



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 2/8/2021

SUBJECT: Adopt the 2021 Records Retention Schedules for Local Government Agencies

BACKGROUND:

N.C.G.S. 121-5(c) and 132-8 direct local government to adopt and adhere to records retention and disposition schedules that are created and management by the NC Department of Cultural Resources. These schedules serve as an agreement between the local government office and NCDCS, to provide guidance on the types of records to be maintained and for how long.

ACTION REQUESTED:

Staff requests Council to approve the 2021 Records Retention Schedule for Local Government Agencies issued by NCDCS to ensure compliance with statutory guidelines.

RECOMMENDED MOTION:

Motion to approve the 2021 NC Department of Cultural Resources Records Retention Schedule.