



September 1, 2022

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

Division of Veterans Affairs (now Department of Military and Veterans Affairs), Assistant Secretary's Office, District Office Instruction File.

Description, date, quantity: 5.8 cubic feet (of 9.4 total cubic feet), 1945-1978. Records establishing policies, procedures, and rules for District Offices as directed by the State Office. Record Services No. 181 (SR.115.1). Last transferred 2/14/1985.

Rationale: These are inter-office directives and memoranda issued from the Division of Veterans Affairs (now Department of Military and Veterans Affairs) State Service Office to its District Service Offices and include notifications of changes in loan interest rates, changes in retirement law and other regulations, scholarships awarded, office relocations, and staff changes. Although previously archival, since the adoption of the Functional Schedule, the records are scheduled as Information Sharing Materials and are eligible for destruction when superseded/obsolete. The procedures described in the records are long out of date, and as the records do not document policy creation and decision-making they are unlikely to be of interest to researchers. The Department of Military and Veterans Affairs agrees with this 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 August 29, 2022

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



September 1, 2022

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

Department of Transportation, NC State Ports Authority, Arrival and Departure Book File.

Description, date, quantity: 0.8 cubic feet (of 8.05 total cubic feet), 1978-1979. Record copies of data concerning the arrival and departure of each vessel through the Port of Morehead City. Information includes names and type of vessel, dates of arrival and departure, type of cargos, names of owners, and other related data. Record Services No. 519 (SR.49.11). Last transferred 3/1/1984.

Rationale: These records are abstracts and data reports monitoring vessels arriving and departing from the Port of Morehead City, and identify names of vessels, date and time of arrival and departure, berth number, cargo, stevedore, and agent. Although the maritime data may have some specialized interest, the records do not have statewide significance, and are not historic through age and/or content. Although the records were previously archival since the adoption of the Functional Schedule, they have been eligible for destruction after 3 years. The NC Department of Transportation agrees with this appraisal conclusion—that these are nonarchival records that should not be maintained by the Archives—and has requested the records be deaccessioned and returned to the agency

Proposed disposition: Deaccession and return to agency

Approval of Dr. Darin Waters: Approved on August 29, 2022

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



September 1, 2022

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

Department of Public Instruction, School Bus Accidents Report File.

Description, date, quantity: 36 cubic feet (of 44 total cubic feet), 1960-1983. Machine readable and paper records concerning school bus accident reports submitted to Department by county school boards. File includes drivers' statements, investigators' findings, diagrams of accidents, descriptions of road conditions and localities, identifications of injured persons, and other related records. Record Services No. 1062 (SR.1.44). Last transferred 8/5/1985.

Rationale: These are accident reports submitted to the Department of Public Instruction by county school boards. The reports identify the bus driver, including driver's license number, injured persons, the bus and other vehicles involved in the accident, and the time, place, and circumstances of the accident. If the police were involved there is a police report. Until 1986, the records had a disposition of destroy after 13 years, and all records from 1935 to 1960 were destroyed under this disposition. Between 1986 and 1991, the Item was scheduled as archival and records for 1960-1980 were accessioned. The Item was discontinued in 1992, and under the Functional Schedule (RC.1611.3+) the records are eligible for destruction when a minor involved in the accident has reached the age of 21. As the records are over 40 years old, any minor involved in a bus accident will be older than 21, and the records are therefore eligible for destruction. The NC Department of Public Instruction agrees with this 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 August 29, 2022

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



September 1, 2022

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

Department of Public Instruction, Vocational Rehabilitation, Ledgers (two series).

Description, date, quantity: 2.8 cubic feet, 1921-1951. Ledger books containing information on Vocational Rehabilitation and requisitions for disbursing vocational funds. Record Services No. 1123 (SR.98.3). Last transferred 6/1/1962.

11 cubic feet, 1930-1948. Ledger books containing information on Vocational Education, payments to Administrative Units, and State Aid. Record Services No. 1124. Last transferred 6/1/1962.

