

**CLASSIFICATION SCHEME FOR
NORTH CAROLINA STATE
PUBLICATIONS
2013**



**State of North Carolina
DEPARTMENT OF CULTURAL RESOURCES
STATE LIBRARY OF NORTH CAROLINA
GOVERNMENT & HERITAGE LIBRARY
RESOURCE MANAGEMENT SERVICES BRANCH
Raleigh, North Carolina**

CLASSIFICATION SCHEME FOR NORTH CAROLINA STATE PUBLICATIONS

**As applied to the State Documents Collection of the
North Carolina Department of Cultural Resources,
State Library of North Carolina**

Revised 2013

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This is a loose leaf publication intended to be kept up-to-date by the periodic issuance of new and replacement pages. The publication date for the base text is 2013.

PREFACE

When the Documents Section of the North Carolina State Library was organized between 1957-1960, this classification scheme was devised for the Library's massive collection of North Carolina public documents. Several classifications were considered, but none seemed to adequately fit the desired arrangement for the collection.

The present system was devised by the documents librarian, Sangster Parrott, after several attempts were made to adapt the Dewey Decimal Classification. Based on an arrangement of state government agency by function, the original scheme followed primarily the arrangement presented in the 1960 edition of John L. Sanders' *North Carolina State Government: Selection of Officers*.^{*} Further notation for series of publications is an adaptation of the U.S. Superintendent of Documents Classification System for United States government publications.

The current edition shows agency name changes in general, but should not be relied upon as a complete history of a name due to the complex agency reorganizations, mergers, and dissolutions that have occurred since 1960.

^{*}Sanders, John L. *North Carolina State Government: Selection of Officers*. Chapel Hill, N.C.: Institute of Government, 1960.

INTRODUCTION

The 2013 edition of the *Classification Scheme for North Carolina State Publications* arranges state documents according to issuing agency. An agency which has changed position or name while remaining under the same department continues in the same class number with a note indicating the agency's new position or name within the department.

Cross references have been added to indicate the locations and names of agencies in both past and present schemes. An agency which has been transferred from one department to another has been assigned a new class number. Notes and cross references indicating dates of transfer and name histories have been included when the information was available.

The current name of an agency is usually given first. However, when a "presently" or "transferred to" reference is used in conjunction with a "see" reference, or when a closed date is indicated, the name listed first is the name last used by the agency in that particular location.

Reference structure

presently:	Indicates most recent name. Used when agency name or name and location changes.
formerly:	Indicates past name. Used when the agency name or name and location changes.
transferred to:	Indicates change in location. Used when agency moves but name remains the same. Reference placed under old location.
transferred from:	Indicates change in location. Used when agency has moved but name remained the same. Reference placed under new location.
later:	Indicates historical notes added to agency names with closed dates.
See:	Indicates where an agency can be found. Reference placed where a person might look for an agency.
See also:	Indicates where other publications of an agency can be located. Reference placed under earlier and later locations, as well as locations used simultaneously.

A detailed index by agency name is included. The index uses the following stopwords in order to limit its size: Board, Bureau, Dept., Division, N.C., North Carolina, Office, and State. The following are exceptions: NC 2000, NC Zoo, North Carolina Aquarium, North Carolina Central University, North Carolina Collection, North Carolina College of Agriculture and Mechanic Arts, North Carolina State Bar, North Carolina State University, Office Examination Division, State Fair, State Hospital, and State Library.

The format of this edition does not attempt to reflect organizational hierarchy, although in many cases it does.

Methodology

Each publication is assigned a two- to four-line classification number. The first line consists of an alphabetic code for the appropriate department, followed by a numeric code for the issuing body within the department.

The second line begins with an appropriate number from Table I, indicating type of publication. This number is followed by a colon. The second part of the line can consist of a Cutter number based on the title of the item, a series number, or a serials issue designation.

The third line can be an edition date, a series number, or a serials issue designation.

Occasionally, special situations cause use of a fourth line of similar information.

When agency call numbers change, monographs are cataloged in the number used at the time of publication. Serials generally stay in the number under which the title was originally classed.

TABLE OF CONTENTS

- A** Dept. of Agriculture and Consumer Services
- B** Dept. of Insurance
Dept. of Commerce
- C** Dept. of Environment and Natural Resources
- D** Dept. of Correction (no longer used)
Dept. of Juvenile Justice and Delinquency Prevention (no longer used)
Dept. of Public Safety
- F** Dept. of Cultural Resources
- G** Public Education
Dept. of Public Instruction
The University of North Carolina System
The Community College System
- H** State Board of Elections
- I** Dept. of Administration
Office of the State Auditor
Dept. of State Treasurer
Dept. of Revenue
- J** Dept. of Health and Human Services
- K** Dept. of Transportation
- L** Dept. of Labor
- M** Dept. of Justice
- N** Local Government Regulation (no longer used)
Dept. of Local Affairs and Division of
Community Assistance (no longer used)

- O** Jointly Administered Agencies (no longer used)
- P** Office of State Personnel (no longer used)
- R** Public Service Enterprises (no longer used)
- S** Division of Social Services (no longer used)
- T** Occupational Licensing Boards
- V** Office of the Governor
- W** Dept. of Crime Control and Public
Safety (no longer used)
- X** Dept. of the Secretary of State

Judicial Department
- Y** General Assembly

Governors' Papers
- Z** Laws and Documents

Index

TABLE I

Numbers found in this table are added to the specific agency numbers found in the state document classification scheme.

CT	Cutter number
1:date	Annual report
1/2:date	Biennial report
1/3:CT	Annual plans
1/4:CT	Biennial plans
2:CT	General publications (unnumbered)
3:CT	Publications in a numbered series (monographs, bulletins)
3/1:no.	Working papers
4:CT no.	Publications in a numbered series (leaflets, circulars)
5:CT date	Laws, including those administered by the agency or compilations by the agency
5/2:CT	Discussion of laws
5/3:CT	Recommendations for changes in law
5/4:CT	Administrative codes and administrative procedures
6:CT	Regulations, rules, instructions, etc. including any handbooks, guides or manuals
7:CT vol./no.	Periodicals issued by the agency (newsletters, bulletins) (Use if monthly or more frequently)
8:CT vol./no.	Periodicals issued by the agency (quarterlies, bimonthlies) (Use if bimonthly or less frequently)
8/2:CT vol./no.	Calendars
8/3:CT vol./no.	Minutes

9:CT	Reports, proceedings, and hearings
9/2:CT	Data reports (statistical or mathematical data presented in graphic or tabular format)
10:CT	Histories
11:CT	Financial audits
11/2:CT	Thoroughfare plans (Highway plans)
12:CT	Exhibit or museum catalogs
12:CT	Finance and compliance review (I26 only)
13:CT	Bibliographies, lists of publications, etc.
14:CT	Informational pamphlets, leaflets that are not part of numbered series, and posters
15:CT date	Directories
16:CT	Maps, atlases, charts
17:CT	Indexes
18:CT	Operational audits
19:CT	CETA audits
20:CT	Statement of reimbursable costs
21:CT	Performance audits
22:CT	Inventories
23:TIP. no.	Environmental actions (K4 only)