



TOWN OF APEX TOWN COUNCIL
Resolution Adopting the 2021 General Records
Schedule: Local Government Agencies and the 2021
Program Records Schedule: Local Government Agencies

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the General Records Schedule for Local Government Agencies, which supersedes parts of the Municipal Retention and Disposition Schedule which it is charged with issuing; and

WHEREAS, North Carolina General Statutes (NCGS) §121-5 and §132-3 require a municipality to approve the schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the Division of Archives and Records; and

WHEREAS, the summary document attached to this Resolution is the form acknowledging the approval of the schedule as required by the Division of Archives and Records, Government Records Section indicating best practice date recommendations for when a value should end; and

WHEREAS, to reduce the burden and costs of record retention and maintain efficient Town records management, the Town Council finds and determines that this Resolution should be approved.

NOW, THEREFORE, BE IT RESOLVED, that we, the Town Council of the Town of Apex do hereby adopt the 2021 General and Program Records Schedule for Local Government Agencies.

ADOPTED, this the 23rd day of May 2023.

Jacques K. Gilbert
Mayor

Attest:

Allen Coleman, CMC, NCCCC
Town Clerk