Rationale: The records are primarily ledgers, relating to the disbursements of vocation funds. There are also some billing statements pertaining to the funds. These records were never archival and were scheduled to be destroyed when their administrative value ended. They were apparently transferred to the Archives at the request of a former head of the State Records Branch. The reason for transferring the records is unknown, but under the Functional Schedule they are all eligible for destruction after a maximum of 3 years. The records have no historic value or statewide significance, and they should be deaccessioned and destroyed. The NC Department of Public Instruction agrees with this 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 August 29, 2022

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



September 1, 2022

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

Department of Public Instruction, Vocational Rehabilitation, Ledger Books, Check Stubs, and Other Records.

Description, date, quantity: 13 cubic feet, 1885-1951. Ledger books, checks stubs, and other records created by the State Board of Education pertaining to various general and special funds as well as to various other programs. Record Services No. 1125 (SR.1.63 and 98.3). Last transferred 6/8/1962.

Rationale: The materials are primarily check stubs, ledgers, receipt books and correspondence relating to various funds administered by the State Superintendent of Public Instruction and provide a record of disbursements of funds. The records were archival when they were transferred in 1962, but under the Functional Schedule they are all eligible for destruction after 3 years. There is no context to the disbursements, or record of how the funds were spent, and these materials have no historic value or statewide significance, and they should be deaccessioned and destroyed. The NC Department of Public Instruction agrees with this 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 August 29, 2022

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



September 1, 2022

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

Department of Public Instruction, Social Studies Institute.

Description, date, quantity: 1 cubic foot (of 2 total cubic feet), 1974-1976. Records concerning special study institutes for the staff development of teachers of exceptional children. File includes summer institutes training packets regarding program activities and amounts of expenses incurred and credits earned. File also includes participant listings and other related records. Record Services No. 1467 (SR.104.313). Last transferred 3/5/1984.

Rationale: The records pertain to financial and attendance records for training teachers of exceptional students at the UNC Special Studies Institute, and include trainee application and verification of study forms, records of federal funding, and financial statements. Although archival under the program schedule, under the Functional Schedule records relating to Federal pass-through grants are eligible for destruction after 3 years. These financial records have no reference, historic or long-term value and should be deaccessioned and destroyed. The NC Department of Public Instruction agrees with this 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 August 29, 2022

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



September 1, 2022

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, GS.121 File.

Description, date, quantity: 0.8 cubic feet (of 5 cubic feet), 1978-1982. State action cases concerning the protection of state-owned architecturally, archaeologically, and historically significant properties. (The location of archaeological sites is confidential by NC GS 70-18.) Record Services No. 3382 (SR.58.47). Last transferred 09/20/1985.

Rationale: Records include correspondence, environmental reviews, and agency decisions related to sites on the historic register or potential sites for the National and North Carolina Register of Historic Places. This Record Series was archival when these records were accessioned in 1985, but with the introduction of the Functional Schedule the disposition changed PERMANENT (appraisal required) ∞. An appraisal of unaccessioned records in this Series identified that the requirement for the agency to maintain ongoing access to the records precluded them from being accessioned and that, to maintain the entirety of the record series, the 0.8 cf of records in Archives' custody should be deaccessioned and returned to the agency for permanent retention. DNCR agrees with the appraisal conclusion—that these are permanent records that should be maintained by the agency and not the Archives—and has requested the records be returned.

Proposed disposition: Deaccession and return to agency

Approval of Dr. Darin Waters: Approved on August 29, 2022

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



September 1, 2022

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, Data Processing Planning File.

Description, date, quantity: 1 cubic feet (of 8.8 cubic feet), 1979-1983. Records concerning data processing needs of the various sections within the agency and assessments of those needs. Record Services No. 3991 (SR.57.28). Last transferred 11/19/1987.

Rationale: The records cover computer systems and processing within the, as then, Department of Cultural Resources. They include a questionnaire for a Historical Records Repository survey; the design of a grants management program for the Arts Council; data requirements for the News and Observer Indexing; tax file program; bids and RFQ for data processing Cultural Resources Evaluation Program (CREP). Although the record series was archival under the program schedule, since the adoption of the Functional Schedule, the records have been eligible for destruction after 3 years. The records include data processing needs and computer programs that are long out of date and that are unlikely to be of interest to researchers. DNCR agrees with this 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 August 29, 2022

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