



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, November 3, 2025 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

NCGS § 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

Page

1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. CONSENT AGENDA:

4 - 322

- 3.a. Approval of Minutes
 - 14 Jul 2025 Regular Meeting Minutes Amendment
 - 06 Oct 2025 Regular Meeting Minutes
 - 20 Oct 2025 Work Session Minutes
 - [Regular Council - Monday, 14 Jul 2025 - Minutes - Amendment](#)
 - [Regular Council - Monday, 06 Oct 2025 - Minutes - Pdf](#)
 - [Work Session - Monday, 20 Oct 2025 - Minutes - Pdf](#)

4. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

5. RECOGNITION/PRESENTATION:

323

- 5.a. Diabetes Awareness Month Proclamation
 - [Proclamation - Diabetes Awareness Month 2025](#)

- 5.b. Presentation from Johnston County Health Department on Diabetes Awareness
- 324 5.c. Veterans Day Proclamation
[Proclamation - Veterans Day 2025](#)

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 325 6.a. Discussion and Possible Action on Accepting the Resignation of Council Member Mark Wilson
[Mark Wilson Resignation 10.06.2025](#)
- 326 - 335 6.b. Discussion and Possible Action on Making Appointments to the Planning Board
[Teresa Romano 10.05.2025](#)
[Jonathan Cox 10.07.2025](#)
[Hearbert Locklear 10.08.2025](#)
[Eric Mooneyham 10.27.2025](#)
- 336 6.c. Discussion and Possible Action on a Resolution, #AL2025-11-03a, Adopting the 2026 Town Council Meeting Schedule
[AL2025-11-03a Resolution Adopting the 2026 Town Council Meeting Schedule](#)
- 337 6.d. Discussion and Possible Action on a Resolution, #AL2025-11-03b, Adopting the 2026 Holiday Schedule
[AL2025-11-03b Resolution Adopting the 2026 Holiday Schedule](#)
- 338 - 339 6.e. Discussion and Possible Action on a Resolution, #AL2025-11-03c, Approving Speed Limit Changes on Archers Way per NCDOT Request
[AL2025-11-03c Resolution Approving Speed Limit Changes on Archers Way per NCDOT Request](#)
[Ordinance 1088522 Archers Way](#)
- 6.f. Discussion on Speed Limits within Town Limits and Review of Current Speed Limits

7. TOWN ATTORNEY'S REPORT:

8. TOWN ADMINISTRATOR'S REPORT:

9. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

10. INTERIM TOWN CLERK'S REPORT:

11. TOWN PLANNER'S REPORT:

- 340 - 341 11.a. Animal Control Report
[September Animal Control Report](#)
- 342 - 343 11.b. 160D Legislative Updates
[NCGS 160D Amendment](#)

12. PARK AND RECREATION DIRECTOR'S REPORT:

13. MAYOR'S REPORT:

14. COUNCIL MEMBERS' REMARKS:

- 14.a. Council Member Jackson
- 14.b. Council Member Buzzelli
- 14.c. Mayor Pro Tem Castleberry
- 14.d. Council Member Bruton

15. CLOSED SESSION § 143-318.11

16. ADJOURNMENT:



Regular Council - Minutes Monday, July 14, 2025

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Jackson
Council Member Buzzelli

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Marcus Burrell, Town Attorney
Jason Kress, Town Planner
Kim P. Batten, Assistant Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk
Ben King, Deputy Town Clerk

COUNCIL ABSENT:

Council Member Wilson (Joined via Phone for Discussion)

MEDIA PRESENT:

None

Page

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance of the US Flag.

2. APPROVAL OF AGENDA:

a) Council Member Buzzelli requested that the agenda be amended to include "Meeting Minutes and Agendas" under the Discussion and Possible Action Items section.

Moved by Council Member Buzzelli
Seconded by Council Member Bruton

Approved the Agenda, as Amended, to Include Discussion and Possible Action Item 7 (c) Meeting Minutes and Agendas under the Discussion and Possible Action Items Section

CARRIED UNANIMOUSLY

3. CONSENT AGENDA:

a) Approval of Minutes: **01 Apr 2024 Regular Meeting Minutes** **15 Apr 2024 Work Session Minutes** **05 May 2025 Regular Meeting Minutes** **02 Jun 2025 Regular Meeting Minutes**

4. ORGANIZATIONAL ITEMS

a) Meeting Minutes Update

Bryan Chadwick, Town Administrator, shared an update with Council concerning meeting minutes and the efforts made by Staff to get the Town caught up. Mr. Chadwick relayed that the Town has approved 18 meeting minutes in the current year and that there are still 26 outstanding meeting minutes to be approved. Mr. Chadwick explained to Council that the expectation and goal among Staff is that all meeting minutes will be caught up within the next three months.

5. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

- a)** Mr. Ronnie Correia, President of the Johnston County Little League, thanked Town Staff for their hard work for making the Little League tournament a success. Mr. Correia specifically wanted to thank Parks and Recreation Staff members Blake McLean and Marcus Cameron for their work in making the baseball fields look fantastic. Mr. Correia also relayed to Council his wishes that any funds that the Town receives from the parking donations collected be put back towards the park.

Mayor Mullhollem thanked Staff for their work on the baseball fields and thanked Mr. Correia for the time he dedicates to Little League.

-
- b)** Ms. Sonia Wolk shared her thoughts as they related to the Town Budget process and how Staff and Council behaved during that process. Ms. Wolk relayed that she was not pleased with the way that Staff and the board conducted themselves during the budget process and that she wished more attention was spent on the concerns of residents.

-
- c)** ~~Ms. Francine Echols, Planning Board Member, spoke about the budget process and shared that she felt there should have been more budget cuts included in the adopted budget. She also spoke about her feelings about Staff and their behavior during the budget process. Ms. Echols spoke in support of the elderly and children in the community and expressed her concern for how the budget might potentially affect them.~~

Ms. Francine Echols, Planning Board Member, shared the following comments:

Good afternoon everyone, I promise you I was not with her when I wrote mine, but I also want to address a couple items as well. Greetings Mayor, Town Council, staff, and everyone here. My name is Franky, I'm on the Planning Board as many know, and I moved to Archer Lodge in 2005. For years I rarely got involved in Archer Lodge events until about 2016 when I joined the Board of Elections. I was also the HOA President for many years. In those meetings, we executed Roberts Rules & kept a tight budget. It's no secret that I expressed several times to Town Council & staff that we need more budget cuts. Not only were the lack in cuts disappointing but so were the 'out of order' meetings. There was yelling & emotional out of order comments that turned -what should have been civil discussion- into a Jerry Springer show! Many of us call ourselves Christians. Prov 15:1 says a soft

answer turns away wrath but harsh words stir up anger. I must say I was impressed with John's control in a previous meeting where you had to be Ray Charles or Stevie Wonder not to see he was the target in that meeting. It was clear to me that he was trying to bring additional information. This is a reason for these meetings; have civil discussions and bring information. Where we can agree to disagree but still be civil and heard. That is the point of these meetings; to have discussion and bring different points of view together. We are literally fighting for this Town which is an amazing place to live. A great corner of Johnston County is Archer Lodge! Again, that information he brought was to add to the discussion in reference to budget cuts. In which John, Teresa, then Mark were fighting for. I've been a community advocate for many years. My soft spot is children and seniors. These are people on fixed incomes. I am very passionate because we need cuts especially for original Archer Lodge residents, older people. They are seniors on fixed incomes and I felt we could have done a better job at making budget cuts so they won't have such a high tax bill. And for me! I'm thinking about my pockets as well! I would've loved an additional percentage cut, especially for those of us who live here in Archer Lodge! We would've loved an additional cut!

And this isn't a Bible lesson, but I'm reminded of Obidiah. He isn't just a nemesis from Iron Man but a small book in the Bible. It talks about when God is not pleased when you mistreat people! If there's anything we can do to operate in the kindness of Christ, that's what we should be doing. Thank you for your time.

6. RECOGNITION/PRESENTATION:

a) Recognition of Bryan Chadwick, Town Administrator, for Two Years of Service to the Town of Archer Lodge

Jenny Martin, Human Resource Officer/Town Clerk, presented Mr. Chadwick with an engraved mug in recognition of his two years of service to the Town. Mayor Mulhollem thanked Mr. Chadwick for his service to the Town.

b) Recognition of Chris Allen, Director of Parks and Recreation, for Two Years of Service to the Town of Archer Lodge

Jenny Martin, Human Resource Officer/Town Clerk, presented Mr. Allen with an engraved mug in recognition of his two years of service to the Town. Mayor Mulhollem thanked Mr. Allen for his service to the Town.

c) Recognition of Chris Cipriani, Planning Board Member, for His Service to the Town of Archer Lodge Planning Board

Jason Kress, Town Planner, presented Mr. Cipriani with a plaque in recognition of his service to the Town's Planning Board. Mayor Mulhollem thanked Mr. Cipriani for his service to the Town. Mr. Cipriani shared that he resigned his seat on the Planning Board due to hearing issues and expressed that he enjoyed his time on the board.

7. DISCUSSION AND POSSIBLE ACTION ITEMS:

9 - 250

a) Discussion and Possible Action on a Resolution Approving Local Record Retention and Disposition Schedules

Ben King, Deputy Town Clerk, shared with Council about the retention schedules and the purpose that they would serve for the town. Mr. King informed Council that the schedules are provided by the State of NC and

explained what the process is for the Town to approve them. Council Member Bruton shared that the power had been out at her house which made it difficult to access the schedules before the meeting occurred. Council Member Buzzelli asked a clarifying question related to whether the documents set to be destroyed have to be approved by Council first, which was answered by Mr. King. It was agreed by Council upon the suggestion by Council Member Bruton that this item would be moved to the August 4th Regular Council meeting so that Members of Council would have ample time to be able to review the documents before voting on them.

[Resolution Approving Local Record Retention and Disposition Schedules](#)
[Local Program Standards Schedule](#)
[Local General Standards Schedule](#)

251

b) Discussion and Possible Action on a Request for Proposal for Audit Services for FY 2025 Through FY 2028

Kim Batten, Assistant Town Administrator/Finance Officer, explained the purpose of the request for proposal and elaborated on the process for the Audit. Council Member Bruton asked for clarification on the length of the contract, which Ms. Batten answered. Council Member Bruton then asked about past conversations centered around using the same auditor and whether there were drawbacks to doing so. Mr. Chadwick along with Ms. Batten explained the benefit of using an auditor the Town has used in the past. Mayor Mulhollem entertained a motion to approve the recommended action.

Moved by Council Member Jackson

Seconded by Council Member Castleberry

Approved to Direct Staff to Engage with Dale Place and Scott May to Perform an Audit for the Town for FY 2025 and the Subsequent Four Years.

CARRIED UNANIMOUSLY

[May & Place Proposal for Audit Services](#)

c) Meeting Minutes and Agendas

Council Member Buzzelli expressed his appreciation to Mr. Chadwick for his earlier report on the meeting minutes and elaborated that he felt that Council needed to hold staff accountable. Following Council Member Buzzelli's motion related to meeting minutes, Council debated the benefits and drawbacks of approving the motion. Council Member Bruton spoke in favor of the motion and relayed that she thought the minutes were something important and that voting for the motion showed residents that this was a Council priority. Council Member Castleberry relayed that he was not in favor of the motion due to the short timeframe of the introduction of the motion.

Council Member Buzzelli shared a brief story about a neighbor and their concern for not having access to meeting agendas. Following Council Member Buzzelli's motion related to meeting agendas, Council debated the benefits and drawbacks of approving the motion. Several Council Members spoke in support of the motion and made remarks related to making sure that Council and Staff would be flexible if time constrained items needed to be added to the agenda the day of a meeting.

Moved by Council Member Buzzelli

Seconded by Council Member Jackson

Approved that Meeting Minutes for all Meetings be Released to all those who have Approval Authority of the Meeting Minutes Within One Calendar Week from when the Meeting took place.

Furthermore, Access to Current and Archived Meeting Minutes, in a Searchable PDF Format, is to be Made Available to the Public via a Link

on the Town Website Splash Screen Within One Week of the Minutes Being Approved.

Furthermore, the Time-constrained Requirement for Delivering Meeting Minutes be Entered into the Job Requirements of the Clerk, as Well as the Performance Evaluations of the Clerk and all their Supervisors and that the Change is to be Made Before the Next Regular Meeting.

Furthermore, Meeting Minutes are to be Marked as Draft and Once Voted on and Approved the Draft Marking is to be Replaced with the Marking Approved Along with the Date that they were Approved.

CARRIED 3-1 (Castleberry Opposed)

Moved by Council Member Buzzelli
Seconded by Council Member Jackson

Approved that the Agenda for all Meetings be Released to all those Involved with the Meetings and to the Public at least One Week Before the Meeting takes place.

Furthermore, the Time-constrained Requirement of Delivering the Meeting Agenda be Entered into the Job Requirement of the Clerk, as well as the Performance Evaluations of the Clerk and all their Supervisors. This Change is to be Made Before the Next Regular Meeting.

Furthermore, Access to Current and Archived Agendas is to be Made Available to the Public via a Link on the Town Website Splash Screen.

CARRIED UNANIMOUSLY

8. TOWN ATTORNEY'S REPORT:

- a) **Marcus Burrell, Town Attorney, gave Council a review of what is legally required of the Town with regards to public hearings and public notice during the budget process.**

9. TOWN ADMINISTRATOR'S REPORT:

- a) **Mr. Chadwick commended Marcus Cameron, Chris Allen, and Blake McLean for their hard work in maintaining the baseball fields at the Town Park during the Little League tournament.**

10. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

252 - 254

- a) **Interim Financial Reports for June 2025**

Ms. Batten shared an interim summary for all funds ending June 6, 2025. She shared that we are still operating in the previous fiscal year and that the Town would not have the true numbers for accounts until the Audit is completed. For the actual to date net difference between revenues and expenditures in the General Fund is around \$111,580.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the only transaction for the month is the investment earnings.

Regarding the Park Reserve Fund 31, Ms. Batten mentioned that the only activity has been the investment earnings and the \$0.02 transfer from the taxes. The operating budget for the Park Reserve Fund 31 is \$37,893.

Regarding the Public Safety Reserve Fund 32, Ms. Batten mentioned that the only activity has been investment earnings.

When comparing revenues in June 2024 with June 2025 in the General Fund, Ms. Batten mentioned that we are at around \$2,361,443 less this year. Ms. Batten stated that the expenditures for this year was around \$572,000 less than last year.

[JUNE 6, 2025 - ALL FUNDS](#)

[JUNE 6, 2025 - YTD COMP](#)

11. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

- a) **Jenny Martin, Human Resources Officer/Town Clerk, informed Council that a conditional offer had been made for both the supervisor and athletic aide positions for the Parks and Recreation Department. Ms. Martin then gave an update on the benefits offered for employees and shared that the Town had found a new provider and that she had worked to get everyone enrolled in a timely fashion.**

Mr. King reminded Council about the open application for the available seat on the Planning Board and shared that the Town had received two applications.

12. TOWN PLANNER'S REPORT:

255

a) May Animal Control Stats

Jason Kress, Town Planner, gave a brief update on the frequency of animal control related services for the month of May.

[May Animal Control Report](#)

256

b) June Animal Control Stats

Jason Kress, Town Planner, gave a brief update on the frequency of animal control related services for the month of June.

[June Animal Control Report](#)

c) Code Enforcement Update

Jason Kress, Town Planner, gave a brief update on the frequency of code enforcement related services.

257

d) Planning and Zoning FY25 Year-End Report

Jason Kress, Town Planner, updated Council about the frequency of planning services as well as provided updates to Council about several projects that he has been working on. Council Member Bruton asked Mr. Kress about the timeline for the Comprehensive Land Use Plan and Mr. Kress clarified why the delay has occurred.

[7.14.25 Zoning Permit Report for FY2025](#)

13. PARK AND RECREATION DIRECTOR'S REPORT:

- a) **Chris Allen, Parks and Recreation Director, echoed the support for employees Marcus Cameron and Blake McLean for their hard work in maintaining the baseball fields at the Town Park during the Little League tournament. Mr. Allen informed Council about the**

upcoming registrations for programs offered by the Town. He then answered questions from Council regarding the Little League Tournament and how the Town will handle food truck parking in the future.

14. MAYOR'S REPORT:

- a) Mayor Mullhollem congratulated the Archer Lodge Community Center for a great Family Fun Day on July 5th. Mayor Mullhollem also congratulated Parks and Recreation Staff and the Johnston County Little League for their hard work that went into the successful baseball tournament over the weekend. He then informed residents of the Elderly or Disabled Tax Exclusion form available through Johnston County.
-

15. COUNCIL MEMBERS' REMARKS:

- a) Council Member Wilson expressed his gratitude to Staff for the support they have provided to himself and his wife during their health troubles. He shared some of the health issues he and his wife have been experiencing. Mayor Mulhollem wished Council Member Wilson well and said that he and his wife would be in the thoughts and prayers of Council Members

 - b) Council Member Jackson commended Brad Palmer for his work in the community and for his service as Commander for the Smithfield VFW Post. He then expressed his appreciation for Jason Kress and the hard work he does for the Town.

 - c) Council Member Buzzelli echoed the support for Mr. Kress and Mr. Palmer. He then let residents know about the Archer Lodge Community Center Senior Activities Morning (SAM). Council Member Buzzelli also informed residents about the monthly community dinner at the Archer Lodge Community Center and implored community members to attend.

 - d) Council Member Castleberry expressed gratitude to Parks and Recreation Staff for their hard work in maintaining the baseball fields at the Town park during the Little League Tournament. He then shared with the public that he would be attending the Johnston County Economic Development Advisory Board meeting Wednesday. Council Member Castleberry complimented his wife and thanked her for helping him during his health troubles. Lastly, he shared that the fireworks for the Family Fun Day on July 5th were fantastic and shared that residents from other towns had come to Archer Lodge just to see the fireworks.

 - e) Council Member Bruton expressed gratitude to Parks and Recreation Staff for their hard work in maintaining the baseball fields at the Town Park during the Little League Tournament. She then shared concerns about emails and making sure that emails are up to standards with NC public record laws.
-

16. CLOSED SESSION: § 143-318.11

- a) **Attorney Burrell advised Council to enter into Closed Session as permitted by § 143-318.11(a)(3)(6).**

Moved by Council Member Jackson
Seconded by Council Member Bruton

Approved to Enter into Closed Session at 8:23 p.m.

CARRIED UNANIMOUSLY

17. RETURN TO OPEN SESSION:

- a) **Mayor Mulhollem called for a motion to return to Open Session.**

Moved by Council Member Jackson
Seconded by Council Member Castleberry

Approved to Return to Open Session at 9:31 p.m.

