

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Richard Grant  
Tom Leonard  
Connie Pletl  
Laura Olszewski

RESOLUTION 2024-02

A RESOLUTION APPROVING RECORDS RETENTION AND DISPOSITION SCHEDULE ISSUED BY THE NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES DIVISION OF ARCHIVES AND RECORDS

**WHEREAS**, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, State Archives of North Carolina, Government Records Branch updated and revised the Municipal Records Retention and Disposition Schedule; and

**WHEREAS**, the retention and disposition schedules are the tools created by the Government Records Section to assist employees of local government agencies in managing the records in their office; and

**WHEREAS**, these schedules are an agreement between the local government agencies and the Department of Natural and Cultural Resources ( DNCR), serving as the inventory and schedule that DNCR is directed to provide by G.S. 121- 5( c) and G. S. 132- 8; and

**WHEREAS**, beginning in 2019, the Government Records Section excised common records standards, such as Legal and Personnel, from the individual retention and disposition schedules and combined them into the General Records Schedule for Local Government Agencies; and

**WHEREAS**, all local government agencies should use the General Records Schedule for Local Government Agencies alongside the program schedule that covers the specific work assigned to your office; and

**WHEREAS**, these schedules must be approved by the local governing board before they can be used to authorize the destruction of public records. This approval should be made in a regular meeting and recorded as an action in the minutes. This may be accomplished as part of the consent agenda, by resolution, or by other action.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF ALDERMEN** THAT the Town of North Topsail Beach hereby adopts the North Carolina Department of Natural and Cultural Resources Division of Archives and Records Retention and Disposition Schedule for Local Government Agencies

This Resolution is effective this the 6<sup>th</sup> day of March., 2024.

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Joann McDermon, Mayor

ATTEST: \_\_\_\_\_  
Nancy Avery, Interim Town Clerk