

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem



Aldermen:
Mike Benson
Richard Grant
Laura Olszewski
Connie Pletl

Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Destruction of Records

September 2, 2025

Board of Aldermen,

This letter serves as documentation that expired records for North Topsail Beach were destroyed in accordance with the record retention policy. This letter will be recorded within the minutes of the Board of Aldermen meeting on October 1, 2025.

The Town Clerk has destroyed all personnel records from the year 1990 to August of 1995, with the exception of Fire Fighter and Police Officer certifications. Those records will remain with the Town Clerk, who also serves as Human Resources, indefinitely per the North Carolina Record Retention Policy.

The Town Clerk has destroyed all contracts that expired prior to the year 2015 that did not hold historical value to the Town, Board, residents, or employees.

The Town Clerk has destroyed all litigation case records and legal records alike that had surpassed their expiration date per the record retention policy and held no historical value to the Town, Board, residents, or employees.

The Town Clerk has destroyed all financial records that had surpassed their expiration date per the record retention policy that held no historical or informative value for the Town, Board, residents, or employees.

The Town Clerk has destroyed all related documents to projects that have been completed, surpassed their expiration date per the record retention policy, and held no historical or informative value for the Town, Board, residents, or employees.

I hereby certify that all documents destroyed were destroyed in accordance with the North Carolina Record Retention Policy that was adopted by the Board of Aldermen of North Topsail Beach.


Alexis Stanfield, Town Clerk