

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: May 23, 2023

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to adopt the 2021 Record Retention and Disposition Schedule for General Records, the 2021 Record Retention and Disposition Schedule for Program Records, and the corresponding resolution.

Approval Recommended?

The Town Clerk recommends the Town Council approve the 2021 Record Retention and Disposition Schedules and adopt corresponding resolution.

Item Details

In accordance with North Carolina General Statutes (NCGS) § 121 and 132, the North Carolina Department of Cultural Resources is charged with issuing guidance and best practice reference material related to record retention schedules. Local Government agencies are required to either adopt the schedule(s) as presented by the state department or collaborate and recommend a schedule specific to a jurisdiction (county or municipality) for the state to authorize. The Town of Apex has historically adopted the record retention and disposition schedule as recommended by the state.

With the global pandemic and recent transition in the Town Clerk's Office, the most recent schedule provided by the state was not adopted. The most recent edition was published on October 1, 2021.

Following adoption of the two proposed schedules, the Town Clerk's Office will be meeting with each department to review their portion of the record retention, review the potential for electronic record maintenance, and provide recommendations to the state for consideration.

Attachments

- CN9-A1: Resolution - Adoption of the Records Retention Schedules - General and Program 2021
- CN9-A2: Summary Records Retention and Disposition Schedule When Reference Values Ends
- CN9-A3: Records Retention and Disposition Schedule - General Records
- CN9-A4: Records Retention and Disposition Schedule - Program Records

