

CHAPTER 4 - DIVISION OF ARCHIVES AND HISTORY

SUBCHAPTER 4B - ARCHIVES AND RECORDS SECTION

SECTION .0100 - USE OF THE ARCHIVES

07 NCAC 04B .0101	SEARCH ROOM HOURS
07 NCAC 04B .0102	ACCESS TO STACKS
07 NCAC 04B .0103	SINGLE ADMISSION TO STACKS
07 NCAC 04B .0104	MULTIPLE STACK PRIVILEGES
07 NCAC 04B .0105	BRIEF CASES: ETC. FORBIDDEN IN SEARCH ROOM
07 NCAC 04B .0106	ADMISSION CARDS REQUIRED
07 NCAC 04B .0107	CARD REQUIRED TO RECEIVE RECORDS
07 NCAC 04B .0108	LIMIT OF RECORDS ISSUED TO A PATRON
07 NCAC 04B .0109	RETURN OF MATERIALS: SEARCH PERMITTED
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07 NCAC 04B .0111	SMOKING: EATING: DRINKING PROHIBITED
07 NCAC 04B .0112	TEMPORARY DEPARTURE FROM SEARCH ROOM

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Amended Eff. April 15, 1982; April 30, 1980; November 15, 1979; October 20, 1978;
Repealed Eff. February 1, 1985.

07 NCAC 04B .0113 ORIGINAL DOCUMENTS NOT PERMITTED IN SEARCH ROOM

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. September 1, 1977;
Repealed Eff. November 15, 1979.

07 NCAC 04B .0114 PHOTOGRAPHIC AND ICONOGRAPHIC SERVICES

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. November 15, 1979;
Amended Eff. April 15, 1982;
Repealed Eff. February 1, 1985.

SECTION .0200 - FEES FOR COPIES FROM ARCHIVES

07 NCAC 04B .0201	CERTIFICATION
07 NCAC 04B .0202	NO PROFIT INTENDED
07 NCAC 04B .0203	BASIS OF PRICES
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07 NCAC 04B .0205	COPIES WILL BEAR DIVISION'S NAME AND DATE STAMP
07 NCAC 04B .0206	TYPED TRANSCRIPTS NOT BE MADE: EXCEPTION
07 NCAC 04B .0207	WHILE YOU WAIT SERVICE
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07 NCAC 04B .0210	DUPLICATE MICROFILM
07 NCAC 04B .0211	DOCUMENT RESTORATION

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. February 1, 1976;

Amended Eff. August 8, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.

SECTION .0300 - LISTING OF RESEARCHERS

07 NCAC 04B .0301	STATEMENT OF PURPOSE
07 NCAC 04B .0302	ARCHIVES TO MAINTAIN LIST OF RESEARCHERS
07 NCAC 04B .0303	ARCHIVES DOES NOT RECOMMEND A PARTICULAR RESEARCHER
07 NCAC 04B .0304	PROCEDURE FOR LISTING
07 NCAC 04B .0305	RESUME AND REFERENCES REQUIRED
07 NCAC 04B .0306	APPROVAL OF REQUESTS
07 NCAC 04B .0307	REMOVAL OF NAMES FROM THE LIST
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07 NCAC 04B .0309	REMOVAL OF NAME WITHOUT PREJUDICE
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07 NCAC 04B .0311	RULES TO TAKE EFFECT UPON ADOPTION: 60 DAYS TO COMPLY

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.

07 NCAC 04B .0312 LISTING OF PERSONS CERTIFIED BY BOARD

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. September 1, 1977;
Repealed Eff. February 1, 1985.

SECTION .0400 - NEWSPAPER MICROFILM PROJECT

07 NCAC 04B .0401	PURPOSE OF PROJECT
07 NCAC 04B .0402	COUNTY SCHEDULE
07 NCAC 04B .0403	AGREEMENT WITH LENDER
07 NCAC 04B .0404	AVAILABILITY OF MICROFILM

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.

SECTION .0500 - ACCESSIONING BY THE ARCHIVES

07 NCAC 04B .0501	FUNCTION
07 NCAC 04B .0502	ACCESSIONING OF PUBLIC RECORDS

History Note: Authority G.S. 121-4(3); 121-5(a) through 121-5(d); 143B-62(2)a,b;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Amended Eff. April 15, 1982;
Repealed Eff. February 1, 1985.

07 NCAC 04B .0503 COUNTY AND MUNICIPAL RECORDS

History Note: Authority G.S. 121-4(3); 143B-62(2)a;

Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. April 15, 1982.

07 NCAC 04B .0504 STATE RECORDS: GOVERNOR'S PAPERS
07 NCAC 04B .0505 PRIVATE PAPERS
07 NCAC 04B .0506 CONDITIONAL USE
07 NCAC 04B .0507 VALUATION
07 NCAC 04B .0508 ORGANIZATIONAL RECORDS
07 NCAC 04B .0509 BIBLE RECORDS
07 NCAC 04B .0510 RECEIPT OF AUDIOVISUAL RECORDS

History Note: Authority G.S. 121-4(3); 121-5(a); 121-6(a); 143B-62(2)a;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Amended Eff. April 15, 1982;
Repealed Eff. February 1, 1985.

