

**RESOLUTION OF THE TOWN OF SOUTHERN SHORES
ACCEPTING RECORDS RETENTION AND DISPOSITION SCHEDULE
UPDATED OCTOBER 1, 2021**

WHEREAS, “Public Record” means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency in North Carolina government or its subdivisions; and,

WHEREAS, without a retention program, public records can accumulate, causing the need for additional storage space; and,

WHEREAS, the Municipal Records Retention and Disposition Schedule is endorsed by the Division of Archives and History and the Department of Cultural Resources; and,

WHEREAS, the Town of Southern Shores currently uses this system for records retention and disposal; and,

WHEREAS, the Municipal Records Retention and Disposition Schedule was updated on October 1, 2021; and,

WHEREAS, the Town of Southern Shores recognizes that the new update requires a specific Agency Policy date for records to be discarded “when Administrative value ends/agency policy;” and,

WHEREAS, the Town of Southern Shores regards three (3) years as a valuable time for any records to be retained, save those records that are required to be kept longer per said schedule.

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN OF SOUTHERN SHORES COUNCIL accepts the revised Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Records Service Branch, dated October 1, 2021; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT THE TOWN OF SOUTHERN SHORES COUNCIL deems the appropriate time to retain all records to be discarded “when Administrative value ends/agency policy” as a period of no less than three (3) years.

Adopted this the 7th day of December 2021.

ATTEST:

Mayor

Town Clerk