



## AGENDA ITEM SUMMARY

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**MEETING DATE:** December 7, 2021

**ITEM TITLE:** Municipal Records Retention and Disposition Schedule (NC Department of Natural and Cultural Resources 2021 update)

**ITEM SUMMARY:** 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 managed by the NC Department of Cultural Resources (NC DCS). These schedules serve as an agreement between the local government office/department and NC DCS and provide guidance on the types of records to be maintained and for how long.

The 2021 Program Records Schedule for Local Government Agencies is a new retention schedule created from the former County Management (last updated in 2013) and Municipal (last updated in 2012) retention schedules. This schedule contains specific functions of government at the county and municipal level. Items listed with **administrative value/agency policy** have been given a **three-year retention period** (carryover from 2012).

The General Schedule includes items that any kind of local agency may create, such as budgets, personnel files, correspondence, etc.

The Program Records Schedule includes items specific county and municipality management.

Most local government records retention schedules have a section titled "Program Records," which includes those records unique to the creating agency's mission.

For municipalities, there are two additional standards in the Program Records Schedule:

- Law Enforcement
- Tax Records

You can find the 2021 schedule updates at the links below:

[2021 General Records Schedule: Local Government Agencies](#)

[2021 Program Records Schedule: Local Government Agencies](#)

**STAFF RECOMMENDATION:** Staff recommends the Council approve the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies issued by NC DCS to ensure compliance with statutory guidelines. (Resolution #2021-12-02)

**REQUESTED ACTION:** As part of the consent agenda, Staff request the Council approve the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies issued by NC DCS to ensure compliance with statutory guidelines. (Resolution #2021-12-02)