SECTION .0600 - REFERENCE SERVICE

07 NCAC 04B .0601 REFERENCE SERVICE
07 NCAC 04B .0602 PROCESSING
07 NCAC 04B .0603 ASSISTANCE TO VISITORS
07 NCAC 04B .0604 USE OF MICROFILM

History Note: Authority G.S. 121-4(3); 143B-62(2)a;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.

SECTION .0700 - DEACCESSIONING OF RECORDS

07 NCAC 04B .0701 REVIEW
07 NCAC 04B .0702 PREPARATION OF LISTS
07 NCAC 04B .0703 APPROVAL BY HISTORICAL COMMISSION

History Note: Authority G.S. 121-4(3),(12); 121-5(b); 132-3; 143B-62(2)a,b;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.

SECTION .0800 - LOCAL RECORDS PROGRAM

07 NCAC 04B .0801 LOCAL RECORDS PROGRAM
07 NCAC 04B .0802 SELECTION OF COUNTIES
07 NCAC 04B .0803 MUNICIPAL AND CHURCH RECORDS
07 NCAC 04B .0804 TRANSFER TO ARCHIVES
07 NCAC 04B .0805 REPAIR OF LOCAL RECORD
07 NCAC 04B .0806 DESTRUCTION OF RECORDS
07 NCAC 04B .0807 DEFINITION OF DESTRUCTION

History Note: Authority G.S. 121-4(2); 121-5(b) through 121-5(d); 132-3; 132-8.1; 132-8.2;
143B-62(1)g,(2)b;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;

Repealed Eff. February 1, 1985.

SECTION .0900 - STATE RECORDS MANAGEMENT

07 NCAC 04B .0901	PURPOSE
07 NCAC 04B .0902	RECORDS RETENTION AND DISPOSITION SCHEDULES
07 NCAC 04B .0903	PREPARATION OF SCHEDULE
07 NCAC 04B .0904	INVENTORY
07 NCAC 04B .0905	PREPARATION OF SCHEDULE
07 NCAC 04B .0906	APPROVAL OF SCHEDULE
07 NCAC 04B .0907	AMENDMENT TO RECORDS SCHEDULE
07 NCAC 04B .0908	REQUEST FOR DESTRUCTION OF RECORDS
07 NCAC 04B .0909	ACTION ON DESTRUCTION REQUEST
07 NCAC 04B .0910	MANUALS MAY BE ISSUED
07 NCAC 04B .0911	OTHER RECORDS MANAGEMENT PROGRAMS
07 NCAC 04B .0912	TRAINING ACTIVITIES
07 NCAC 04B .0913	ANNUAL REPORT OF RECORDS HOLDING

*History Note: Authority G.S. 121-4(2); 121-5(b),(c); 143B-62(2)b;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.*

SECTION .1000 - LOCAL RECORDS MANAGEMENT

07 NCAC 04B .1001	PURPOSE
07 NCAC 04B .1002	RECORDS RETENTION AND DISPOSITION SCHEDULES
07 NCAC 04B .1003	REQUEST FOR DESTRUCTION OF RECORD
07 NCAC 04B .1004	MANUALS
07 NCAC 04B .1005	CRITERIA FOR JUDGMENT OF NO RESEARCH OR REFERENCE VALUE

*History Note: Authority G.S. 121-4(2); 121-5(b), (c); 143B-62(2)b;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.*

SECTION .1100 - STATE RECORDS CENTER

07 NCAC 04B .1101	PURPOSE
07 NCAC 04B .1102	TRANSFER TO STATE RECORDS CENTER
07 NCAC 04B .1103	PROCEDURES FOR TRANSFER
07 NCAC 04B .1104	PHYSICAL TRANSMITTAL OF RECORDS
07 NCAC 04B .1105	LEGAL CUSTODY OF RECORDS
07 NCAC 04B .1106	REFERENCE SERVICE
07 NCAC 04B .1107	PERSONAL PICKUP FOR EMERGENCY REFERENCE
07 NCAC 04B .1108	PERSONNEL RECORDS
07 NCAC 04B .1109	CERTIFICATION BY AGENCY WITH CUSTODY
07 NCAC 04B .1110	DESTRUCTION OF RECORDS IN STATE RECORDS CENTER
07 NCAC 04B .1111	RESTRICTED AREAS IN STATE RECORDS CENTER
07 NCAC 04B .1112	DISMISSAL OF EMPLOYEES UNLAWFULLY RELEASING RECORDS

*History Note: Authority G.S. 121-4(2); 143B-62(2)b;
Eff. February 1, 1976;
Readopted Eff. December 1, 1977;
Repealed Eff. February 1, 1985.*

