


## DIVISION OF PARKS AND RECREATION

October 24, 1997

**STAFF DIRECTIVE 97-35**

TO: Administrative Staff  
Section Chiefs  
Program Heads

FROM: Philip K. McKnelly 

SUBJECT: Document Disposition

This Directive replaces Staff Directive 88-19 and establishes the criteria and process for transmitting documents to the State Library's Publications Clearinghouse. Documents are defined as publications, reports, newsletters, pamphlets, brochures, bulletins, directories, bibliographies, maps, regulations, or compilations, regardless of whether the document is on paper, film, disk or any other format.

Under the provisions of G.S. 125-11, all state agencies are required to submit copies of documents to the Clearinghouse within ten days of the document's issuance. A Publications Transmittal Form must be completed and transmitted with the document. If a document is copyright protected, a Copyright Release form must be signed and transmitted with the document. A copy of any document that is sent to the Clearinghouse should be sent to the Department library as well. Attached are copies of the Publications Transmittal Form and the Copyright Release form.

The number of copies of the document to be transmitted to the Clearinghouse varies. According to G.S. 125-11, the Clearinghouse receives free of charge five copies of any state document offered for sale and ten copies of any state document for which there is no charge.

The Director's executive assistant serves as the document disposition contact and will coordinate the transfer of material to the State library and the Department library. Completed forms and the required number of copies of documents to be transmitted to the Clearinghouse and the Department library should be forwarded to the executive assistant.

PKM/GSR

Attachment