

**07 NCAC 04M .0402 PREPARATION OF LISTS**

If the Director of the Office of Archives and History concurs with the decision to deaccession the identified records series, the Director of the Office of Archives and History shall ask the staff of the Division of Archives and Records to prepare a detailed list for each series of records. The detailed list shall include:

- (1) series name;
- (2) description of the records;
- (3) date(s) and the quantity of records;
- (4) statement of rationale for decision to deaccession the records; and
- (5) statement of proposed disposition of the records. Disposition methods include:
  - (a) destruction;
  - (b) transfer to another institution; or
  - (c) return to donor or heirs.

*History Note:* Authority G.S. 121-4(3); 121-4(12); 121-5(d); 143B-62(2)a,b;  
Eff. February 1, 1985;  
Amended Eff. June 1, 2014;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.