CARRIED UNANIMOUSLY

18. ADJOURNMENT:

- a) **Having no further business, Mayor Mulhollem called for a motion to adjourn.**

Moved by Council Member Jackson
Seconded by Council Member Castleberry

Approved to Adjourn Meeting at 9:31 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Ben King, Deputy Town Clerk



**TOWN OF ARCHER LODGE
RESOLUTION APPROVING LOCAL RECORD
RETENTION AND DISPOSITION SCHEDULES**

WHEREAS, in accordance with N.C. Gen. Stat. § 121-5(c) and § 132-8, the State Archives of North Carolina of the Department of Natural and Cultural Resources has prepared General and Program Records Schedules for Local Government Agencies to use when managing the records in their offices; and

WHEREAS, local governing bodies must approve such schedules before the same may be used to authorize the destruction of public records and must rely on such schedules when making decisions concerning the preservation and disposition of official records; and

WHEREAS, the Town Attorney has reviewed the current General Records Schedules for Local Government Agencies as well as the current Program Records Schedule for Local Government Agencies together with all relevant Amendments thereto and has collaborated with the appropriate town staff to supplement said schedules, where required, with specific agency policies; and

WHEREAS, the result of said collaboration are the retention schedules attached hereto as Exhibit A and Exhibit B, which the Town Attorney recommends this Council adopts; and

WHEREAS, this Council is of the opinion that it is in the best interests of the citizens and residents of The Town of Archer Lodge to approve the retention schedules attached hereto as Exhibit A and Exhibit B.

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the retention schedules attached hereto.

DULY ADOPTED ON THIS 14TH DAY OF JULY 2025 WHILE IN REGULAR SESSION.

ATTEST:

Jenny Martin
Town Clerk

Matthew B. Mulhollem
Mayor

RECORDS RETENTION AND DISPOSITION SCHEDULE

PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

| | |
|---|------|
| Approval | iv |
| Front Matter | |
| Executive Summary | v |
| Legend for Records Schedule | vi |
| Records Retention and Disposition Schedule | |
| Standard 10: Airport Authority Records | 1 |
| Standard 11: Animal Services Records | 3 |
| Standard 12: Code Enforcement and Inspection Records | 5 |
| Standard 13: Emergency Medical Services and Fire Department Records | 12 |
| Standard 14: Parks and Recreation Records | 16 |
| Standard 15: Planning and Regulation of Development Records | 19 |
| Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records | 25 |
| Standard 17: Public Transportation Systems Records | 31 |
| Standard 18: Public Utilities and Environmental/Waste Management Records | 34 |
| Standard 19: Street Maintenance, Public Works, and Engineering Records | 46 |
| Standard 20: Law Enforcement Records (excluding Sheriff's Office) | 53 |
| Standard 21: Tax Records (for municipalities) | 73 |
| Appendix | |
| Managing Public Records in North Carolina | A-1 |
| Audits, Litigation, and Other Official Actions | A-5 |
| Transitory Records | A-6 |
| Destruction of Public Records | A-8 |
| Sample Destructions Log | A-10 |
| Electronic Records: E-mail, Born Digital Records, and Digital Imaging | A-11 |
| Geospatial Records | A-13 |
| Security Preservation Record Copies | A-15 |
| Disaster Assistance | A-17 |
| Staff Training | A-18 |
| Request Forms | |
| Request for Change in Records Schedule | A-19 |
| Request for Disposal of Unscheduled Records | A-20 |
| Request for Disposal of Original Records Duplicated by Electronic Means | A-21 |
| File Plan | A-22 |
| Index | A-23 |

Program Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, N.C. Gen. Stat. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends.*” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends.*” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends.*”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.


Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

² Ibid.

APPROVAL RECOMMENDED


Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

County/Municipality: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the *General Records Schedule: Local Government Agencies* and, therefore, are not listed separately here.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.
- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) (page A-19) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or Includes confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page A-5.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 10: PROGRAM OPERATIONAL RECORDS – AIRPORT AUTHORITY RECORDS**

Official records and materials created and accumulated incidental to the operation of a county or municipal airport.

| ITEM # | STANDARD 10: AIRPORT AUTHORITY RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 10.01 | ACCESS CONTROL RECORDS Records concerning employee or contractor access to facilities or resources. | Destroy in office 1 year after expiration. | |
| 10.02 | AIR SPACE CONSTRUCTION Applications to construct structures which may obstruct flight space. Includes correspondence and related records. | Destroy in office after 5 years. | |
| 10.03 | AIRFIELD INSPECTION Records concerning airfield inspections on runway conditions, fueling agents, fire and rescue facilities, ground vehicle control and other airport condition information. | Destroy in office after 1 year. | Authority/Retention: 14 CFR 139.301 |
| 10.04 | AIRPORT MASTER RECORD Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports. | Destroy in office when superseded or obsolete. | |

10: Airport Authority

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 10: AIRPORT AUTHORITY RECORDS | | |
|--------|---|---------------------------------|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 10.05 | LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS Records documenting local government and airport authority land use and development planning. | Retain in office permanently. | |
| 10.06 | RADIO LOGS Records of radio calls received and placed. | Destroy in office after 1 year. | |

10: Airport Authority

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 11: PROGRAM OPERATIONAL RECORDS – ANIMAL SERVICES RECORDS**

Records created and received during the conduct of animal services programs.

NOTE: Some records are covered by General Records Schedule: Local Government Agencies and, therefore, are not listed separately here. See Reference (Reading) File and Reports and Studies (Administration and Management Records).



| ITEM # | STANDARD 11: ANIMAL SERVICES RECORDS | | |
|--------|--|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 11.01 | ANIMAL ABUSE AND CRUELTY RECORDS Includes complaints, citations and/or compliance orders, and other related records. | Destroy in office after 5 years.* | See G.S. 14-360 for definition of animal cruelty. |
| 11.02 | ANIMAL COMPLAINT RECORDS Includes complaints of animal nuisances. | Destroy in office after 3 years.* | |
| 11.03 | ANIMAL CONTROL RECORDS Records of animal control calls. Includes information regarding animal bites, animals received from residents, strays caught, animals taken to shelter or returned to owner, use of tranquilizer guns, and other related records. Also includes citations and/or compliance orders issued to animal owners for violations of government ordinances. | a) Destroy in office records concerning dangerous animals when known dead or after 10 years. b) Destroy in office animal control citations and compliance orders after 3 years.* c) Destroy in office remaining records after 1 year. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 11: ANIMAL SERVICES RECORDS | | |
|--|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 11.04  | ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals. Includes owner and animal information and record of fees paid. | Destroy in office after 3 years.* | Confidentiality: G.S. 132-1.2 (2) |
| 11.05  | ANIMAL SHELTER RECORDS Records of animals impounded at the shelter, including date of impoundment, length of impoundment, disposition of animal, and any other information required by rules adopted by the State Board of Agriculture. Also includes certificates of animal release (e.g., adoption, reclaim, transfer, return to field) and owner contact records. | Destroy in office 3 years after date of impoundment. | Authority/Retention: G.S. 19A-32.1(j) Confidentiality (for specific counties): G.S. 132-1.15 |
| 11.06 | CONTROLLED SUBSTANCE EUTHANASIA LOG Includes amount of controlled substances used. | Destroy in office after 2 years. | Retention: 21 CFR 1304.04 |
| 11.07 | HISTORIES OF PET OWNERS Records concerning information for each animal owner who violates government ordinances. Includes complaint forms and other related records. | Destroy in office after 3 years.* | |
| 11.08 | RABIES VACCINATION RECORDS Includes rabies vaccination certificates submitted to agency by area veterinarians. | Destroy in office after 3 years. | Authority: G.S. 130A-189 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



STANDARD 12: PROGRAM OPERATIONAL RECORDS – CODE ENFORCEMENT AND INSPECTION RECORDS

Official records and materials created and accumulated during the conduct of local government code enforcement and inspection programs.

NOTE: Some records are covered by the General Records Schedule: Local Government Agencies and, therefore, are not listed separately here.

| ITEM # | STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS | | |
|--------|--|---|-------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 12.01 | AIR POLLUTION SOURCE INFORMATION Includes records for facilities which are no longer operational. | Destroy in office after 2 years.* | |
| 12.02 |  BLUEPRINTS AND SPECIFICATIONS Records concerning blueprints and specifications of local government owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. Includes as-built plans and related records concerning approved changes or used in determining code compliance and enforcement of building code. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | a) Retain agency blueprints and specifications for life of structure. b) Destroy in office commercial blueprints and specifications 1 year after completion of project. c) Destroy in office residential blueprints and specifications when reference value ends.± Agency Policy: Destroy in office after <u>7 years</u> | Confidentiality: G.S. 132-1.7 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 12.03 | <p>BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS Records documenting applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Includes permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, correspondence (including e-mail), and contractor change forms.</p> | <p>a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive).</p> <p>b) Destroy in office Certificate of Occupancy 6 years after permit is expired.</p> <p>c) Destroy in office remaining records, including applications for which a permit was never issued, when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>90 Days</u></p> | |
| 12.04 | <p>CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS Records concerning decontamination compliance.</p> | Destroy in office 3 years after documented decontamination is complete. | |
| 12.05 | <p>DROUGHT CONTINGENCY PLANS Includes water conservation plans in the event of a drought.</p> | Destroy in office when superseded or obsolete. | |
| 12.06 | <p>EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES Includes settled legal matters and penalties.</p> <p>SEE ALSO: Violations: Building and Housing, below.</p> | Destroy in office 6 years after settlement.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 12.07 | EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans as well as revisions and addenda. | a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years. | |
| 12.08 | EXEMPTION (VARIANCE) RECORDS Records concerning exemptions and variances concerned with the installation of water, sewer, gas, or electric lines. | a) Destroy in office 5 years after expiration.* b) Destroy in office records for which an exemption or variance was not issued after 3 years. | Retention: 40 CFR 141.33 15A NCAC 18C .1526 |
| 12.09 | GOING-OUT-OF-BUSINESS LICENSES Records concerning licenses granted to business to hold going out of business, water and smoke damage, and distress sales. | Destroy in office 1 year expiration. | |
| 12.10 | GROUNDWATER MONITORING RECORDS Includes all groundwater monitoring wells and associated groundwater surface elevations. | Destroy in office after 5 years.* | Authority: 15 NCAC 2C .0100 |
| 12.11 | ILLEGAL DUMPING FILE Records concerning illegal dumping complaints received. SEE ALSO: Violations: Solid Waste Management, below. | Destroy in office after 5 years.* | |
| 12.12 | INSPECTIONS Inspections conducted by local government agencies concerning enforcement of state and local laws, codes, and ordinances. | Destroy in office after 6 years.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS | | |
|--------|--|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 12.13 | LEAD AND COPPER COMPLIANCE RECORDS Includes all monitoring records required by federal, state, and local regulations. | Destroy in office after 12 years.* | Retention: 40 CFR 141.91 |
| 12.14 | LANDFILL TONNAGE AND COST FILE | Destroy in office after the 5 year reporting period is complete. | |
| 12.15 | PERMITS: CONSTRUCTION Records documenting applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Miscellaneous (Non-Building) Applications, Licenses, and Permits (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>90 Days</u> | |
| 12.16 |  PERMITS: PUBLIC UTILITIES PROJECTS Records documenting permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits. | a) Retain in office approval letters and supporting documentation permanently. b) Destroy in office permits 6 years after expiration, cancellation, revocation, or denial.* | Authority: 40 CFR 122.28 15A NCAC 18C .0300 Confidentiality: 15A NCAC 02H .0115 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 12.17 | RECREATIONAL VEHICLE REGISTRATION RECORDS Records concerning issuance of registrations/decals for recreational vehicles. Includes, but is not limited to, golf carts, canoes, and mopeds as well as proof of insurance and renewals. | Destroy in office 1 year after expiration.* | |
| 12.18 | UNSAFE BUILDINGS FILE Records documenting inspections and notifications to owners of unsafe conditions relative to a particular structure. SEE ALSO: Violations: Building and Housing, below. | Destroy in office after 6 years provided all issues have been resolved.* | |
| 12.19 | VALVE OPERATION FILE | Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>obsolete or superseded</u> | |
| 12.20 | VIOLATIONS: BUILDING AND HOUSING Records documenting violations of building and fire code, minimum housing, and erosion and sediment control. Includes complaints, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. SEE ALSO: Water Analysis, below. | a) Destroy building code violations in office 6 years after verification of correction. b) Destroy remaining records in office 3 years after verification of correction.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS | | |
|--------|---|--|---------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 12.21 | VIOLATIONS: SOLID WASTE MANAGEMENT Includes complaints, notices of violations, citations, investigation records, court documents, and other related records issued by solid waste environmental enforcement programs. | Destroy in office 7 years after resolution of case.* | |
| 12.22 | VIOLATIONS: WATER CONSERVATION Records concerning notices of water conservation violations. | Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>1 year</u> | |
| 12.23 | WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS | Destroy in office after 5 years.* | Authority: 15A NCAC 2B .0505 |
| 12.24 | WASTEWATER QUALITY ANALYSIS RECORDS | a) Destroy in office analysis reports after 3 years.* b) Destroy in office monitoring and calculation sheets after 1 year.* | Authority: 15A NCAC 2B .0505 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 12.25 | <p>WATER ANALYSIS Records concerning bacteriological, chemical, radiological, and physical analyses and climatological observations as well as records of actions taken to correct violations.</p> <p>SEE ALSO: Violations: Building and Housing and Violations: Water Conservations, above.</p> | <p>a) Destroy in office records of chemical and radiological analysis after 10 years.</p> <p>b) Destroy in office records of bacteriological and turbidity analysis after 5 years.</p> <p>c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken.</p> <p>d) Destroy in office remaining records after 5 years.</p> | <p>Retention: 40 CFR 141.33 15A NCAC 18C .1526</p> |
| 12.26 | <p>WATER SYSTEM OPERATIONS RECORDS Records concerning the operations of water supply, treatment, distribution, and collection. Includes backflow prevention reports, flow reports, capacity studies, pump station reports, and similar records that summarize</p> | <p>Destroy in office after 10 years.</p> | <p>Retention: 40 CFR 141.33 15A NCAC 18C .1526</p> |
| 12.27 | <p>WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE</p> | <p>Destroy in office after 5 years.*</p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.



± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 13: PROGRAM OPERATIONAL RECORDS – EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS**

Official records documenting the primary functions of emergency services programs and fire departments.

Footage from body-worn cameras is scheduled by the content captured or the purpose of the footage rather than by its format. Recordings may fit under FIRE INVESTIGATION CASE FILES, DISPATCH RECORDS AND RECORDINGS, PUBLICITY RECORDS (General Schedule), TRAINING AND EDUCATIONAL RECORDS (General Schedule), and other items as appropriate. Footage is only confidential if it fits within an item where confidentiality is conferred by state or federal statute.


| ITEM # | STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS | | |
|--|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 13.01  | 911 COMMUNICATION RECORDS AND RECORDINGS Records documenting any communications made by the public with 911. Includes transcripts and recordings of 911 calls received, transcripts of text messages received by 911, and computer-aided dispatch (CAD) reports. SEE ALSO: Dispatch Records and Recordings, below AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS) | Destroy in office after 30 days, if not made part of a case file.* | Confidentiality: G.S. 132-1.5 G.S. 132-1.4(c)(4) Retention: G.S. 132-1.4(i) |
| 13.02  | AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR) Records concerning equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc. | a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy original in office after 3 years.* | Confidentiality: G.S. 130A-12 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 13.03 | BUILDING AND FIRE SAFETY SYSTEM PLANS Records concerning plans and fire safety systems of commercial, industrial, and government-owned properties. | Destroy in office when superseded or obsolete. | |
| 13.04 |  DISPATCH RECORDS AND RECORDINGS Records and recordings concerning activities during an emergency services dispatch. Includes company run reports and fire journals as well as ambulance dispatch and service run records. Also includes footage from body-worn cameras of EMS and Fire Department personnel when responding to an emergency if not otherwise included in a separate item. SEE ALSO: 911 Communication Records and Recordings, above AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS). | Destroy in office after 30 days, if not made part of a case file.* | Confidentiality: G.S. 132-1.4 G.S. 143-518 45 CFR 164.501 42 U.S.C. 1395x |
| 13.05 | FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE Records documenting licenses and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems. | Destroy in office when superseded or obsolete. | |
| 13.06 | FIRE DISPATCH FILE Records concerning fire dispatch zones. Includes maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material. | Destroy in office when superseded or obsolete. | |


13: EMS & Fire Department

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS | | |
|--------|--|--|---------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 13.07 | <p>FIRE INVESTIGATION CASE FILES Records concerning investigations of fire. Includes reports, photographs, evidence, and other related records.</p> <p> SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Case File: Felonies AND Case File: Misdemeanors (STANDARD 20: LAW ENFORCEMENT RECORDS).</p> | <p>a) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.*</p> <p>b) Destroy in office after 10 years when arson is involved.*</p> <p>c) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs.*</p> | Confidentiality: G.S. 132-1.4 |
| 13.08 | <p>FIRE SAFETY INSPECTIONS AND PERMITS Records documenting inspections of and permits issued for fire protection measures and procedures for systems and buildings.</p> | <p>a) Destroy in office inspections with no defects after 3 years.</p> <p>b) Destroy in office inspections with noted defects 3 years after defects are corrected.*</p> <p>c) Destroy in office permits 3 years after expiration.</p> | |
| 13.09 | <p>NORTH CAROLINA FIRE INCIDENT REPORT Includes report required by state statute to document certain fire incidents.</p> <p><i>For retention of copies of fire incident reports filed with other agencies, see: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Reports (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</i></p> | Retain original report permanently. | Authority/Retention: G.S. 58-79-45 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS | | |
|--|--|-----------------------------------|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 13.10  | PHARMACEUTICAL AND NARCOTICS RECORDS Records documenting the administration of pharmaceuticals and narcotics to patients as required by the Drug Enforcement Agency. | Destroy in office after 3 years.* | Authority: 21 CFR 1310.03 Confidentiality: G.S. 130A-12 Retention: 21 CFR 1310.04 |

13: EMS & Fire Department

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



STANDARD 14: PROGRAM OPERATIONAL RECORDS – PARKS AND RECREATION RECORDS

Records created and received by Parks and Recreation departments.


| ITEM # | STANDARD 14: PARKS AND RECREATION RECORDS | | |
|--------|--|-----------------------------------|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 14.01 | <p>ADMISSION RECORDS Records of admissions to parks or recreation facilities.</p> | Destroy in office after 3 years.* | |
| 14.02 | <p>CITATIONS RECORDS Citations issued by park personnel to persons who violate park rules and regulations.</p> | Destroy in office after 2 years. | |
| 14.03 | <p>OFFICIALS FILE Records concerning individuals who officiate games. Includes schedule and correspondence (including e-mail).</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) or Seasonal and Contract Worker Records (STANDARD 4: HUMAN RESOURCES RECORDS) for disposition of payment records.</p> | Destroy in office after 3 years. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 14: PARKS AND RECREATION RECORDS | | |
|--------|--|--|-----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 14.04 | <p>PARKS PLANNING FILE Records concerning master plans and working plans for each park property and recreational facility which show layout, topography, and proposed developments and improvements. Includes drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS) AND GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Parks (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS (GIS) RECORDS).</p> | <p>a) If an element of the Strategic Plan, destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>Strategic Plan is approved</u></p> <p>b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.</p> | |
| 14.05 | <p>POOL RECORDS Records concerning monthly reports indicating operational data, chemicals used, chlorination levels and other information relating to pool construction, maintenance, and health and safety.</p> | Destroy in office after 1 year. | |
| 14.06 | <p>RECREATION PROGRAMS Records concerning athletic and recreation programs. Includes staff notes, lesson plans, course descriptions, instruction manuals, schedules, team rosters, reservation records, copies of receipts for fees paid, age verification records, and concession operators list.</p>  | <p>a) Destroy in office program records after 3 years.</p> <p>b) Destroy age verification records when reference value ends.± Agency Policy: Destroy in office after <u>60 Days</u></p> | Confidentiality: G.S. 132-1.12 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 14: PARKS AND RECREATION RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 14.07 | TICKET STUBS | Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>1 Week</u> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



STANDARD 15: PROGRAM OPERATIONAL RECORDS – PLANNING AND REGULATION OF DEVELOPMENT RECORDS

Official records and materials created and accumulated during the conduct of local government planning, regulation of development, and zoning programs.

