



AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: November 12, 2025

Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk

Item Title: Discussion on Records Retention Policy

DISCUSSION:

At the direction of the Town Council, staff has prepared a draft Records Retention and Disposal Policy for review. This draft is intended to provide a structured approach to the retention, management, and disposal of Town records and to ensure compliance with applicable laws and best practices.

Effective records management is critical to Town operations. A formalized policy:

- Ensures compliance with state and federal recordkeeping requirements.
- Preserves historical and permanent records of Town significance.
- Promotes efficiency in managing both electronic and paper records.
- Protects sensitive and confidential information.

Historically, the Town has been utilizing the State's General Records Schedule (GS1-SL) to guide record retention. To inform this draft, staff reached out to surrounding municipalities to inquire whether they maintain separate records retention policies beyond following state guidance. The responses received indicated that they do not have separate policies and follow the State's retention requirements.

RECOMMENDATION:

Direct staff on how to proceed.

Attachment(s):

- Draft Policy