

# Memorandum



**To:** Mayor and Town Council  
**From:** Lisa Snyder  
**Date:** 6/7/2022  
**Re:** Records Retention Schedule

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In October, 2021, the Department of Natural and Cultural Resources, Division of Archives and Records, provided an updated Records Retention Schedule to all local government agencies.

Approval extends to and includes records of the following departments: Code Enforcement and Inspection Records, Fire Department and Emergency Medical Services Records, Parks and Recreation Records, Planning and Regulation of Development Records, Street Maintenance, Public Works and Engineering Records, Law Enforcement Records and Tax Records.

Records outlined in the Records Retention Schedule may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods.

The NC Department of Natural and Cultural Resources now require a signed copy, indicating approval, on their signature page.

***Action requested: Sign and approve Records Retention Schedule for Town departments.***