Community Development Block Grants (CDBG) records are found in Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records.

NOTE: Some records are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here.

| ITEM # | STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS | | |
|--------|---|---|----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 15.01 | BOARD OF ADJUSTMENT CASE FILES AND INDEXES Cases submitted to the board requesting variances from current zoning ordinances. Includes indexes to cases reviewed by the board. | a) Retain indices in office permanently. b) Destroy in office case files after 6 years.* | Retention: G.S. 1-50(5) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS | | |
|--------|--|---|-------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 15.02 | <p>CERTIFICATES OF APPROPRIATENESS Certificates submitted by the Historic Preservation Commission allowing alterations to exterior portions of building and structures on or within historic landmarks and districts. Includes applications and other related records.</p> | <p>a) Retain in office certificates for life of structure and then destroy.</p> <p>b) Destroy in office denied applications when reference value ends. ± Agency Policy: Destroy in office after <u>90 Days</u></p> <p>c) Destroy in office remaining records when reference value ends. ± Agency Policy: Destroy in office after <u>90 Days</u></p> | Authority: G.S. 160A-400.9 |
| 15.03 | <p>COMPREHENSIVE PLAN AND AMENDMENTS Official copies of comprehensive plan and all background surveys, studies, reports, draft versions of plans, and supporting documentation.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Retain in office permanently adopted plan and amendments.</p> <p>b) Destroy in office remaining records 3 years after adoption of plan.</p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS | | |
|--------|---|--|------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 15.04 | CONDITIONAL USE PERMIT RECORDS AND INDEX Records concerning applications for conditional use permits. Permits allow for the construction of buildings, on the condition that impacts on neighborhoods are mitigated. Includes original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence (including e-mail). Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment. | a) Destroy in office 3 years after discontinuance of use. b) Destroy in office applications for which a permit was never issued when reference value ends. ± Agency Policy: Destroy in office after <u>90 Days</u> | |
| 15.05 | DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC. | a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>filed with appropriate agency</u> | Authority: G.S. 47C-2-103 |
| 15.06 | ENVIRONMENTAL IMPACT STUDIES Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials. | Retain in office permanently. | |
| 15.07 | OPEN SPACE CLASSIFICATION CASE FILE | Retain in office permanently. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS | | |
|--------|---|---|----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 15.08 | PERMITS: TEMPORARY MANUFACTURED HOME Records created to temporarily authorize the location of a manufactured home on the same lot as a single family residence. | Destroy in office 6 years after permit expires. | Retention: G.S. 1-50(5) |
| 15.09 | PERMITS: ZONING COMPLIANCE For residential uses, non-residential uses, and accessory structures. | a) Retain in office permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently. b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry. c) Destroy in office any other permits and related records 6 years after last entry. | Retention: G.S. 1-50(5) |
| 15.10 | PETITION & REGULATION RECORDS | Destroy in office after 5 years.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS | | |
|--------|---|--|----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 15.11 | <p>PLANNING REVIEW CASE FILE For required review of site plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, municipal or county planning action, or other required review; including, but not limited to, maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence (including e-mail), and record of final determination.</p> | <p>a) Retain plan reviews and related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently.</p> <p>b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry.</p> <p>c) Destroy in office any other mandatory reviews and related records 6 years after last entry.</p> | Retention: G.S. 1-50(c) |
| 15.12 | <p>REZONING RECORDS AND INDEXES Records concerning applications to rezone property within the county or municipality. Includes original applications, review forms, maps of areas involved, copies of investigative reports, copies of relevant planning board minutes, notices of hearings, and development agreements.</p> | Retain in office permanently. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS | | |
|--------|--|---|----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 15.13 | <p>SUBDIVISION RECORDS Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. Also includes preliminary subdivision and group development site plans.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Plats (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS RECORDS).</p> | <p>a) If not filed in Register of Deeds or similar agency, retain in office permanently.</p> <p>b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± <div style="text-align: center;">filed with appropriate agency</div> Agency Policy: Destroy in office after <u>appropriate agency</u></p> | |
| 15.14 | <p>VARIANCES Includes zoning variances, watershed variances, and subdivision variances.</p> | Retain official copies permanently in the minutes of the Board of Adjustment or other governing body. | |
| 15.15 | <p>VIOLATIONS: ZONING Records concerning notices of zoning violations.</p> | Destroy in office after 6 years.* | Retention: G.S. 1-50(5) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



STANDARD 16: PROGRAM OPERATIONAL RECORDS – PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS

Official records and materials created and received by public housing authorities, redevelopment commissions, and entitlement communities operated by local government agencies. Where there is a local funding match required to qualify for grant programs, all records should be retained according to the grant requirements listed below.

NOTES: Some records, such as those for Section 8 assistance, are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here. See Bond Closing Records (Budget, Fiscal, and Payroll Records), Grants (Administration and Management Records), and Grants: Financial (Budget, Fiscal, and Payroll Records). 24 CFR Parts 50-58 lay out the environmental review responsibilities of entities but do not establish specific retention requirements, so these records should be handled in accordance with the requirements of the funding source.

| ITEM # | STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 16.01 | <p>APPRAISAL PROJECT FILE Evaluations of properties and structures within proposed projects. File includes financial assessments of the worth of real estate and building within proposed project areas. File may also include assessments of architectural and historical significance and condition of the involved structures and real estate.</p> | <p>a) Retain records with historical value permanently. b) Destroy in office remaining records 5 years after completion of abandonment of project.*</p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 16.02 | <p>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS Records concerning the administration of projects funded under the Community Development Block Grant (CDBG) program, including both direct grants and regrants. Includes applications, reports, audits, certificates, maps, and other related records.</p> | <p>a) Retain records with historical value permanently. b) Destroy in office rejected applications after 1 year. c) Destroy in office remaining records 4 years after execution of the closeout agreement for the grant.</p> | Retention: 24 CFR 570 |
| 16.03 | <p>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: OUTSTANDING LOAN BALANCES Records concerning individual activities under the Community Development Block Grant (CDBG) program for which there are outstanding loan balances, other receivables, or contingent liabilities. Includes reports, audits, and other related records.</p> | <p>a) For recipients, destroy in office 3 years after the receivables or liabilities have been satisfied. b) For subrecipients, destroy in office after such receivables or liabilities have been satisfied.</p> | Retention: 24 CFR 570.502(a)(7)(i)(B) |
| 16.04 | <p>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY Records concerning real property which was acquired or improved in whole or in part using Community Development Block Grant (CDBG) funds. Includes reports, audits, and other related records.</p> | <p>a) For recipients, destroy in office 3 years after these provisions no longer apply to the activity. b) For subrecipients, destroy in office when these provisions no longer apply to the activity.</p> | Authority: 24 CFR 570.503(b)(7) 24 CFR 570.505 Retention: 24 CFR 570.502(a)(7)(i)(B) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS | | |
|--------|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 16.05 | CONTINUUM OF CARE RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes required Federal compliance records, program records, financial records, and other related records. | a) Destroy in office records documenting the acquisition, new construction, or rehabilitation of a project site 15 years after the date site is first occupied/used. b) Destroy in office program participant records 5 years after the expenditure of all funds from the grant under which the program participant was served. c) Destroy in office all remaining records after 5 years. | Retention: 24 CFR 578.103(c) |
| 16.06 |  CRIMINAL RECORDS CHECKS Records received by the local agency to screen applicants for admission to covered housing programs and for lease enforcement or eviction. | Destroy in office once the purpose for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation. | Confidentiality/ Retention: 24 CFR 5.903(g) 24 CFR 5.905(c) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 16.07 | EMERGENCY SOLUTIONS GRANTS (ESG) RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes case management records for program participants, required federal compliance records, program records, financial records, and other related records.  | a) Destroy records supporting the expenditure of federal funds passed through NC Department of Health and Human Services (DHHS) on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records documenting renovation of an emergency shelter 10 years after the date that ESG funds are first obligated for the renovation. c) Destroy in office participant records 5 years after the expenditure of all funds from the grant under which the program participant was served. d) Destroy in office all remaining records after 5 years. | Confidentiality: 24 CFR 576.500(x) Retention: 24 CFR 576.500(y) |
| 16.08 | FAÇADE PROJECT FILES Records documenting the re-granting of funds received by the agency to restore exteriors of architecturally important structures in project areas. Includes contracts, photographs, and correspondence. | Retain in office permanently. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS | | |
|--------|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 16.09 | <p>HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes records concerning designation as a participating jurisdiction, program records, project records, Community Housing Development Organizations records, financial records, program administration records, records concerning other federal requirements, and other related records.</p> | <p>a) Destroy in office rental assistance records 5 years after termination of assistance.* b) Destroy in office written agreements 5 years after termination.* c) Destroy in office 5 years after the affordability period terminates records of individual tenant income verifications, projects rents and inspections, and documents imposing recapture/resale restrictions. d) Destroy in office records covering displacements and acquisition 5 years after final payment.* e) Destroy in office remaining records after 5 years.*</p> | Authority/Retention: 24 CFR 92.508 |
| 16.10 | <p>HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes verifications of disability, grant agreements, performance reports, and other related records.</p> | Destroy in office 5 years after the end of the grant term. | Retention: 24 CFR 582.301(c) 24 CFR 583.305(c) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 16.11 | HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes grant agreements, performance reports, and other related records. | Destroy in office after 5 years. | Authority/Retention: 24 CFR 574 24 CFR 5.106(d) |
| 16.12 | LANDLORD MONITORING RECORDS Records documenting monitoring of landlords of properties used in affordable or subsidized housing programs. Includes certifications and forms and other compliance-related records. | Destroy in office after 5 years. | |
| 16.13 | REDEVELOPMENT PLANS Records concerning redevelopment projects. Includes documentation of the review and certification process. | a) Retain in office permanently records concerning approved redevelopment projects. b) Destroy in office remaining records 2 years after rejection. | |

16: Public Housing

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



STANDARD 17: PROGRAM OPERATIONAL RECORDS – PUBLIC TRANSPORTATION SYSTEMS RECORDS

Records received and created by area transit systems and authorities necessary to meet all statutory requirements.

NOTE: Some records are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here.

Comply with requirements of the Federal Transit Administration’s **Best Practice Procurement Manual**, Master Agreement MA(11) Section 8 manual.

| ITEM # | STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS | | |
|--------|--|-----------------------------------|-----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 17.01 | AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS Includes driver’s daily assignments, dispatch records, logs of passenger pick-ups and drop-offs, manifests, trip requests, and appeal forms. | Destroy in office after 5 years.* | Authority: 2 CFR 200.333 |
| 17.02 | AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS Vouchers submitted by private transportation companies for reimbursement for alternative transportation of public transit clients. | Destroy in office after 5 years.* | Authority: 2 CFR 200.333 |
| 17.03 | AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS | Destroy in office after 1 year. | Authority: 2 CFR 200.333 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS | | |
|--------|--|--|-----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 17.04 | APPLICATIONS FOR ART-IN-TRANSIT Applications and supporting documentation submitted by regional and national artists for exhibit on agency property. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 years after project end</u> | |
| 17.05 | APPLICATIONS FOR DISCOUNT PASSES Applications, certificates of disability, and supporting documentation used to apply for discount passes. | Destroy in office 3 years after service is terminated or denied. | |
| 17.06 | APPLICATIONS FOR TRANSIT SERVICE Includes customer applications, eligibility assessment records, correspondence (including e-mail), health information, riders' guides, and related records. | Destroy in office 3 years after service is terminated or denied. | |
| 17.07 | CUSTOMER (RIDER) IDENTIFICATION RECORDS Records concerning customer identification, approvals, denials, and related information. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u> | |
| 17.08 | DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS Includes company's articles of incorporation, financial statements, signed affidavits, letters of reference, declarations, Federal Schedule A or B, and related correspondence (including e-mail). | a) Destroy in office company-specific records 5 years after company is removed from certified list. b) Destroy in office related DBE program records, including Federal Transit Administration reports, 5 years from date record was created. | Authority: 2 CFR 200.333 |
| 17.09 | OPERATOR SHIFT INSPECTION RECORDS Reports and similar records of operator's inspections of vehicle at the beginning and end of shift. | Destroy in office after 5 years. | Authority: 2 CFR 200.333 |

17: Public Transportation

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 17.10 | ROUTE HISTORY RECORDS Includes descriptions of routes, bus stops, passenger lists, and other related records. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u> | |
| 17.11 | SEAT BELT AND RESTRAINT SYSTEM RECORDS Records concerning the use and installation of seat belts and other restraint systems in vehicles. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>Retain for the life of the vehicle</u> | |
| 17.12 | TRANSIT SCHEDULES Printed route schedules and related information used to generate schedules. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 year after route change</u> | |
| 17.13 | VANPOOL DRIVER APPLICATIONS Applications and supporting records submitted by persons operating vanpool vehicles. | a) Destroy in office accepted applications 3 years after person leaves program. b) Destroy in office applications for persons not accepted for program after 1 year. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 18: PROGRAM OPERATIONAL RECORDS – PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS**

Official records and materials created and accumulated for use by municipal and county sanitation, water, sewage, electrical, and gas operations. Also contains environmental management records accumulated for use by erosion and sediment control, flood control, and monitoring of pollution. Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public infrastructure detailed plans and drawings.

| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|--|--|-----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.01 | ENVIRONMENTAL: COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>Strategic Plan is approved</u> b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete. | Authority: G.S. 130A-309.09A |
| 18.02 | ENVIRONMENTAL: CUSTOMER USAGE RECORDS Includes reports, plans or similar records submitted by industrial users or publicly-owned treatment works concerning intended or actual use of the wastewater treatment system. | Destroy in office after 3 years.* | Retention: 40 CFR 403.12(o)(3) |
| 18.03 | ENVIRONMENTAL: DAILY DISPOSAL TICKETS Record and/or receipts concerning the disposal of materials at the landfill. | Destroy in office after 3 years.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.04 | ENVIRONMENTAL: DISCHARGE MONITORING REPORTS Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System (NPDES) permits. | a) Destroy in office NPDES reports 5 years from date of submission.* b) Destroy in office annual reports 5 years from date of submission.* c) Destroy in office daily reports after 3 years. | Retention: 40 CFR 122.41(3)(j)(2) 15A NCAC 2B .0506 |
| 18.05 | ENVIRONMENTAL: LANDFILL MONITORING REPORTS Gas and groundwater monitoring records and reports. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | a) Retain official reports permanently. b) Destroy in office remaining records after 3 years. | Retention: 15A NCAC 13B .1626(10) |
| 18.06 | ENVIRONMENTAL: LANDFILL OPERATIONAL PLAN Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law. | Destroy when superseded or obsolete.* | Authority: G.S. 130A-309.09D |

18: Public Utilities and Environmental/Waste

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|--|---|--------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.07 | ENVIRONMENTAL: LANDFILL PERMITS Permits and related records of landfills owned or operated by agency. Includes amendments and hazardous waste management permits. | a) Retain construction and operation permit for life of system and then destroy. b) Destroy in office all other permits and related records after the 5-year reporting period is complete. | Retention: G.S. 130A-294 (b1) (4) |
| 18.08 | ENVIRONMENTAL: NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE Notices issued by agency concerning improper non-stormwater discharge or disposal. Includes improper disposal of waste or products, chlorinated pool discharge, vehicle maintenance facility runoff, food service waste, and other unregulated commercial and industrial discharges. | Destroy in office one year after resolution. | |
| 18.09 | ENVIRONMENTAL: OUTSIDE WASTE CLEARANCE RECORDS Records allowing parties outside the operator's jurisdiction to dispose of waste at landfill. | Destroy in office 3 years after expiration of agreement. | |
| 18.10 | ENVIRONMENTAL: REPORTS SUBMITTED TO U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) | Destroy in office after 2 years.* | |
| 18.11 | EROSION CONTROL: EROSION AND SEDIMENT AFFIDAVITS Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards. | Destroy in office after 6 years. | |

18: Public Utilities and Environmental/Waste

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|---|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.12 | EROSION CONTROL: EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS | Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>3</u> years | |
| 18.13 | EROSION CONTROL: EROSION AND SEDIMENT CONTROL INSPECTIONS Inspections conducted by agency. Includes inspection requests, notices of violations, denial reports, sketches, plans, correspondence (including e-mail), and similar records concerning the construction, modification or demolition of existing and new roads and construction sites. | Destroy in office 6 years after final site inspection.* | |
| 18.14 | EROSION CONTROL: EROSION AND SEDIMENT CONTROL PERMITS Records concerning permits, including permit logs, issued for site construction. | a) Destroy in office records concerning approved permits 3 years after expiration of permit. b) Destroy in office non-approved permits after 3 years. | |
| 18.15 | EROSION CONTROL: EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans submitted to agency. Includes revisions, addendums, and records delineating who is financially responsible for the project. | a) Destroy approved plans in office 3 years after expiration. b) Destroy non-approved plans after 3 years. | Authority: 15A NCAC 04B .0118 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES





| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.16 | <p>EROSION CONTROL: TROUT BUFFER VARIANCES Includes denials and waivers.</p> <p>SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Variances (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).</p> | <p>a) Destroy in office 6 years after approval of permit.</p> <p>b) Destroy in office after 3 years plans for which a permit was not issued.</p> | <p>Authority: 15A NCAC 04B .0125</p> |
| 18.17 | <p>FLOOD CONTROL: FLOOD CERTIFICATIONS Records concerning lot reviews for construction projects submitted to agency.</p> <p>SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Permits: Zoning Compliance (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).</p> | <p>Destroy in office when superseded or obsolete.</p> | |
| 18.18 | <p>FLOOD CONTROL: FLOOD STUDIES Reviews of stream crossings for construction projects submitted to agency.</p> | <p>Retain in office for life of structure and then destroy.*</p> | |
| 18.19 | <p>UTILITIES: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS Records concerning water distribution and treatment.</p> | <p>a) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.*</p> <p>b) Destroy in office records concerning the operation of water treatment facilities after 3 years.*</p> | <p>Authority: 15A NCAC 18C .1301</p> |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--|--|---|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.20  | <p>UTILITIES: ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS Includes authorizations to construct, building plans, and specifications of privately owned utilities.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>Strategic Plan is approved</u></p> <p>b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.</p> | Confidentiality: G.S. 132-1.7 |
| 18.21 | <p>UTILITIES: ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute and issued by agency.</p> | <p>a) Destroy in office permits 5 years after expiration, cancellation, revocation or denial.*</p> <p>b) Retain approval letters and supporting documentation permanently.</p> | |
| 18.22 | <p>UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS Records documenting installation, location, specifications, and maintenance history of meters, lines, pipes, pumps, and similar system equipment.</p> | Destroy in office 3 years after equipment is no longer owned and/or operational. | |
| 18.23  | <p>UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | Retain in office for life of system and then destroy. | Confidentiality: G.S. 132-1.7 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.24 | UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS | a) Retain project pre-approval and final approval letters for life of system and then destroy. b) Destroy in office remaining records 5 years after project is completed. | |
| 18.25 | UTILITIES: LANDLORD AGREEMENTS Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property. | Destroy in office 3 years after expiration of agreement. | |
| 18.26 |  UTILITIES: MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS) Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, etc., throughout the system. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps, All Other (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS). | Retain for life of system and then destroy. | Authority: 15A NCAC 18C .0300 Confidentiality: G.S. 132-1.7 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.27 | UTILITIES: METER INSTALLATION, TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS) Includes records concerning the installation or planned installation of meters and connecting any facility to utility system owned or operated by the agency. | a) Destroy in office records verifying installation of meter 3 years after equipment is no longer owned and/or operational. b) Destroy in office notice to property owners of approval of utility installation after 2 years. c) Destroy in office remaining records after reference value ends.± Agency Policy: Destroy in office after <u>1 year</u> | |
| 18.28 | UTILITIES: PUBLIC UTILITIES INSPECTION FORMS Records relating to the inspection of sanitation, electric, water, gas and sewer utilities submitted to or conducted by agency. | Destroy in office when superseded or obsolete. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--|---|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.29  | UTILITIES: PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS Includes records documenting installation, authorizations to construct, building plans, location, specifications, and maintenance history, for hydrants, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records. | a) Retain in office as built plans and specifications for life of system and then destroy. b) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. c) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred. d) Destroy in office background surveys, studies, reports, drafts, and other records when superseded or obsolete. | Authority: 15A NCAC 18C .0300 15A NCAC 2H .0115 Confidentiality: G.S. 132-1.7 |
| 18.30 | UTILITIES: RECYCLING WATER RECORDS Backwash recycling groundwater records. | Destroy in office when superseded or obsolete. | Authority: 40 CFR 141.76(d) |
| 18.31 | UTILITIES: SERVICE INTERRUPTION RECORDS Includes reports, logs, or similar records documenting service interruptions. | Destroy in office after 3 years.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.32 | UTILITIES: TAP AND HOOK UP RECORDS Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps. | a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office denied applications and remaining records when reference value ends. ± Agency Policy: Destroy in office after <u>90 days</u> | Confidentiality: G.S. 132-1.1(c) |
| 18.33 | UTILITIES: WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute for systems owned or operated by agency. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits. | a) Retain approval letters and supporting documentation permanently. b) Destroy in office permits and other records 5 years after expiration, cancellation, revocation or denial.* | Retention: 15A NCAC 18C .0300 15A NCAC 2H .0115 40 CFR 122.28 |
| 18.34 | UTILITIES: WASTEWATER MAINTENANCE OPERATION REPORTS | Destroy in office after 3 years. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.35 | <p>WATER QUALITY: LABORATORY OPERATIONS RECORDS Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification obtained by agency.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Destroy in office samples, raw data, analysis reports and related documentation after 5 years.*</p> <p>b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.*</p> | <p>Authority: 15A NCAC 02H .0805(7)(G) 15A NCAC 02H .1100</p> |
| 18.36 | <p>WATER QUALITY: PRETREATMENT PROGRAM RECORDS Includes annual pretreatment reports, records of monitoring activities and results, water quality records and other related documentation.</p> | <p>a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.*</p> <p>b) Destroy in office remaining records after 3 years.*</p> | <p>Retention: 15A NCAC 02H .0908(f)(1) 40 CFR 503.17</p> |
| 18.37 | <p>WATER QUALITY: PUBLIC WATER SANITARY SURVEY RECORDS Includes reports, summaries, studies, correspondence (including e-mail), and other related records documenting the sanitary condition of system.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Destroy in office 10 years after completion of survey.*</p> <p>b) Destroy in office documentation of corrective measures 2 years after their implementation.</p> | <p>Retention: 40 CFR 141.33 15A NCAC 18C .1526</p> |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 18.38 | WATER QUALITY: SEWER JETTING AND VECTORING RECORDS Records documenting the routine cleaning of wastewater lines. | Destroy in office after 3 years. | |
| 18.39 | WATER QUALITY: SLUDGE TREATMENT RECORDS Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans and other related documentation conducted by or for agency. | Destroy in office after 5 years.* | Retention: 40 CFR 503.17 |
| 18.40 | WATER QUALITY: STORMWATER DEVIATION PERMITS Permits issued to single lots. Includes applications, certifications of installations, and related records. | a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office inspections submitted by owner when superseded or obsolete. | |
| 18.41 | WATER QUALITY: VIOLATION RECORDS Includes all documentation of actions taken to correct federal, state or local violations of water and wastewater management standards by agency. | Destroy in office after 5 years.* | Retention: 40 CFR 141.33 15A NCAC 18C .1526 |
| 18.42 | WATER QUALITY: WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS Includes non-compliance inspections and test records conducted by a facility. | Destroy in office after 5 years. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 19: PROGRAM OPERATIONAL RECORDS – STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS**

Official records and materials created and accumulated for constructing and maintaining municipal and county-maintained streets and other public works projects, and engineering records.


| ITEM # | STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 19.01 | <p>APPRAISAL REPORTS Records appraising privately owned land for compensation in eminent domain projects.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).</p> | Destroy in office after 10 years. | |
| 19.02 | <p>CEMETERY DEEDS Copies of deeds for the purchase of agency-owned cemetery plots. Includes applications or deed slips.</p> | <p>a) Retain 1 copy of deed in office permanently.</p> <p>b) Destroy in office remaining records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>1 year</u></p> | |
| 19.03 | <p>CEMETERY INTERMENT RECORDS Includes name of deceased, date of interment, and location of plot.</p> | <p>Retain in office permanently.</p> <p><i>Retention Note: If these records are maintained as an electronic database, a copy should be maintained on paper or microfilm and updated regularly.</i></p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|--------|---|---|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 19.04 | EXCAVATION PERMITS Applications, permits, and billing information for individuals and contractors requesting to work in the county or municipal right-of-way for demolitions or excavations. | a) Destroy in office billing records after 3 years.* b) Destroy in office applications and permits 1 year after expiration. c) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>90 days after denial</u> | |
| 19.05 | GRAVE OPENING ORDERS Authorizations to dig graves in agency-owned cemeteries. | Destroy in office after 1 year. | |
| 19.06 | INFRASTRUCTURE MAINTENANCE RECORDS Records documenting the general maintenance and upkeep of infrastructure, including roads, traffic lights, and other public works. | Destroy in office after 3 years. | |
| 19.07 | PLANNING FILE Includes long-range and immediate plans for paving streets and other projects. | Destroy in office 5 years after superseded or obsolete. | |
| 19.08 |  PROJECT RECORDS - CANCELLED Background information for public works and engineering projects explored but not undertaken. Records are used as a reference file and include maps, project information, and the reason that the project failed. | a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>90 days after cancellation</u> | Confidentiality: G.S. 132-1.7 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|--|--|---|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 19.09  | <p>PROJECT RECORDS – CORE Records used to document the design and construction of public works and engineering projects. Includes final as-built plans and specifications; certificate of completion/closure; policy correspondence (including e-mail), covenants; final estimates and budgetary summaries; geo-technical reports; environmental mitigation agreements; permits for right-of-way use, photographs documenting key aspects of construction as-built; final specifications; and as-built structural calculations.</p> | Destroy originals after life of structure ends. | Confidentiality: G.S. 132-1.7 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|--------|--|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 19.10 | <p>PROJECT RECORDS – ENGINEERING & COMPLIANCE Records used to document the engineering and technical areas of a public works and engineering project, as well as compliance with regulatory requirements. Includes superseded plans and specifications, agreements for construction and finance, billing information, change orders, force orders, work orders, construction claims, contract documentation, contracts, reports, diaries and narratives, EEO information, material certifications, material testing reports, notice to proceed, permit of entry, postings, pre-construction conference records, final progress payments, punch lists, regulations, shop drawings, and subcontractor information. File also includes environmental review records and proof of compliance with any mitigation measures required as a condition of project authorization.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS.)</p> | Destroy in office 6 years after completion or termination of project.* | Confidentiality: G.S. 132-1.7 |



19: Streets, Public Works, and Engineering

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|--------|--|-----------------------------------|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 19.11 | PROJECT SHEETS FILE Local forms listing property owners, lot or tract size, right-of-way data, tax value, and compensation. | Destroy in office after 5 years. | |
| 19.12 | RIGHT-OF-WAY ACQUISITION WORKING RECORDS Includes records of negotiations on acquisition of rights-of-way related to public works and engineering projects, such as 10-day letter of notification, notification of intent to acquire, notice of condemnation action, and other correspondence (including e-mail) relating to right-of-way acquisitions. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS). | Destroy in office after 3 years.* | |
| 19.13 | STREET NAME AND HOUSE NUMBER FILES Records relating to the assignment of street names and house numbers. May also include records documenting street name changes, and non-temporary street openings and closings. | Retain in office permanently. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|--|--|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 19.14  | <p>STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS Records used for maintenance, review, and analysis of permanent and temporary structures owned by third parties that extend, cross or abut the public right-of-way.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | Destroy records pertaining to structure 3 years after the end of life of the structure. | Confidentiality: G.S. 132-1.7 |
| 19.15 | <p>SURVEY FIELD RECORDS Records used to document and establish easements and rights-of-way, and to locate reference points used during street and utility projects. Records include traverse information, tie sheets, sketches, field notes, plats, interpretation of field notes, alignments, profiles of projects, plans, grade sheets, estimates, databank ties, and other miscellaneous documents used to establish grades, rights-of-way and easements.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).</p> | <p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |
| 19.16 | <p>TRAFFIC ANALYSIS Analysis of vehicle traffic within agency jurisdiction.</p> | Destroy in office after 5 years. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|--------|---|-----------------------------------|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 19.17 | TRAFFIC VIDEO RECORDINGS AND DATA Recordings and other data used to monitor traffic levels. | Destroy in office after 30 days.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.


± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 20: PROGRAM OPERATIONAL RECORDS - LAW ENFORCEMENT RECORDS (EXCLUDING SHERIFF'S OFFICES)

Records received and created by any local government law enforcement agency (excluding sheriff's offices) necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of law enforcement records and G.S. §153A-98 and G.S. §160A-168 regarding confidentiality of personal information of law enforcement officers.



Please note: Records created by county sheriff's offices fall under the purview of the Records Retention Schedule of County Sheriff's Offices.

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|--|---|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.01 | ALARM CALL REPORTS Reports completed by officers responding to alarm calls. Includes listings of alarm type, time received, time arrived, reason for activation, and other related information. Includes forms completed by businesses and residences naming emergency contacts, location of safe, or other related information. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file. | |
| 20.02 | ALTERNATIVE SENTENCING PROGRAMS Records documenting alternative sentencing programs. Includes work release and weekender service. | Destroy in office 3 years after individual leaves program. | |
| 20.03 |  ARREST PROCESSING RECORDS Records used to track a defendant's time and activities while in arrest processing. Includes time of arrival and time to and from each workstation. | Destroy in office 1 year after date of arrest.* | Confidentiality: G.S. 132-1.4 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|---|--|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.04  | ARREST REPORTS Reports concerning arrests made by officers. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 5 years from date of arrest if report is not made part of a case file. | Confidentiality: G.S. 132-1.4 |
| 20.05 | AUCTION RECORDS Records concerning abandoned and unclaimed articles or found property in possession of law enforcement sold at public auction. May include auction receipts of monies received for items sold. | Destroy in office after 3 years.* | |
| 20.06  | CASE FILE: FELONIES Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure report, statements of seized and returned property, interview sheets; case status reports, photographs, court orders, correspondence; officer's notes, court dispositions, audio or video recordings, and other related records. SEE ALSO: Electronic Recordings of Interrogations, below. | a) Destroy in office records concerning solved cases 20 years after disposition of case and exhaustion of any appeals.* b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a). | Confidentiality: G.S. 132-1.4 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|--|---|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.07  | <p>CASE FILE: MISDEMEANORS Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, court dispositions, audio or video recordings, and other related records.</p> | <p>a) Destroy in office records concerning solved malicious misdemeanor cases 3 years after disposition of case and exhaustion of any appeals.*</p> <p>b) Retain in office records concerning unsolved malicious misdemeanor cases until solved, and then follow disposition instructions in part (a).</p> <p>c) Destroy in office records concerning all misdemeanor cases not covered in (a) or (b) after 3 years.*</p> | Confidentiality: G.S. 132-1.4 |
| 20.08  | <p>COMMUNICATION RECORDS Recordings, printouts, and logs of telephone, radio, dispatch, 911 emergency calls or texts, and computer aided dispatch (CAD) systems incoming and/or outgoing communications. Includes time and date of call, contents of call, location of call, name of unit sent to scene, and other related information.</p> <p>SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, 911 Communication Records and Recordings AND Dispatch Records and Recordings.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office after 30 days if not made part of a case file.</p> | Confidentiality: G.S. 132-1.4 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|--|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.09  | COMPLAINTS Records concerning complaints to which a unit responded. Includes logs listing name and address of victim, time, date, nature of complaint, responding officer's name, action taken, and other related information. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 3 years after resolution if not made part of a case file. | Confidentiality: G.S. 132-1.1(a) |
| 20.10 | COMPOSITE INTERVIEWS Summaries of interviews used to determine the physical description of suspects. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>30 days</u> | |
| 20.11  | CRIME ANALYSIS RECORDS Records used to anticipate, prevent, or monitor possible criminal activity. Includes crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>30 days</u> | Confidentiality: G.S. 132-1.4 G.S. 132-1.7(a2) Authority/ Confidentiality/ Retention 28 CFR 23.20 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|---|--|-------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.12  | <p>DETENTION FACILITY INCIDENT REPORTS Detention facility incident reports. Include narratives of incidents, lists of those involved, statements and interview reports, inmates' refusal of medical treatment, inmates' refusal to press charges, and other related records.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Litigation Case Records (STANDARD 6: LEGAL RECORDS).</p> | <p>c) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>d) Destroy in office after 3 years if not made part of a case file.*</p> | Confidentiality: G.S. 132-1.1(a) |
| 20.13 | <p>DETENTION FACILITY OPERATIONAL RECORDS Records concerning all activities occurring during shifts at detention facilities. Includes end of duty (shift change reports, key and radio control lists, equipment and inmate/non-inmate housing check lists, cell inspection reports, laundry exchange and controlled property lists, tour reports, etc.) and inmate accountability (rosters, commitment and release reports, cell locations, etc.) records.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>30 days</u></p> | |
| 20.14 | <p>DETENTION FACILITY PHYSICAL FORCE RECORDS Reports made by any officer or employee of a detention facility who applies physical force to an inmate or arrestee.</p> | Destroy in office after 3 years.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|---|---|------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.15 | <p>DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES</p> <p>Records and logs listing entries and inquiries made against DCI-NCIC networks and concerning missing persons, wanted persons, stolen vehicles or other property, and other related topics.</p> | Destroy in office 1 year after period covered by audit.* | Authority: 28 USC 534 |
| 20.16 | <p>DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS</p> <p>Requests and proofs of verification for DCI-NCIC or other law enforcement information networks.</p> | Destroy in office after 1 year.* | Authority: 28 USC 534 |
| 20.17 | <p>DNA SAMPLING RECORDS</p> <p>Records documenting the collection of DNA samples from persons for qualifying offenses. Includes copies of judgments. Original samples are forwarded to the State Crime Lab.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office 1 year from date sample was obtained if not made part of a case file.</p> | Authority: G.S. 15A-266.8 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|--|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.18  | DOMESTIC VIOLENCE RECORDS Restraining orders and related records. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after expiration of restraining order if not made part of a case file. | Confidentiality: G.S. 132-1.4 |
| 20.19 | DRUG AND ALCOHOL TESTING RECORDS Records and reports generated when individuals suspected of being under the influence of or impaired by illegal drugs or alcohol are chemically tested. Includes reports used for persons arrested for driving while impaired by alcohol and/or drugs and breathalyzer analysis reports. SEE ALSO: Laboratory Case Records, below. | a) Transfer original Driving While Impaired (DWI) reports to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>30 days</u> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.20  | ELECTRONIC RECORDINGS OF INTERROGATIONS Electronic recordings generated by audio and/or video recording devices of custodial interrogations in an investigation of a juvenile or any person in a criminal investigation. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>30 Days</u> | Authority: G.S. 15A-211 Confidentiality: G.S. 7B-3001(b) G.S. 132-1.4A |
| 20.21  | FIELD OBSERVATIONS Records concerning field observations of suspicious persons or vehicles. Includes subject's name, address, and physical description; date, time, and location of occurrence; reason for stop; name of officer conducting interview; and other related information. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>30 days</u> | Confidentiality: G.S. 132-1.4 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.22 | <p> FINGERPRINT CARDS Records used to verify a subject's identity. Includes fingerprints and all necessary information required to identify an individual. Also includes records of latent finger and palm prints that were found at the scene of a crime without identification of suspects</p> <p><i>Original fingerprint records are forwarded to the State Bureau of Investigation.</i></p> <p>SEE ALSO: Juvenile Case History Identification Records, below.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office after 3 years if not made part of case file.</p> | <p>Confidentiality: G.S. 132-1.4</p> <p>Authority: G.S. 15A-502</p> |
| 20.23 | <p>FORCIBLE ENTRY RECORDS Records concerning forcible entries made by law enforcement personnel.</p> | Destroy in office after 1 year. | |
| 20.24 | <p>FUGITIVE WARRANTS CASE RECORDS Records concerning fugitive warrants sent to a department from another jurisdiction requesting assistance in finding an individual. Includes fugitive profile and warrant.</p> | <p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after _____ 30 days _____</p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|---|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.25  | <p>IDENTIFICATION PHOTOGRAPHS Photographs (mugshots) of persons arrested in association with formal investigations. Also includes driver's license photos or negatives.</p> <p>SEE ALSO: Juvenile Case History Identification Records, below.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office after 3 years if not made part of a case file.</p> | Confidentiality: G.S. 132-1.4 |
| 20.26 | <p>INCIDENT RESPONSE REPORTS Reports completed by officers responding to incidents. Includes victim, suspect, and witness information; damaged and stolen property reports; statement sheets; Miranda waiver forms; and other related records.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office when reference value ends if not made part of case file.±</p> <p>Agency Policy: Destroy in office after <u>30 days</u></p> | Confidentiality: G.S. 132-1.4 |
| 20.27 | <p>INMATE CLASSIFICATION RECORDS Records concerning classification information gathered by the detention facility while inmates are incarcerated. Also includes incident reports, behavioral or disciplinary reports, interviews, classification level assigned, requested housing moves, and other related records.</p> | Destroy in office 3 years after inmate is released or transferred from the facility.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|---|--|--------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.28 | INMATE COMMITMENT RECORDS Copies of judgment and commitment papers received from the Clerk of Superior Court's office used to validate time spent incarcerated. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>30 days</u> | |
| 20.29 | INMATE DEATH REPORTS Reports filed by office upon the death of an inmate. A report must be sent to the county health director and N.C. Department of Health and Human Services, within five days of the death. | Destroy in office after 3 years.* | Authority: G.S. 153A-224(b) |
| 20.30 | INMATE FINANCIAL RECORDS Records concerning individual inmate funds maintained by a detention facility for use by the inmate while incarcerated. Includes balance sheets listing inmate's name and number, amount of funds, dates of deposits and withdrawals, and other related information. | Destroy in office 3 years after inmate is released or transferred from the facility.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|--|---|-------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.31  | INMATE GRIEVANCE RECORDS Records concerning grievances filed by inmates and actions taken. | a) If legal action is taken and case adjudicated, destroy in office 5 years after final disposition. b) If legal action is taken and case non-adjudicated (out-of-court claims), destroy in office 5 years after final disposition or expiration of relevant statute of limitations. c) Destroy remaining records in office 3 years after inmate is released or transferred from the facility.* | Confidentiality: G.S. 132-1.1(a) |
| 20.32 | INMATE MAIL, TELEPHONE, OR VISITOR RECORDS Records concerning telephone calls and mail sent and received by inmates and individuals visiting inmates confined in county or municipal detention facilities. Includes logs listing inmate's name, date and time of call or mail, visitor's signature and address, and other related information. | Destroy in office after 1 year.* | |
| 20.33 | INMATE MEAL RECORDS Records concerning the planning and scheduling of inmate meals. Includes food service daily shift reports, daily meal sheets, food order forms, kitchen checklists, lists of inmates receiving meals and other related records. File also includes records concerning requests for special diets made by inmates. | Destroy in office after 3 years.* | Retention: 10A NCAC 14J .1723 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.




2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.34 |  <p>INMATE MEDICAL RECORDS Records concerning medical examinations, diagnoses, and treatments of inmates. Includes medical information sheets and screening forms, medical histories as provided by inmate, receipt and/or release forms for medications and medical articles, laboratory and x-ray reports, blood pressure records, sick bay transfer forms, special diet authorizations, psychological evaluation forms, suicide watch sheets, progress notes, health assessment forms, dental forms, doctors' orders, transportation records to outside clinics or hospitals, and other related records. May also include authorization records for release of medical information to detention facility staff, informed consent forms, refusal of treatment forms, and release of financial responsibility forms.</p> <p>SEE ALSO: Juvenile Detention Records, below.</p> | Destroy in office 10 years after inmate's release or parole. | Confidentiality: G.S. 8-53 45 CFR 164.502 |
| 20.35 | <p>INMATE PERSONAL IDENTIFICATION RECORDS Records concerning changes to be made to an inmate's incarceration file. Includes personal identification changes, superior court calendar, long form dismissals and other related records.</p> | Destroy in office 30 days after receipt.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.36 | INMATE RESEARCH REQUESTS Requests filed by inmates seeking use of a facility's law library or similar collection containing research materials. | Destroy in office 1 year from date of request. | |
| 20.37  | JUVENILE CASE FILES Includes incident and arrest reports, detention orders, disposition instructions, name and address of person having legal and/or physical custody of child, correspondence with county, municipal, or state juvenile services, and other related records. | a) Destroy in office records when juvenile reaches 21 years of age if adjudicated for an offense that would have been a Class A, B1, B2, C, D, or E felony if committed by an adult. b) Destroy in office records related to all other cases when juvenile reaches 18 years of age. | Confidentiality: G.S. 7B-3001(b) Retention: |
| 20.38  | JUVENILE CASE HISTORY IDENTIFICATION RECORDS Includes fingerprints and photographs. | a) Transfer to the State Bureau of Investigation and Federal Bureau of Investigation. b) Destroy in office agency copies when reference value ends.*± Agency Policy: Destroy in office after <u>30 days</u> | Confidentiality/ Retention: G.S. 7B-2102 |
| 20.39  | JUVENILE DETENTION RECORDS Records concerning medical and non-medical information gathered on juvenile inmates held in county or municipal detention facilities. | a) Destroy in office medical records when juvenile reaches 30 years of age. b) Destroy in office non-medical records when juvenile reaches 18 years of age. | Confidentiality: G.S. 7B-3001(b) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|--|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.40  | LABORATORY CASE RECORDS Records concerning cases examined in a crime laboratory; includes reports, notes, charts, and other related records | Retain in office permanently. | Confidentiality: G.S. 132-1.4 |
| 20.41  | LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include Electronic Recordings of Interrogations, above. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file. | Confidentiality: G.S. 132-1.4A G.S. 153A-98 |
| 20.42 | MULTIPLE FIREARMS SALES REPORTS Reports received from dealers reporting the sale of multiple firearms. | Destroy in office when reference value ends, but within 20 days after receipt.± Agency Policy: Destroy in office after <u>30 days</u> | Retention: 18 USC 923(g)(3)(b) |
| 20.43 | MULTIPLE FIREARMS SALES REPORTS DESTRUCTION RECORDS Records submitted after 6 months to the U.S. Attorney General's Office certifying that all multiple firearm sales reports received from dealers have been destroyed. | Destroy in office after 1 year. | Authority: 18 USC 923(g)(3)(b) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|--|---|---------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.44 | ORDINANCE VIOLATIONS CITATIONS Citations issued for violations of municipal and county ordinances. | Destroy in office after 3 years.* | |
| 20.45 | PAWNSHOP RECORDS Pawnshop cards and property records submitted to municipal and county law enforcement offices. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 1 year if not made part of a case file. | Authority: G.S. 66-391 |
| 20.46 | PERMISSION TO SEARCH RECORDS Authorizations for officers to search property, and if necessary, confiscate property deemed pertinent to an investigation. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of a case file.± Agency Policy: Destroy in office after <u>30 days</u> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--|--|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.47  | PERMITS: CONCEALED WEAPONS AND HANDGUNS Applications and supporting documentation filed to carry concealed weapons or purchase handguns. Includes background checks and other related records. | a) Destroy in office all approved applications after 5 years. b) Destroy in office denied applications and related records 5 years from date of denial or resolution of petition filed with district court, whichever is longer. c) Destroy in office background checks and related records concerning approved applications when permit is issued. | Authority/ Confidentiality: G.S. 14-415.17 G.S. 132-1.4 G.S. 132-1.7 |
| 20.48 | PRISON RAPE ELIMINATION ACT (PREA) FILE Allegation, investigation, and incident review records documenting investigations into allegations of sexual abuse or sexual harassment. | Destroy in office 6 years after inmate's release.* <i>Retention Note: If a minor is involved in the incident, records should be retained until the minor reaches age 30.</i> | Authority: 28 CFR Part 115 |
| 20.49 | PRISON RAPE ELIMINATION ACT (PREA) DATA FILE Aggregated data for every allegation of sexual abuse at county or municipal lockups. | Destroy in office after 10 years. | Authority/Retention: 28 CFR Part 115.187 28 CFR 115.189(d) |
| 20.50 | PRISONER TRANSPORT RECORD Verification forms completed by receiving party of prisoner patient. | Destroy in office after 1 year. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.51 | PROPERTY RECORDS Records concerning confiscated property, evidence, stolen or recovered property, and unclaimed property. Includes descriptions of property and its value, serial numbers, and other related records. Records may also be filed with original incident report. | Destroy in office 3 years after final disposition of property. | |
| 20.52 | PURSUIT LOGS Logs concerning pursuits by law enforcement personnel. | a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of a case file. | |
| 20.53 | RIDE-ALONG PROGRAM RECORDS Records concerning a law enforcement ride-along program. | Destroy in office after 3 years.* | |
| 20.54 | SEXUAL OFFENDER RECORDS Records concerning sexual offenders living within jurisdiction. | a) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or after 90 years. b) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the state; or after 30 years or length of court order, whichever is greater; or when individual is known dead. | Authority: G.S. 14-208 Retention: G.S. 14-208.6A |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|---|---|---------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.55 | TRAFFIC ACCIDENT REPORTS Records concerning traffic accidents. Includes general correspondence, property receipts, collision reports, waivers signed by involved parties agreeing to settle damages among themselves, and other related records. | a) Transfer original collision report to the N.C. Division of Motor Vehicles within 10 days of accident. b) Destroy in office after 3 years records concerning accidents not meeting N.C. Division of Motor Vehicles reporting requirements, but for which a report was made. c) Destroy in office duplicate reports when reference value ends.± Agency Policy: Destroy in office after <u>30 days</u> | Confidentiality: 18 USC 2721 |
| 20.56 |  TRAFFIC CITATIONS AND WARNINGS Citations issued to drivers violating motor vehicle and traffic laws. Includes voided citations and warnings that do not require a fine or court appearance. | a) Transfer original citations to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy remaining records in office after 1 year. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 20: LAW ENFORCEMENT RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 20.57 | <p>TRESPASS RECORDS Authorizations by property owners, lessees, or managers for law enforcement officers to take action deemed appropriate to remove unauthorized persons and issue trespass warnings.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office 1 year after expiration if not made part of a case file.</p> | <p>Authority: G.S. 14-159.12-13</p> |
| 20.58 | <p>VEHICLE TOWING RECORDS Includes recovery authorizations and consent forms completed by owners to have vehicle towed, removed, stored, or left at the scene.</p> | <p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office after 1 year if not made part of a case file.</p> | |



* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 21: PROGRAM OPERATIONAL RECORDS - TAX RECORDS (FOR MUNICIPALITIES)

Records received and created by a municipality for the purposes of collecting taxes. For County Tax Administration records, please refer to the separate County Tax Administration Program Schedule.

| ITEM # | STANDARD 21: TAX RECORDS | | |
|--|--|-----------------------------------|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 21.01  | ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals by the municipality. Includes owner and animal information and record of fees paid. | Destroy in office after 3 years.* | Authority: G.S. 160A-212 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1 |
| 21.02 | BEER AND WINE TAXES AND RECORDS Records concerning the levy of privilege taxes on beer and wine. | Destroy in office after 3 years.* | Authority: G.S. 105-133.77-79 |
| 21.03  | BICYCLE LICENSE PLATE RECORDS Records concerning issuance of license plates for bicycles. | Destroy in office after 1 year.* | Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 21: TAX RECORDS | | |
|--------|---|---|-----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 21.04 | <p>DELINQUENT TAXPAYER RECORDS Records concerning taxpayers who have not paid real and personal property taxes due, including unpaid notices.</p> <p>SEE ALSO: Delinquent Taxpayer Records: Advertisement of Tax Liens Against Real Property, below.</p> | Destroy in office after 10 years or 3 years after final settlement or 1 year after released by governing board, whichever comes first.* | |
| 21.05 | <p>DELINQUENT TAXPAYER RECORDS: ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY Records concerning the municipal taxation officer's publication in the newspaper of delinquent taxpayer and tax sales notices.</p> <p>SEE ALSO: Delinquent Taxpayer Records, above.</p> | Destroy in office after 10 years.* | Authority: G.S. 105-369 |
| 21.06 | <p>MOTOR VEHICLE RENTAL TAX RECORDS Records concerning motor vehicle rental tax assessments.</p> | Destroy in office after 3 years.* | |
| 21.07 | <p>MUNICIPAL VEHICLE TAX RECORDS Records concerning municipal vehicle taxes levied annually.</p> | Destroy in office after 3 years.* | Authority: G.S. 20-97(b) |
| 21.08 | <p>PREPARED FOOD AND BEVERAGE TAX RECORDS Records concerning prepared food and beverage tax assessments.</p> | Destroy in office after 3 years.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 21: TAX RECORDS | | |
|--------|---|-----------------------------------|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 21.09 | <p>PRIVILEGE LICENSES, TAXES, AND FEE RECORDS Records concerning the licensing of occupations, businesses, trades, professions, and forms of amusement or entertainment and associated fees and taxes.</p> <p>SEE ALSO: Animal Licensing Records (above), Beer and Wine Taxes and Records (above), Municipal Vehicle Tax Records (above), Taxicab and Limousine Tax Records (below).</p> | Destroy in office after 3 years.* | Authority: G.S. 160A-194 |
| 21.10 | <p>ROOM OCCUPANCY TAX RECORDS Records concerning the administration of room occupancy tax records for those municipalities who have adopted room occupancy taxes.</p>  | Destroy in office after 3 years.* | Authority: G.S. 160A-215 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 21: TAX RECORDS | | |
|--|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 21.11  | SCHEDULE "B" LICENSES Receipts of licenses issued by municipality in accordance with Article 2, Schedule B of the Revenue Laws of North Carolina. Applies to privilege licenses issued to attorneys-at-law and other professionals, installment paper dealers, and pawnbrokers. | a) Destroy in office 3 years after close of license tax year stubs or detailed settlement records. b) Destroy in office stubs 1 years after audit if settlement records are kept. | Authority: G.S. 105-41 G.S. 105-83 G.S. 105-88 G.S. 153A-152 G.S. 160A-211 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1 |
| 21.12 | TAX ABSTRACTS AND LISTS Records concerning real and personal property in the municipality, based on assessment lists. Includes name and address of taxpayer along with descriptions of property owned and estimated value. | Destroy in office after 10 years or two revaluation cycles. | Authority: G.S. 105-309 G.S. 105-296 |
| 21.13 | TAX EXEMPT PROPERTY FILE Records concerning property that is exempt from taxation. | Destroy in office 5 years after property exemption has expired or at end of life of structure, whichever comes first. | |
| 21.14 | TAX LEDGER CARDS OR SHEETS | Destroy in office 5 years after superseded or obsolete. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 21: TAX RECORDS | | |
|--------|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 21.15 | TAX LEVY/SEIZURE RECORDS Inventory of property taken from property owner by the municipal tax collector to pay back taxes. | a) Destroy in office after 3 years execution forms if levy and sale of personal property is made. If levy and sale are conducted by municipal law enforcement agency, execution forms are to be retained by that agency. b) If levy, seizure, and sale are not made, destroy in office forms when reference value ends.± Agency Policy: Destroy in office after <u>30 days</u> | Authority: G.S. 105-366 G.S. 105-367 |
| 21.16 | TAX LIEN SALES Records concerning sales held to satisfy tax liens. | Destroy in office 10 years after sale. | |
| 21.17 | TAX REBATES Records concerning tax rebates given or received. | Destroy in office after 10 years. | |
| 21.18 | TAX SCROLLS Records indicating property (real estate and personal) valuation and taxes due. | Destroy in office after 10 years. | |
| 21.19 | TAXICAB AND LIMOUSINE TAX RECORDS Records concerning the levy of privilege taxes on taxicabs and limousines. | Destroy in office after 3 years.* | Authority: G.S. 20-97(d) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.
-

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.
-

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.
-

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-17) can be used for such requests.
-

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:
- “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or

characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (state or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the state or of any county, unit, special district or other political subdivision of government.

Q. Is any person allowed to see my records?

- A. Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

- A. Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.
-

Q. Am I required to make available to the public copies of drafts that have not been approved?

- A. Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.
-

Q. What do I do with permanent records?

- A. Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**” (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.

- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
- Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. What is historical value?

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Two criteria for determining historical value are inherent interest and extraordinary documentation:
- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
 - Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of citizens?
- Do they have a long-term impact on citizens?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

- A.** We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on Page A-21. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. May I store our unused records in the basement, attic, shed, etc.?

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all our old records at the State Archives of North Carolina?

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I found some really old records. What should I do with them?

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I call with questions?

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See also GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance, STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS, Audits: Financial, STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”³

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General Records Schedule for Local Government Agencies, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the General Records Schedule for Local Government Agencies or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

³ Society of American Archivists, *Dictionary of Archives Terminology*.

- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g. a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at: <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/digital-signature-policy>

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.
-

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a [Request for Disposal for Unscheduled Records](#) form if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. *Am I required to tell anyone about the destructions?*

- A.** We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/rm-tools>).



Destructions Log

| | | | | |
|-------------------------------|----------------|---------------|--|--|
| County/Municipality | | | | |
| Division | Section | Branch | | |
| Location(s) of Records | | | | |

| Records Series | Required Retention | Date Range | Volume (file drawers or MB) | Media (Paper, Electronic) | | Date of Destruction | Method of Destruction | Authorization for Destruction |
|----------------|--------------------|------------|--------------------------------|------------------------------|---|---------------------|-----------------------|-------------------------------|
| | | | | P | E | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

A. E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009),
available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](#)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

A. We do not recommend printing e-mail for preservation purposes. Important metadata are lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

A. The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.

Q. We have an imaging system. Are we required to keep the paper?

- A.** You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's [Human-Readable Preservation Duplicate Policy](#) (N.C. Gen. Stat. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years. On the General Records Schedule: Local Government Agencies, see Leave Records (Standard 4: HUMAN RESOURCES RECORDS).

GEOSPATIAL RECORDS

Q. Why should geographic information system (GIS) datasets be retained and preserved?

- A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

- A.** The following types of geospatial records have been designated as having archival value:
- Parcel data
 - Street centerline data
 - Corporate limits data
 - Extraterritorial jurisdiction data
 - Zoning data, address points
 - Orthophotography (imagery)
 - Utilities
 - Emergency/E-911 themes

For more information, see **GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS.**

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

- A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. *What data formats, compression formats, and media should be used to preserve the data?*

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <https://it.nc.gov/about/boards-commissions/gicc>.

You should also comply with guidelines and standards issued by the State Archives of North Carolina, which are available on its website.

Q. *Who should be responsible for creation and long-term storage of archived data?*

- A.** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

- A.** Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

- A.** The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.
-

Q. How do I start the process of backing up the above listed records?

- A.** We have three processes for creating backup film copies of these records. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Records for Security Preservation Copy** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in "[Transfer of Minutes in Digital Formats for Microfilming](#)" or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

- A.** Contact the Records Management Analyst in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

Q. Can I obtain digital copies of the security preservation records?

- A.** Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 250-3103. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.** We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.
-

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:
- Managing public records in North Carolina
 - Disaster preparedness and recovery
 - Digital communications

Q. Will you design a workshop especially for our office?

- A.** Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst (<https://archives.ncdcr.gov/government/local/analysts>).

Q. Is there a fee for workshops?

- A.** Not at this time.

Q. Are the workshops available in an online format?

- A.** We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see <https://archives.ncdcr.gov/government/training/webinars>. You can also find several online tutorials available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/training/online-tutorials-and-resources>).



Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and e-mail

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

- Add a new item
- Delete an existing item Standard Number _____ Page _____ Item Number _____
- Change a retention period Standard Number _____ Page _____ Item Number _____

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:

Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:

| | | |
|-----------|-------|------|
| Signature | Title | Date |
|-----------|-------|------|

Approved by:

| | | |
|-----------|------------------------|------|
| Signature | Requestor's Supervisor | Date |
|-----------|------------------------|------|



Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name _____

Location and Agency [e.g., County/Municipality + Department of Social Services] _____

Phone and e-mail _____

Mailing Address _____

In accordance with the provisions of N.C. GEN. STAT. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

| RECORDS TITLE AND DESCRIPTION | INCLUSIVE DATES | QUANTITY | RELEVANT STATUTORY REGULATIONS | PROPOSED RETENTION PERIOD |
|-------------------------------|-----------------|----------|--------------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Requested by: _____
Signature Title Date

Approved by: _____
Signature Requestor's Supervisor Date

Concurred by: _____
Signature Assistant Records Administrator State Archives of North Carolina Date



Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

| | | |
|-----------------------------|----------------|---------------------------|
| Agency Contact Name: | | Date (MM-DD-YYYY): |
| Phone (area code): | E-mail: | |
| County/Municipality: | Office: | |
| Mailing address: | | |

| Records Series Title A group of records as listed in records retention schedule | Description of Records Specific records as referred to in-office | Inclusive Dates (1987-1989; 2005-present) | Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes") | Retention Period As listed in records retention schedule |
|---|---|--|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Requested by: _____
Signature Title Date

Approved by: _____
Signature Requestor's Supervisor Date

Concurred by: _____
Signature Assistant Records Administrator
State Archives of North Carolina Date



File Plan

| | | | |
|----------------------------|----------------|---------------|--|
| County/Municipality | | | |
| Division | Section | Branch | |

| Records Series | Records Creator | Records Owner (if record copy is transferred within the agency) | Media (Paper, Electronic, Scanned) | | | Required Retention | Location(s) of Records |
|-----------------------|------------------------|---|--|----------|----------|---------------------------|-------------------------------|
| | | | P | E | S | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

INDEX

911 COMMUNICATION RECORDS AND RECORDINGS, 12
ADMISSION RECORDS, 16
AFFIRMATIVE ACTION FILE (AIRPORT), 1
AIR POLLUTION SOURCE INFORMATION, 5
AIR SPACE CONSTRUCTION FILES, 1
AIRFIELD INSPECTION FILES, 1
AIRPORT ACCESS CONTROL RECORDS, 1
AIRPORT MASTER RECORD FILES, 1
ALARM CALL REPORTS, 53
ALTERNATIVE SENTENCING PROGRAMS, 53
AMBULANCE CALL REPORTS, 12
AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS, 31
AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS, 31
AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS, 31
ANIMAL ABUSE AND CRUELTY RECORDS, 3
ANIMAL COMPLAINT RECORDS, 3
ANIMAL CONTROL RECORDS, 3
ANIMAL LICENSING RECORDS (ANIMAL SERVICES), 4
ANIMAL LICENSING RECORDS (TAX), 73
ANIMAL SHELTER RECORDS, 4
APPRAISAL PROJECT FILE (PUBLIC HOUSING), 25
APPRAISAL REPORTS (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING), 46
ARREST PROCESSING TRACKING RECORDS, 53
ARREST REPORTS, 54
ART-IN-TRANSIT APPLICATIONS, 32
AUCTION RECORDS, 54
AUDIO AND VIDEO RECORDINGS (LAW ENFORCEMENT), 67
BEER AND WINE TAXES AND RECORDS, 73
BICYCLE LICENSE PLATE RECORDS, 73
BLUEPRINTS AND SPECIFICATIONS, 5
BOARD OF ADJUSTMENT CASE FILE, 19
BUILDING AND FIRE SAFETY SYSTEM PLANS, 13
BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS, 6
CASE FILE - FELONIES, 54
CASE FILE - MISDEMEANORS, 55
CEMETERY DEEDS, 46
CEMETERY INTERMENT RECORDS, 46
CERTIFICATES OF APPROPRIATENESS, 20
CERTIFICATION FILE. *See* Redevelopment Plans
CHEMICAL ANALYSIS RECORDS. *See* DRUG AND ALCOHOL TESTING RECORDS
CITATIONS RECORDS, 16
COMMUNICATION RECORDS (LAW ENFORCEMENT), 55
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS, 26
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: OUTSTANDING LOAN BALANCES, 26
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY, 26
COMPLAINTS (LAW ENFORCEMENT), 56
COMPOSITE INTERVIEWS, 56
COMPREHENSIVE PLAN AND AMENDMENTS, 20
COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN & AMENDMENTS, 34
CONTINUUM OF CARE RECORDS, 27
CONTROLLED SUBSTANCE EUTHANASIA LOG (ANIMAL SERVICES), 4
CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS, 6
CRIME ANALYSIS RECORDS, 56
CRIMINAL RECORDS CHECKS, 27
CUSTOMER (RIDER) IDENTIFICATION RECORDS, 32
CUSTOMER USAGE RECORDS, 34
DAILY DISPOSAL TICKETS (LANDFILL), 34
DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, AND COMMON AREAS, 21
DELINQUENT TAXPAYER RECORDS, 74
DELINQUENT TAXPAYER RECORDS - ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY, 74
DESTRUCTIONS LOG, A-10
DETENTION FACILITY INCIDENT REPORTS, 57
DETENTION FACILITY OPERATIONAL RECORDS, 57
DETENTION FACILITY PHYSICAL FORCE RECORDS, 57
DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS, 32
DISCHARGE MONITORING REPORTS, 35
DISCOUNT PASSES APPLICATIONS, 32
DISPATCH RECORDS AND RECORDINGS (EMS AND FIRE DEPARTMENT), 13
DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES, 58
DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS, 58
DNA SAMPLING RECORDS, 58
DOMESTIC VIOLENCE RECORDS, 59
DROUGHT CONTINGENCY PLANS, 6
DRUG AND ALCOHOL TESTING RECORDS, 59

ELECTRIC POWER AND NATURAL GAS FACILITY
 ENGINEERING & SYSTEM PLANS, 39
 ELECTRIC POWER AND NATURAL GAS PERMITS AND
 APPROVAL RECORDS, 39
 ELECTRIC POWER AND NATURAL GAS SYSTEM
 MAINTENANCE & REPAIR RECORDS, 39
 ELECTRIC POWER AND NATURAL GAS SYSTEM
 MANAGEMENT PLANS, 39
 ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT
 RECORDS, 40
 ELECTRONIC RECORDINGS OF INTERROGATIONS, 60
 EMERGENCY SOLUTIONS GRANTS (ESG) RECORDS, 28
 ENVIRONMENTAL IMPACT STUDIES, 21
 EROSION AND SEDIMENT AFFIDAVITS, 36
 EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES,
 6
 EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS, 37
 EROSION AND SEDIMENT CONTROL INSPECTIONS, 37
 EROSION AND SEDIMENT CONTROL PERMITS, 37
 EROSION AND SEDIMENT CONTROL PLANS, 7, 37
 EXCAVATION PERMITS, 47
 EXEMPTIONS (VARIANCE) RECORDS, 7
 FAÇADE PROJECT FILES, 28
 FIELD OBSERVATIONS, 60
 FILE PLAN, 22
 FINGERPRINT CARDS, 61
 FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE, 13
 FIRE DISPATCH FILE, 13
 FIRE INVESTIGATION CASE FILES, 14
 FIRE SAFETY INSPECTIONS AND PERMITS, 14
 FLOOD CERTIFICATIONS, 38
 FLOOD STUDIES, 38
 FORCIBLE ENTRY RECORDS, 61
 FUGITIVE WARRANTS CASE RECORDS, 61
 GOING OUT OF BUSINESS LICENSES, 7
 GRAVE OPENING ORDERS, 47
 GROUNDWATER MONITORING RECORDS, 7
 HISTORIES OF PET OWNERS, 4
 HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS,
 29
 HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES,
 29
 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
 (HOPWA) RECORDS, 30
 IDENTIFICATION PHOTOGRAPHS, 62
 ILLEGAL DUMPING FILE, 7
 INCIDENT RESPONSE REPORTS, 62
 INFRASTRUCTURE MAINTENANCE RECORDS, 47
 INMATE CLASSIFICATION RECORDS, 62
 INMATE COMMITMENT RECORDS, 63
 INMATE DEATH REPORTS, 63
 INMATE FINANCIAL RECORDS, 63
 INMATE GRIEVANCE RECORDS, 64
 INMATE MAIL, TELEPHONE, OR VISITOR RECORDS, 64
 INMATE MEAL RECORDS, 64
 INMATE MEDICAL RECORDS, 65
 INMATE PERSONAL IDENTIFICATION RECORDS, 65
 INMATE RESEARCH REQUESTS, 66
 INSPECTIONS, 7
 JUVENILE CASE HISTORY FILES, 66
 JUVENILE CASE HISTORY IDENTIFICATION RECORDS, 66
 JUVENILE DETENTION RECORDS, 66
 LABORATORY CASE RECORDS, 67
 LABORATORY OPERATIONS RECORDS, 44
 LAND DEVELOPMENT AND PLANNING STUDIES AND
 REPORTS (AIRPORT), 2
 LAND MARKETING AND DEVELOPMENT RECORDS. *See*
 HOME Investment Partnerships Program Records
 LANDFILL MONITORING REPORTS, 35
 LANDFILL OPERATIONAL PLAN, 35
 LANDFILL PERMITS, 36
 LANDFILL TONNAGE AND COST FILE, 8
 LANDLORD AGREEMENTS (UTILITIES), 40
 LANDLORD MONITORING RECORDS, 30
 LEAD AND COPPER COMPLIANCE RECORDS, 8
 MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS), 40
 METER TESTING AND CALIBRATION RECORDS (ELECTRIC,
 WATER, GAS), 41
 MOTOR VEHICLE RENTAL TAX RECORDS, 74
 MULTIPLE FIREARMS SALES REPORTS, 67
 MULTIPLE FIREARMS SALES REPORTS DESTRUCTION
 RECORDS, 67
 MUNICIPAL VEHICLE TAX RECORDS, 74
 NORTH CAROLINA FIRE INCIDENT REPORT, 14
 NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR
 DISPOSAL FILE, 36
 OFFICIALS FILE, 16
 OPEN SPACE CLASSIFICATION CASE FILE, 21
 OPERATOR SHIFT INSPECTION RECORDS, 32
 ORDINANCE VIOLATIONS CITATIONS, 68
 OUTSIDE WASTE CLEARANCE RECORDS, 36
 PARKS PLANNING FILE, 17
 PATIENT CARE REPORTS, 12
 PAWNSHOP RECORDS, 68
 PERMISSION TO SEARCH RECORDS, 68
 PERMITS
 CONSTRUCTION, 8
 HANDGUN, 69
 PUBLIC UTILITIES PROJECTS, 8
 TEMPORARY MANUFACTURED HOME, 22
 ZONING COMPLIANCE, 22
 PETITION & REGULATION RECORDS, 22
 PHARMACEUTICAL AND NARCOTICS RECORDS, 15

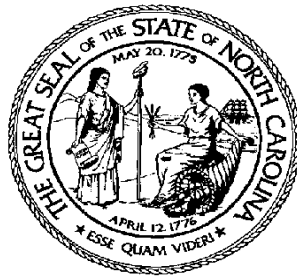
PLANNING FILE (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING), 47
 PLANNING REVIEW CASE FILE, 23
 POOL RECORDS, 17
 PREPARED FOOD AND BEVERAGE TAX RECORDS, 74
 PRETREATMENT PROGRAM RECORDS, 44
 PRISON RAPE ELIMINATION ACT (PREA) DATA FILE, 69
 PRISON RAPE ELIMINATION ACT (PREA) FILE, 69
 PRISONER AND MENTAL PATIENT TRANSPORT RECORD, 69
 PRIVILEGE LICENSES, TAXES, AND FEE RECORDS, 75
 PROJECT RECORDS – CANCELLED (PUBLIC WORKS AND ENGINEERING), 47
 PROJECT RECORDS – CORE (PUBLIC WORKS AND ENGINEERING), 48
 PROJECT RECORDS – ENGINEERING & COMPLIANCE, 49
 PROJECT SHEETS FILE (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS), 50
 PROPERTY MANAGEMENT RECORDS. *See* HOME Investment Partnerships Program Records
 PROPERTY RECORDS - STOLEN AND RECOVERED, 70
 PUBLIC UTILITIES INSPECTION FORMS, 41
 PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR, RECORDS, 42
 PUBLIC WATER SANITARY SURVEY RECORDS, 44
 PURSUIT LOGS, 70
 RABIES VACCINATION RECORDS, 4
 RADIO LOGS (AIRPORT), 2
 RECREATION PROGRAMS, 17
 RECREATIONAL VEHICLE REGISTRATION RECORDS, 9
 RECYCLING WATER RECORDS, 42
 REDEVELOPMENT PLANS (PUBLIC HOUSING AND REDEVELOPMENT COMMISSION RECORDS), 30
 REHABILITATION RECORDS. *See* HOME Investment Partnerships Program Records
 RELOCATION RECORDS. *See* HOME Investment Partnerships Program Records
 REPORTS
 DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS, 38
 ENVIRONMENTAL PROTECTION AGENCY (EPA), 36
 WASTEWATER MAINTENANCE OPERATIONS, 43
 REQUEST FOR CHANGE IN LOCAL GOVERNMENT RECORDS SCHEDULE, A-19
 REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS, A-21
 REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS, A-20
 REZONING RECORDS AND INDEXES, 23
 RIDE-ALONG PROGRAM RECORDS, 70
 RIGHT-OF-WAY ACQUISITION WORKING RECORDS, 50
 ROOM OCCUPANCY TAX RECORDS, 75
 ROUTE HISTORY RECORDS, 33
 SCHEDULE "B" LICENSES, 76
 SEAT BELT AND RESTRAINT SYSTEM RECORDS, 33
 SERVICE INTERRUPTION RECORDS, 42
 SEWER JETTING AND VECTORING RECORDS, 45
 SEXUAL OFFENDER RECORDS, 70
 SLUDGE TREATMENT RECORDS, 45
 SOCIAL MEDIA, A-12
 SPECIAL USE PERMIT RECORDS AND INDEX, 21
 STORMWATER DEVIATION PERMITS, 45
 STREET NAME AND HOUSE NUMBER FILES, 50
 STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS, 51
 SUBDIVISION RECORDS, 24
 SURVEY FIELD RECORDS, 51
 TAP AND HOOK UP RECORDS, 43
 TAX ABSTRACTS AND LISTS, 76
 TAX EXEMPT PROPERTY FILE, 76
 TAX LEDGER CARDS OR SHEETS, 76
 TAX LEVY AND SEIZURE RECORDS, 77
 TAX LIEN SALES, 77
 TAX REBATES, 77
 TAX SCROLLS, 77
 TAXICAB AND LIMOUSINE TAX RECORDS, 77
 TEXT MESSAGES, A-12
 TICKET STUBS, 18
 TRAFFIC ACCIDENT REPORTS, 71
 TRAFFIC ANALYSIS, 51
 TRAFFIC CITATIONS, 71
 TRAFFIC VIDEO RECORDINGS AND DATA, 52
 TRAFFIC WARNINGS, 71
 TRANSIT SCHEDULES, 33
 TRANSIT SERVICE APPLICATIONS, 32
 TRESPASS RECORDS, 72
 TROUT BUFFER VARIANCES, 38
 UNSAFE BUILDINGS FILE, 9
 VALVE OPERATION FILE, 9
 VANPOOL DRIVER APPLICATIONS, 33
 VARIANCES (PLANNING AND REGULATION OF DEVELOPMENT), 24
 VEHICLE TOWING RECORDS, 72
 VIOLATIONS
 BUILDING AND HOUSING, 9
 SOLID WASTE MANAGEMENT, 10
 WATER CONSERVATION, 10
 ZONING, 24
 WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS, 10
 WASTEWATER QUALITY ANALYSIS RECORDS, 10
 WATER & WASTEWATER PERMITS & APPROVAL RECORDS, 43
 WATER & WASTEWATER SYSTEM INSPECTIONS & TESTS, 45
 WATER ANALYSIS, 11
 WATER QUALITY VIOLATION RECORDS, 45

WATER SYSTEM OPERATIONS RECORDS, 11

WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS
FILE, 11

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

| | |
|---|------|
| Approval | iv |
| Front Matter | |
| Executive Summary | v |
| Legend for Records Schedule | vii |
| Records Retention and Disposition Schedule | |
| Standard 1: Administration and Management Records | 1 |
| Standard 2: Budget, Fiscal, and Payroll Records | 23 |
| Standard 3: Geographic Information System Records | 36 |
| Standard 4: Human Resources Records | 43 |
| Standard 5: Information Technology Records | 61 |
| Standard 6: Legal Records | 67 |
| Standard 7: Public Relations Records | 75 |
| Standard 8: Risk Management Records | 80 |
| Standard 9: Workforce Development Records | 86 |
| Appendix | |
| Managing Public Records in North Carolina | A-1 |
| Audits, Litigation, and Other Official Action | A-5 |
| Transitory Records | A-6 |
| Destruction of Public Records | A-8 |
| Sample Destructions Log | A-10 |
| Electronic Records: E-mail, Born Digital Records, and Digital Imaging | A-11 |
| Geospatial Records | A-13 |
| Security Preservation Copies of Records | A-15 |
| Disaster Assistance | A-17 |
| Staff Training | A-18 |
| Request Forms | |
| Request for Change in Records Schedule | A-19 |
| Request for Disposal of Unscheduled Records | A-20 |
| Request for Disposal of Original Records Duplicated by Electronic Means | A-21 |
| File Plan | A-22 |
| Related Records Series in Program Schedules | A-23 |
| Index | A-30 |

2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends.*” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends.*” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends.*”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.


Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

² Ibid.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED


Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.

- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS**

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|---|----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.01 | ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>4 Years</u> <i>Retention Note: Official record maintained permanently by the County Board of Elections.</i> | Authority: G.S. 163-300 |
| 1.02 | ACCREDITATION RECORDS Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records. Also includes evaluations of the agency by outside entities. | Destroy in office 5 years after superseded or obsolete. | Authority: 10A NCAC 48B |
| 1.03 | ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES @ Records documenting requirements or directives promulgated by the agency for the conduct of a business or activity on agency premises or under agency authority. | Destroy in office when superseded or obsolete. | |

1 : Administration and Management


* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|---|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.04 | <p>AUDITS: PERFORMANCE @</p> <p>Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.</p> <p>SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</p> | <p>a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices.</p> <p>b) Destroy in office PCI attestation reports after 3 years.</p> <p>c) Destroy in office remaining audit reports after 10 years.</p> <p>d) Destroy in office documentation of corrective measures 2 years after their implementation.</p> <p>e) Destroy in office working papers and remaining records when superseded or obsolete.</p> | |
| 1.05 | <p> BLUEPRINTS AND SPECIFICATIONS @</p> <p>Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.</p> | <p>a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility.</p> <p>b) Retain in office as-built drawings for life of structure and then destroy.</p> <p>c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete.</p> | Confidentiality: G.S. 132-1.7 |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.06 | <p>BONDS</p> <p>Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds.</p> <p>SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), and Projects (below).</p> | Destroy in office 5 years after expiration or cancellation. | |
| 1.07 | <p>BULLETINS</p> <p>Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.</p> | Destroy in office when superseded or obsolete. | |
| 1.08 | <p>BUSINESS CERTIFICATION RECORDS</p> <p>Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.</p> | <p>a) Destroy in office all documentation 3 years after most recent recertification.</p> <p>b) If certification was never issued, destroy in office all documentation when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>4 Years</u></p> | |
| 1.09 | BUSINESS DEVELOPMENT SUBJECT FILE | Destroy in office after 3 years. | |
| 1.10 | CALENDARS OF EVENTS AND APPOINTMENTS | Destroy in office when superseded or obsolete. | |
| 1.11 | <p>CENSUS PROJECT RECORDS</p> <p>Records created to assist the U.S. Census Bureau with the decennial census.</p> | <p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>Records are submitted to the US Census Bureau.</u></p> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.12 | CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal. | Retain in office permanently. | |
| 1.13 | COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency. SEE ALSO: Data Warehouses (STANDARD 5: INFORMATION TECHNOLOGY RECORDS). | Destroy in office when superseded or obsolete. | If data contains confidential information, abide by relevant restrictions. |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|--|------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.14 | <p>CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS @</p> <p>Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by constituents requesting action as well as routine requests for service. Also includes requests for reasonable accommodation to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964; including constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, correspondence (including e-mail), and resolutions.</p> <p>SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS).</p> | <p>a) Transfer records as applicable to Litigation Case Records (STANDARD 6: LEGAL RECORDS).</p> <p>b) Destroy in office comments, complaints, petitions, and requests 1 year after resolution.*</p> <p>c) Destroy in office accommodation requests 2 years after resolution.*</p> | <p>Authority: 42 USC 12132</p> |
| 1.15 | <p>CONSTITUENT SURVEYS</p> <p>Surveys and related records addressing agency services, policies, and other concerns.</p> | <p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after _____ 1 Year _____</p> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.16 | <p>CORRESPONDENCE AND MEMORANDA Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.</p> <p>For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS, page A-11. SEE ALSO: Public Bodies: Correspondence (below) and Legal Correspondence (STANDARD 6: LEGAL RECORDS).</p> | <p>a) Transfer correspondence (including e-mail) with historical value to History Records (below), after 3 years.</p> <p>b) Destroy routine administrative correspondence and memoranda after 1 year.</p> <p>c) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently.</i></p> | |
| 1.17 | <p>CUSTOMER CALL CENTER RECORDINGS @ Recordings of calls to customer service centers made for quality assurance and training purposes.</p> | Destroy in office after 30 days. | |
| 1.18 | <p>EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS @ Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties.</p> <p>SEE ALSO: Grants (below), and System Maintenance Records: Hardware Repair or Service (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p> | <p>a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.*</p> <p>b) Destroy in office records documenting all other maintenance and repairs after 3 years.*</p> <p>c) Destroy in office warranties 1 year after expiration.</p> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.19 | EQUIPMENT AND VEHICLE REFERENCE RECORDS Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation. | Destroy in office when superseded or obsolete. | |
| 1.20 | EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records. | a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year. | |
| 1.21 | FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records documenting maintenance, repair, and inspection of agency-owned facilities, including warranties on said repairs. Also includes any real property owned by the agency. SEE ALSO: Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS), Property Management Records (below). | a) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years. b) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year. c) Destroy in office warranties 1 year after expiration. | |
| 1.22 | FORMS AND TEMPLATES Blank forms, templates, and letterhead used to create agency records. | Destroy in office when superseded or obsolete. | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.23 | <p>GRANT PROPOSALS</p> <p>Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.</p> | <p>a) Transfer records concerning approved grants to Grants (below).</p> <p>b) Destroy in office rejected or withdrawn grant proposals when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>3 Years</u></p> | |
| 1.24 | <p>GRANTS[@]</p> <p>Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes any required certifications and disclosures, documentation about grants issued by the agency, and research records generated as part of a grant project.</p> <p>SEE ALSO: Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</p> | <p>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p> | <p>Retention: 09 NCAC 03M .0703 2 CFR 200.333</p> |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.25 | HISTORICAL DESIGNATIONS RECORDS Records concerning the awarding of historical markers by the agency. Includes applications, review materials, and list of markers. | a) Retain in office permanently the list of historical markers along with the accepted applications. b) Destroy in office after 1 year rejected applications. c) Destroy in office remaining materials after 3 years. | |
| 1.26 | HISTORY RECORDS (AGENCY AND EMPLOYEES) Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records. | a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>5 Years</u> | |
| 1.27 | IMPROPER CONDUCT INVESTIGATIONS Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office. | Destroy in office 3 years after resolution.* | |
| 1.28 | INDICES @ Listings of where specific information can be found. | Destroy in office when superseded or obsolete. | |
| 1.29 | INTERAGENCY PROGRAMS Records of programs involving more than one government agency. Includes resource materials, program information, and other related records. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 years after program end</u> | |

1 : Administration and Management


* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.30 | INVENTORIES @ Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records. | a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years. | |
| 1.31 | LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u> </u> obsolete or superseded | |
| 1.32 | LOGISTICS MATERIALS Records concerning scheduled plans of agency personnel and activities. Includes routine notices, task lists, and arrangements. | Destroy in office when superseded or obsolete. | |
| 1.33 | MAIL: UNDELIVERABLE/RETURNED Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing e-mail returned for any reason. | Destroy in office after 30 days. <i>Retention Note: If notification is necessary for a particular process, reference the relevant case file for disposition instructions (e.g., tax notifications).</i> | |
| 1.34 |  MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers. | a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>30 days</u> | Confidentiality: G.S. 132-1.12 G.S. 132-1.13 |


1: Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.35 | MEMBERSHIP RECORDS Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel. | Destroy in office when superseded or obsolete. | |
| 1.36 | MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding free government-issued business permits, burning, special events, and landscape establishment. | a) Destroy in office 1 year after expiration of license/permit. b) Destroy in office applications for which a license/permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>1 Year</u> | |
| 1.37 |  OFFICE AND PROPERTY SECURITY RECORDS Records concerning the security of agency offices, facilities, vehicles, equipment, property, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings. SEE ALSO: Employee Security Records (STANDARD 8: RISK MANAGEMENT). | a) If the recording necessitates law enforcement action, transfer to the appropriate agency. b) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to Disciplinary Actions (STANDARD 4: HUMAN RESOURCES RECORDS), or Litigation Case Records (STANDARD 6: LEGAL RECORDS). c) Destroy in office recordings not required to support known investigations or litigation after 30 days. d) Destroy in office remaining records after 1 year. | Confidentiality: G.S. 132-1.7 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.38 | <p>ORDINANCES Includes code of ordinances.</p> <p>See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.</p> | <p>a) Retain in office official copy permanently.</p> <p>b) Destroy in office ordinance development records when ordinance is no longer in effect.</p> <p>c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends.± Agency Policy: Destroy in office after <u>Obsolete</u></p> | |
| 1.39 | <p>PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency.</p> <p>SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).</p> | Destroy in office after 3 years.* | |
| 1.40 | <p>PHONE LOGS Records documenting calls placed and received in the course of conducting agency business.</p> <p>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Voice over Internet Protocol (VoIP) Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p> | Destroy in office after 1 year. | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.41 | <p>POLICIES AND PROCEDURES @</p> <p>Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.</p> <p>SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS), Electronic Records Policies and Procedures (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |
| 1.42 | <p>POLL LIST/REGISTRATION LIST/ROSTER/AUTHORIZATION TO VOTE (ATV) @</p> <p>Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.</p> | Contact State Archives of North Carolina prior to destroying old poll books and voter registration books. | <p>Authority: G.S. 163 Art. 15A G.S. 163-166.7 08 NCAC 10B .0103 52 USC Chap. 205</p> |
| 1.43 | PRICE QUOTATIONS | <p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>7 Years</u>.</p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.44 | <p>PROCLAMATIONS AND ORDERS Proclamations and orders issued by the governing board.</p> | <p>a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u> Obsolete or Supersided </u></p> | |
| 1.45 | <p>PROJECTS @ Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation. SEE ALSO: Project Documentation (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p> | <p>a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.</p> | |
| 1.46 | <p>PROPERTY MANAGEMENT RECORDS Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps. SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).</p> | <p>Destroy in office when superseded or obsolete.</p> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|--|------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.47 | <p>PUBLIC BODIES: AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation and exhibits submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel.</p> <p>SEE ALSO: Public Bodies: Minutes (below).</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>5 Years</u></p> | |
| 1.48 | <p>PUBLIC BODIES: APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.</p> | <p>a) Destroy in office records concerning appointed individuals 1 year after expiration of term.</p> <p>b) Destroy in office remaining records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>1 Year</u></p> | |
| 1.49 | <p>PUBLIC BODIES: APPOINTMENT REPORTS Includes annual appointment reports filed with the NC Department of the Secretary of State.</p> | Destroy in office after 2 years. | Authority: G.S. 143-157.1 |
| 1.50 | <p>PUBLIC BODIES: AUDIO AND VIDEO RECORDINGS OF MEETINGS</p> <p>SEE ALSO: Public Bodies: Minutes (below).</p> | <p>Destroy in office after approval of official written minutes.</p> <p><i>NOTE: If these serve as the official minutes, as allowed by G.S. 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.</i></p> | |

1: Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.51 | <p>PUBLIC BODIES: CORRESPONDENCE Records documenting internal and external communications of governing and advisory board members. Includes correspondence (including e-mail) related to decision-making, policy development, and other high-level planning as well as logistical communications.</p> | <p>a) Transfer correspondence (including e-mail) with historical value to History Records (above), after 3 years. b) Destroy in office remaining records after 3 years.</p> | |
| 1.52 | <p>PUBLIC BODIES: MEETING NOTICES Includes notices and regular meeting schedules.</p> <p>SEE ALSO: Affidavits of Publication (STANDARD 6: LEGAL RECORDS), Publicity Records (STANDARD 7: PUBLIC RELATIONS RECORDS).</p> | <p>Destroy in office after 1 year.</p> | |
| 1.53 | <p>PUBLIC BODIES: MEMBER FILES Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers.</p> <p>SEE ALSO: Oaths of Office (STANDARD 6: LEGAL RECORDS), Public Bodies: Applications for Appointment (above).</p> | <p>a) Retain in office records with historical value permanently. b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments. c) Destroy in office remaining records 1 year after service ends.</p> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|---|---------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.54 | <p>PUBLIC BODIES: MINUTES Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.</p> <p>SEE ALSO: Ordinances (above), Public Bodies: Agenda and Meeting Packets (above), Public Bodies: Audio and Video Recordings of Meetings (above), Resolutions (below).</p> | <p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions.</p> <p>b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.±</p> <p>Agency Policy: Destroy in office after <u>---</u> Retain permanently</p> | <p>Authority: G.S. 143-318.10</p> |
| 1.55 | <p>RATE AND FEE SCHEDULES @ Records relating to rates, fees, and regulations concerning agency services.</p> | <p>Destroy in office when superseded or obsolete.</p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.56 | <p>REBATE PROGRAM RECORDS</p> <p>Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that residents may opt into.</p> | <p>a) Destroy in office financial records 3 years after approval.*</p> <p>b) Destroy in office applications 1 year after approval.</p> <p>c) Destroy in office denied applications when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>1 Year</u></p> | |
| 1.57 | <p>RECORDS MANAGEMENT</p> <p>Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.</p> | <p>a) Retain in office documentation concerning the final disposition of records permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |
| 1.58 | <p>REFERENCE (READING) FILE</p> <p>Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.</p> | <p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>Information has been retained or transferred</u></p> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.59 | <p>REPORTS AND STUDIES @ Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency.</p> <p>SEE ALSO: Accident/Incident Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Audits: Performance (above), Budget Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Civil Rights Records (STANDARD 6: LEGAL RECORDS), Financial Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Grants (above), Lost, Stolen, or Damaged Property Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Projects (above), Public Bodies: Appointment Reports (above), Strategic Plan (below), and Unemployment Compensation Reports (STANDARD 4: HUMAN RESOURCES RECORDS).</p> | <p>a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency.</p> <p>b) Retain in office permanently reports and studies prepared by request of an agency’s governing body or a court.</p> <p>c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually.</p> <p>d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis.</p> <p>e) Destroy in office when superseded or obsolete reports required to be submitted to the agency.</p> <p>f) Destroy in office remaining reports and studies when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>5 Year</u>.</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p> | |

1: Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.60 | <p>REQUESTS FOR INFORMATION Requests received and responses issued by the agency.</p> <p>SEE ALSO: Public Records Requests (STANDARD 7: PUBLIC RELATIONS RECORDS).</p> | Destroy in office after 1 year after resolution. | |
| 1.61 | <p>REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency. Also includes notices and evaluations produced by the agency.</p> <p>SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Price Quotations (above).</p> | <p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>7 Years</u></p> | |
| 1.62 | <p>RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.</p> <p>See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.</p> | <p>a) Retain in office permanently one copy of final resolution.</p> <p>b) Retain in office permanently resolution development records with historical value.</p> <p>c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>Obsolete</u></p> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.63 | STAFF MEETINGS FILE Records concerning meetings of internal committees, groups, or task forces along with external meetings attended by agency personnel. Includes minutes, agendas, meeting packets, visual aids, presentations, notes, recordings, and other related records. | a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 1 year. | |
| 1.64 | STRATEGIC PLAN @ Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of strategic plan and all background surveys, studies, and reports. Also includes business plans as well as mission statements, goals, and objectives. | a) Retain in office strategic plans permanently. b) Destroy in office background surveys, studies, and reports 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office remaining records when superseded or obsolete. | |
| 1.65 | SURPLUS PROPERTY Inventories and reports of agency property to be surplus. | Destroy in office 3 years after disposition of property.* | |
| 1.66 | TRACKING MATERIALS Records intended to verify the receipt of information, such as certified mail receipts. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>1 Year</u> | |

1 : Administration and Management

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1.67 | <p>TRAVEL REQUESTS Requests and authorizations for travel. Includes forms and itineraries.</p> <p>SEE ALSO: Price Quotations (above), Travel Reimbursements (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</p> | Destroy in office after 1 year.* | |
| 1.68 | <p>VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet.</p> <p>SEE ALSO: Vehicle Titles (STANDARD 6: LEGAL RECORDS).</p> | Destroy in office when superseded. | |
| 1.69 | <p>WORK ORDERS Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles.</p> | <p>a) If this is the only record documenting completed work, follow disposition instructions for Facility Maintenance, Repair, and Inspection Records (above), or Equipment and Vehicle Maintenance, Repair, and Inspection Records (above).</p> <p>b) Destroy in office remaining records 1 year after work is completed.*</p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS**

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|---|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.01 | ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices. | a) Destroy in office 5 years after payment documentation of reimbursement for business expenses to employees. b) Destroy in office all remaining records 3 years after payment.* | Retention: 04 NCAC 24D .0501(a)(3)(I) |
| 2.02 | ACCOUNTS RECEIVABLE @ Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection. | Destroy in office 3 years after collection.* | G.S. 105A |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|---|---|------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.03 | ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records. | Destroy in office 3 years after account is determined to be uncollectable.* | |
| 2.04 | ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval. SEE ALSO: Budget Reports (below). | a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 3 years. <i>Retention Note: Annual budgets should be entered into the minutes of the governing board.</i> | Authority: G.S. 159-11 |
| 2.05 | ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated. | Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.* | Authority: 26 CFR 1.148-3 |
| 2.06 | AUDITS: FINANCIAL @ Records concerning internal and external audits. Includes reports, working papers, and related records. SEE ALSO: Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | a) Retain in office permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded or obsolete.* | Authority: G.S. 159-34 |
| 2.07 | AUTHORIZATION FORMS Authorization to purchase materials. | Destroy in office after 3 years.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|---|---|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.08 | BANK STATEMENTS AND RECONCILIATIONS Includes bank statements, canceled checks, deposit slips, and reconciliation reports. | Destroy in office after 3 years.* | |
| 2.09 | BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction. SEE ALSO: Accounts Receivable (above). | Destroy in office all records after the disposition of property has been recorded in governing board's minutes.* | Authority: G.S. 153A-176 |
| 2.10 | BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids. | a) Transfer records to Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS) when bid is approved. b) Destroy in office bid records not awarded or opened after 1 year.* | Authority: G.S. 143 Article 8 |
| 2.11 | BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds. | Destroy in office 6 years after final maturity.* | Authority: G.S. 159 Article 7 |

2: Budget, Fiscal, and Payroll

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|---|--|----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.12 | BOND REGISTER Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount. | Retain in office permanently. | Authority: G.S. 159-130 |
| 2.13 | BONDS, NOTES, AND COUPONS | Destroy in office 1 year from date of payment. | Authority: G.S. 159-139 |
| 2.14 | BUDGET ADMINISTRATION RECORDS Records of budget administration. Includes research, correspondence (including e-mail), and other related records. | Destroy in office after 2 years.* | |
| 2.15 | BUDGET EXECUTION RECORDS Records of authorizations to move funds between budget codes. | Destroy in office when released from audits. | |
| 2.16 | BUDGET REPORTS Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. SEE ALSO: Annual Budget (above). | a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.* | |
| 2.17 | BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records. | Destroy in office after 3 years.* | Authority: G.S. 159-10 |

2: Budget, Fiscal, and Payroll



* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|--|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.18 | <p>BUDGET RESOLUTIONS AND ORDINANCES Includes project ordinances, budget resolutions, and amendments.</p> <p>SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Retain official copies in the minutes of the governing board.</p> <p>b) Destroy in office remaining copies when reference value ends.± Agency Policy: Destroy in office after _____ official copy is approved</p> | <p>Authority: G.S. 159-8 G.S. 159-13 G.S. 159-13.2 G.S. 159-15</p> |
| 2.19 | <p>COST ALLOCATION PLANS Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.</p> | <p>Destroy in office after 3 years.*</p> | |
| 2.20 | <p> CREDIT/DEBIT/PROCUREMENT CARD RECORDS Records of assignation of agency credit cards and purchasing cards along with authorization logs.</p> | <p>Destroy in office when superseded or obsolete.*</p> | <p>Confidentiality: G.S. 132-1.2(2)</p> |
| 2.21 | <p>DONATIONS AND SOLICITATIONS Records concerning requests made to agency by outside organizations. Includes applications and other related records.</p> <p>SEE ALSO: Fund Drive and Event Records (STANDARD 7: PUBLIC RELATIONS RECORDS).</p> | <p>a) Destroy in office records supporting approved donations 1 year after payment.</p> <p>b) Destroy in office rejected applications after 30 days.</p> | |
| 2.22 | <p> ELECTRONIC FUNDS TRANSFERS (EFT) Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.</p> | <p>Destroy in office when superseded or obsolete.</p> | <p>Confidentiality: G.S. 14-113.20</p> |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.23 | ESCHEATS AND UNCLAIMED PROPERTY Records containing information required to be included in holder reports submitted to the State Treasurer's office. | a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed on or after July 16, 2012.* | Authority: G.S. 116B-60 Retention: G.S. 116B-73 |
| 2.24 | FINANCIAL JOURNALS AND LEDGERS | a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.* | |
| 2.25 | FINANCIAL REPORTS | a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution reports generated to track transactions when released from audits. | |
| 2.26 | GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS). | Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____ 1 Year _____ | |

2: Budget, Fiscal, and Payroll

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|--|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.27 | <p>GRANTS: FINANCIAL @</p> <p>Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records.</p> <p>SEE ALSO: Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Destroy records supporting the expenditure of federal funds passed through NC Dept. of Health and Human Services on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p> | <p>Retention: 09 NCAC 03M .0703 2 CFR 200.333</p> |
| 2.28 | <p>INVESTMENTS</p> <p>Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.</p> | <p>a) Destroy in office transaction schedules after 2 years.*</p> <p>b) Destroy in office performance investment reports when reference value ends.± Agency Policy: Destroy in office after <u>2 years</u></p> <p>c) Destroy in office all remaining records after 3 years.*</p> | <p>Authority: G.S. 159-30</p> |


* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.29 | LOAN RECORDS Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records. | Destroy in office 5 years after satisfaction or cancellation of loan.* | |
| 2.30 | LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS | Destroy in office after 3 years.* | Authority: G.S. 159-33 |
| 2.31 | LONGEVITY PAY | Destroy in office after 5 years.* | Retention: 04 NCAC 24D .0501(a) |
| 2.32 |  PAYMENT CARD DATA Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency. | Destroy in office after processed.* | Confidentiality: G.S. 132-1.2(2) G.S. 132-1.10(b)(5) |


* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|---|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.33  | PAYROLL AND EARNINGS RECORDS Records containing information such as the name, Social Security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Also includes employer contributions (e.g., retirement, healthcare) along with individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. SEE ALSO: Payroll Deduction Records (below), Time Sheets, Cards, and Attendance Records (below); for 401(k) and other retirement plan payouts, see Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS). | a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. b) Destroy in office remaining records after 5 years.* | Authority: 29 CFR 516.30(a) Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) 29 CFR 516.5(a) 29 CFR 1627.3(a) |


2: Budget, Fiscal, and Payroll

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|---|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.34  | PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), retirement and deferred compensation, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). SEE ALSO: Payroll and Earnings Records (above), Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS). | a) Destroy in office tax withholding forms 4 years after termination of deduction.* b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction. c) Destroy in office remaining records 3 years after termination of deduction.* | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: IRS Publication 15 29 CFR 516.6(c)(1) |
| 2.35 | POWELL BILL RECORDS Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records. | Destroy in office after 3 years. | |
| 2.36 | PURCHASE ORDERS Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. SEE ALSO: Grants: Financial (above). | Destroy in office after 3 years.* <i>Retention Note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i> | |
| 2.37 | QUALIFIED PRODUCTS LISTS (QPL) Records identifying products approved for purchase by the agency. | Destroy in office 3 years after superseded or obsolete.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|---|--|------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.38 | <p>REQUISITIONS Requests for payment or to acquire goods or services.</p> <p>SEE ALSO: Inventories (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | Destroy in office after 1 year.* | |
| 2.39 | <p>SCHOLARSHIP RECORDS Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.</p> | <p>a) Destroy in office after 3 years records documenting the awarding of scholarships.</p> <p>b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.</p> | |
| 2.40 | <p>SHIFT PREMIUM PAY Authorizations and other related records concerning employees receiving shift premium pay.</p> | Destroy in office after 5 years.* | Retention: 04 NCAC 24D .0501(a) |
| 2.41 | <p>STATEMENTS OF BACK PAY Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.</p> | Destroy in office 3 years after payment.* | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|---|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.42  | TAX FORMS Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction. | Destroy in office 5 years after submitted to taxpayer and/or IRS.* | Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) IRS Publication 15 |
| 2.43 | TAX RETURNS Tax returns filed by the agency. | Destroy in office 6 years after filed.* | |
| 2.44 | TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. SEE ALSO: Payroll and Earnings Records (above). | Destroy in office after 5 years.* | Retention: 04 NCAC 24D .0501(a) 29 CFR 516.6(a)(1) |


* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS | | |
|--------|--|--|------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 2.45 | <p>TRAVEL REIMBURSEMENTS</p> <p>Includes requests and authorizations for reimbursement for travel and related expenses.</p> <p>SEE ALSO: Grants: Financial (above), Travel Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | Destroy in office after 5 years.* | Retention: 04 NCAC 24D .0501(a) |
| 2.46 | <p> VENDORS</p> <p>Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.</p> | Destroy in office when superseded or obsolete. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

Official records received and created by agency geographic information system programs. See G.S. 132-10 for information about providing public access to GIS databases.

| ITEM # | STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 3.01 | GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources. | Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently. <i>Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council. See also GEOSPATIAL RECORDS, page A-13.</i> | |
| 3.02 | GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA) Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files. | Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform). | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 3.03 | <p>GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES</p> <p>Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.</p> | Retain in office permanently. | |
| 3.04 | <p>GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS</p> <p>Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.</p> | Destroy in office after 1 year. | |
| 3.05 | <p>GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS</p> <p>Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.</p> | Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform). | |
| 3.06 | <p>GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS</p> | <p>a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently.</p> <p>b) Destroy in office remaining items when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>1 Year</u></p> | |

3: GIS

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

| ITEM # | STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 3.07 | LAYERS: ADDRESS POINTS See also GEOSPATIAL RECORDS , page A-13. | Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council . | |
| 3.08 | LAYERS: CORPORATE LIMITS See also GEOSPATIAL RECORDS , page A-13. | Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council . | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 3.09 | <p>LAYERS: EXTRATERRITORIAL JURISDICTIONS</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p> | <p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> | |
| 3.10 | <p>LAYERS: ORTHOIMAGERY</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p> | <p>Create a snapshot of dataset when created. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> | |

3: GIS

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 3.11 | <p>LAYERS: STREET CENTERLINE</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p> | <p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> | |
| 3.12 | <p>MAPPING PROJECT RECORDS</p> <p>Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p> | <p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> | |

3: GIS

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 3.13 | <p>MAPS: PARCEL</p> <p>Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures.</p> <p>See also GEOSPATIAL RECORDS, page A-13, and Property Management Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>Paper: Destroy in office upon State Archives approval.</p> <p>GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> | |
| 3.14 | <p>MAPS: PARKS</p> <p>Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems.</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p> | <p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> | |

3: GIS

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 3.15 | <p>MAPS: ALL OTHER @</p> <p>Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc. Also includes paper maps.</p> | <p>a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently.</p> <p>b) Destroy in office remaining items when reference value ends.±</p> <p><i>Retention note: Contact the State Archives of North Carolina before destroying any tax maps, watershed maps, or zoning maps.</i></p> <p>Agency Policy: Destroy in office after <u>2 years</u></p> | |

3: GIS

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.


± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

STANDARD 4: HUMAN RESOURCES RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. 115C Article 21A (LPSUs), G.S. 122C-158 (area authorities), G.S. 130A-45.9 (public health authorities), G.S. 153A-98 (county), G.S. 160A-168 (municipal), G.S. 161E-257.2 (public hospitals), and G.S. 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.01 | ABOLISHED POSITIONS Records concerning positions that have been abolished. | Destroy in office after 1 year. | |
| 4.02 |  ADMINISTRATIVE INVESTIGATIONS Records concerning the investigation of conduct problems among agency personnel. SEE ALSO: Disciplinary Actions (below). | a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation. b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated. c) Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court. d) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to Personnel Records (Official Copy) (below). | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |


4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|---|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.03  | APPLICATIONS FOR EMPLOYMENT Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records. | a) Transfer applications, resumes, transcripts, and similar records as applicable to Personnel Records (Official Copy) (below) or Seasonal and Contract Worker Records (below). b) Destroy in office after 2 years unsolicited application materials from individuals hired. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates. | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 |
| 4.04 | APPRENTICESHIP PROGRAM RECORDS Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans. | Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later. | Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21 |


4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|---|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.05  | APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. Includes civil service examinations. SEE ALSO: Employment Selection Records (below). | Destroy in office after 2 years. | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv) |
| 4.06 | ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos. SEE ALSO: Bloodborne Pathogen Training (below), Hazardous Materials Training Records (below). | a) Destroy in office employee-specific records 1 year after separation. b) Destroy in office remaining records when superseded or obsolete. | Retention: 29 CFR 1910.1001(m)(4) |

4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.07 | <p>BENEFITS RECORDS</p> <p>Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act).</p> | <p>a) Destroy in office approved claims forms after 2 years.*</p> <p>b) Destroy in office rejected requests 6 months after decision.</p> <p>c) Destroy in office 3 years after employee returns or eligibility expires notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave.</p> <p>d) Destroy in office remaining records 1 year after plan is terminated.</p> | Retention: 29 CFR 1627.3(b)(2) |
| 4.08 | <p>BLOODBORNE PATHOGEN TRAINING</p> <p>Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.</p> <p>SEE ALSO: Asbestos Training (above), Hazardous Materials Training Records (below).</p> | Destroy in office after 3 years. | Retention: 29 CFR 1910.1030(h)(2)(ii) |
| 4.09 | <p>DIRECTORIES, ROSTERS, OR INDICES</p> <p>Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.</p> | Destroy in office when superseded or obsolete. | |

4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|--|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.10 | <p>DISABILITY SALARY CONTINUATION CLAIMS</p> <p>Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.</p> | <p>a) Transfer original forms to Local Government Employees' Retirement System (LGERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received.</p> <p>b) Destroy in office remaining records after 3 years.</p> | |
| 4.11 | <p>DISCIPLINARY ACTIONS</p> <p>Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.</p> | <p>a) Transfer records as applicable to Personnel Records (Official Copy) (below).</p> <p>b) Destroy in office all remaining records 2 years after resolution of all actions.</p> | <p>Authority: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1</p> <p>Retention: 29 CFR 1602.31</p> <p>Subject to the public information provision delineated in the above authorities.</p> |



4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.12 | DUAL EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with another local government agency. SEE ALSO: Secondary Employment (below). | a) Destroy in office approved requests and related records 1 year after employee terminates additional employment. b) Destroy in office denied requests and related records after 6 months. | |
| 4.13 |  EDUCATIONAL LEAVE AND REIMBURSEMENT Includes records requesting educational leave and tuition assistance, reimbursements, and other related records. SEE ALSO: Leave Records (below). | a) Transfer records documenting approved leave requests to Personnel Records (Official Copy) (below). b) Destroy in office records concerning denied requests 6 months after denial.* c) Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.* | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |
| 4.14 |  EMPLOYEE ASSISTANCE PROGRAMS Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records. | Destroy in office after 3 years. | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |



4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|---|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.15  | EMPLOYMENT ELIGIBILITY RECORDS Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms. | a) I-9 forms have mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor. c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation. d) Destroy in office remaining records 1 year after employee separation. | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 8 USC 1324a(b)(3) |
| 4.16  | EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records. SEE ALSO: Applications for Employment (above), Aptitude and Skills Testing Records (above). | a) Destroy in office background and criminal history checks after 5 years. b) Destroy in office remaining records 2 years after hiring decision.* | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1) |



4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|---|---|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.17  | EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency. | Destroy in office after 1 year. | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |
| 4.18  | FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA, and other related records. SEE ALSO: Leave Records (below). | Destroy in office 3 years after leave ends.* | Authority: 29 CFR 825.110 Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 825.500(b) |


4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|---|---|-----------------------------------|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.19  | GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition. SEE ALSO: Disciplinary Actions (above), Personnel Records (Official Copy) (below). | Destroy in office after 2 years.* | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |
| 4.20 | HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. May also include documentation of loans of radioactive materials for the purpose of training exercises. SEE ALSO: Asbestos Training (above), Bloodborne Pathogen Training (above). | Destroy in office after 5 years. | Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15 |
| 4.21 | INTERNSHIP PROGRAM Records concerning interns and students who work for the agency. | Destroy in office after 2 years. | |
| 4.22 | LAW ENFORCEMENT TRAINING Records concerning internal training for law enforcement personnel. | Retain in office permanently. | |



4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|---|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.23  | LEAVE RECORDS Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, etc. Also includes records documenting leave without pay. SEE ALSO: Educational Leave and Reimbursement (above), Family Medical Leave Act (FMLA) Records (above), Military Leave (below). | a) Destroy in office approved requests 3 years after return or separation of employee.* b) Destroy in office denied requests after 6 months. | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |
| 4.24  | MEDICAL RECORDS Records for employees, contractors, and volunteers concerning asbestos, toxic substances, and bloodborne pathogen exposure; physical examinations required by the employer in connection with any personnel action, including health or physical examination reports, or certificates created in accordance with the Americans with Disabilities Act (ADA); and records of injury or illness. (Does not include worker's compensation or health insurance claim records.) SEE ALSO: Benefits Records (above), Workers' Compensation Program Claims (below). | a) Destroy in office exposure records 30 years after date of exposure.* b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years. c) Provide medical records to employees who have worked for less than 1 year at time of separation. d) Destroy in office after 1 year records concerning physical examinations or health certificates. e) Destroy in office remaining records 30 years after employee separation. <i>Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a worker's compensation claim, follow disposition for Workers' Compensation Program Claims (below).</i> | Authority: 29 CFR 1910.1020(e) Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii) Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3) |


4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.25 | MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). SEE ALSO: Leave Records (above). | Destroy in office 3 years after leave ends or employee separates from agency.* | Authority: 5 CFR 1208 |
| 4.26 |  PERFORMANCE REVIEWS Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. SEE ALSO: Personnel Records (Official Copy) (below). | Destroy in office after 3 years. | Confidentiality (applies only to performance evaluations): G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 60A-168 G.S. 161E-257.2 G.S. 162A-6.1 |
| 4.27 | PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title. | Transfer records to Personnel Records (Official Copy) (below). | Subject to the public information provision delineated in relevant General Statutes. |



4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--|--|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.28  | PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each permanent and temporary agency employee that is eligible for benefits. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file. SEE ALSO: Medical Records (above), Seasonal and Contract Worker Records (below). | a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal. b) Destroy in office information necessary to verify benefits 30 years after date of separation. c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in this Records Retention and Disposition Schedule. | Authority/ Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |
| 4.29  | PERSONNEL RECORDS (SUPERVISOR COPY) Personnel jacket that is often maintained by supervisors. | a) Transfer records as applicable to Personnel Records (Official Copy) (above). b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>5 Years</u> | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |


4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.30 | <p>POLICIES AND PROCEDURES (PERSONNEL) Official internal agency personnel policies and procedures. Also includes agreements and authorizations required of employees, orientation materials, and informational data.</p> <p>SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), and Workers' Compensation Program Administration (below).</p> | <p>a) Retain in office internal agency personnel policies and procedures permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |
| 4.31 | <p> POLYGRAPH RECORDS Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.</p> | <p>Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.</p> | <p>Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1</p> <p>Retention: 29 CFR 801.30</p> |

4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|--|--------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.32 | <p>POSITION CLASSIFICATION, CONTROL, AND HISTORY Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers.</p> <p>SEE ALSO: Position Descriptions (below).</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |
| 4.33 | <p>POSITION DESCRIPTIONS Includes information on job title, grade, duties, agency assigned, and responsibilities.</p> | Destroy in office 2 years after superseded. | Retention: 29 CFR 1620.32 |
| 4.34 | <p>POSITION EVALUATIONS Forms used to evaluate the primary purpose of a position.</p> | Destroy in office after 1 year. | |
| 4.35 | <p>RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.</p> | Destroy in office 1 year from date of record. | Retention: 29 CFR 1627.3(b) |


4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.36 | <p>RETIREMENT RECORDS</p> <p>Includes descriptive information about retirement systems along with plans and related records outlining the terms of employee pension and other deferred compensation plans, including 401(k).</p> <p>SEE ALSO: Payroll and Earnings Records; Payroll Deduction Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</p> | <p>a) Destroy in office descriptive information about retirement plans 1 year after plan is terminated.</p> <p>b) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.*</p> <p>c) