the Nine Month's School Fund account of the Board of Education's General Fund meaning these were routine payments for salaries, plant operations, and auxiliary agencies. Given that these now have a 3-year retention, and that we have many series related to the Board of Education's Controller's Office for the time period, which document the financial policies and decision affecting public instruction in NC as well as the actual monetary outlays, these records have little research value and should be deaccessioned and destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Health Education-Rockefeller Foundation.

Description, date, quantity: 1 cubic foot, 1939-1945. Ledger book containing vouchers for Health Education-Rockefeller Foundation. Record Services No. 1163. Last transferred 6/1/1962.

Rationale: Upon appraisal, the Government Records Section found that these are carbon copies of payment vouchers for costs charged to the NC health education program funded by grants from the Rockefeller Foundation. Although archival when transferred in 1962, since the introduction of the Functional Schedule the records have a 5-year retention (RC 534.5 Grants Administration Program). Given that these were routine payments for salaries, phone calls, lecturers' expenses, and scholarships and lack context, or detail, they do not have research or historical value for anyone studying the health education program. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Rodman Trust Fund.

Description, date, quantity: 1 cubic foot, 1927-1946. Ledger book containing vouchers for the Rodman Trust Fund. Record Services No. 1164. Last transferred 6/1/1962.

Rationale: Upon appraisal, the Government Records Section found that these were carbon copies of vouchers for scholarships funded by grants from the Rodman Trust Fund for Scholarships. These were routine payments to colleges and auditors for student scholarships and do not have any research or historical value. Although these records were archival when accessioned, with the introduction of the Functional Schedule, the disposition changed to destroy after 5 years (RC 534.5 Grants Program Administration), making these records eligible for destruction. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Public Instruction, Purchase Orders.

Description, date, quantity: 10 cubic feet, 1943-1956. Ledger books containing purchase orders. Record Services No. 1167. Last transferred 6/1/1962.

Rationale: Upon appraisal, the Government Records Section found that these are carbon copies of purchase orders sent to the Purchasing Officer. In 1962, they were scheduled for immediate destruction but were transferred at the request of Ron Youngquist, a former GRS employee, for reasons that are unknown. Given that they now have a 5-year retention, and that these records have little research or historical value they should be deaccessioned and destroyed. DPI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Health and Human Services, News Release File.

Description, date, quantity: 7 cubic feet (of 20 total cubic feet), 1973-1980. News releases issued by the Public Affairs Office concerning the programs and services of the Department of Health and Human Services. Record Services No. 1614 (SR.91.93). Last transferred 3/8/1984.

Rationale: Upon appraisal, the Government Records Section found that these were routine press releases and public service announcements issued by DHHS. Although under the Program Schedule all news releases were archival. Since the introduction of the Functional Schedule only those with historical significance are archived, and routine releases such as these are eligible for destruction when superseded or obsolete (RC. 1544.S). Although some releases refer to agency initiatives, information about these is available in greater depth in other series, and nothing in this series has historical significance to warrant retention in the archives, and the records should therefore be deaccessioned and destroyed. DHHS agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Health and Human Services, Project File.

Description, date, quantity: 141.2 cubic feet (of 613.2 total cubic feet), 1973-1981. Applications and related correspondence received from proponents requesting approval for development of a new institutional health service. Files also include preliminary working drafts of decision findings and conclusions, notes, and correspondence prepared by the section. Record Services No. 1723 (SR.94.26). Last transferred 3/11/1981.

Rationale: The records are applications from health care providers for a Certificate of Need, which is issued by DHHS before changes to medical facilities, equipment, or certain services can be made. Prior to 1993 all applications, both awarded and denied, were stored together and had archival retention. In 1993, this record series was superseded by Record Series 41117 for approved Certificate of Need files, and Record Series 41022 for contested Certificate of Need case files. Both series are identified in the Functional Schedule appendices and since 1993, neither item has an archival disposition. Item 41117 records are eligible for destruction after storage in the State Records Center (SRC) for 75 years, and item 41022 records can be destroyed after 10 years at the SRC. These dispositions should be applied to Record Series 1723, but because it is impractical to arrange these records by approval status, the longest possible retention should be applied, and all the records should be stored at the SRC for 75 years and then destroyed. The accessioned records should be deaccessioned and returned to agency custody for storage at the SRC before eventual destruction. DHHS agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be returned to agency custody and stored at the SRC for 75 years and then destroyed.

Proposed disposition: Deaccession and return to agency legal custody with storage at the State Records Center

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Insurance, Public Hearing File.

Description, date, quantity: 73 cubic feet (of 148 total cubic feet), 1949-1979. Transcripts and exhibits of all public hearings recorded by the Department of Insurance. Record Services No. 2251 (SR.9.7). Last transferred 9/6/1985.

Rationale: These records comprise transcripts and supplementary evidence, notices, pleadings, and other records related to administrative hearings held by the DOI and/or the Commissioner of Insurance. Although archival under previous retention schedules, with the introduction of the Functional Schedule the records, and others covered by GS150B Article 3A, became eligible for destruction after 3 years. (RC.1223.3 Other Administrative Hearings). Final agency decisions from the hearing are archival under another series (Record Services No. 2250), and nothing in this series has historical or reference significance to warrant retention in the archives, and the records should therefore be deaccessioned and destroyed. DOI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records



June 5, 2023

Per the procedures outlined in 04 NCAC 04M.0401-.0403, I submit to you the following materials for deaccessioning:

Department of Insurance, Property and Casualty File.

Description, date, quantity: 29 cubic feet (of 474 total cubic feet), 1954-1982. Records concerning the forms, rules, and schedules of rates of independent companies that are now classified as inactive or have been superseded. File includes forms, rules, and schedules of rates which are scanned, saved onto the division's server, and routinely updated. Record Services No. 2280 (SR.9.10). Last transferred 3/11/1987.

Rationale: Upon appraisal, the Government Records Section found that these are administrative records from inactive or defunct insurance companies, and include sample policy forms, endorsement forms, and agency approval/rejection of company proposals. Under the Functional Schedule the records are eligible for destruction after 3 years (RC. 1325.3), and because none of these records are still legally valid, and the historical research in these operational records is minimal, the records should therefore be deaccessioned and destroyed. DOI agrees with GRS's appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be destroyed.

Proposed disposition: Deaccession and destroy

Approval of Dr. Darin Waters: Approved on May 15, 2023

Submitted: Sarah E. Koonts, Division of Archives and Records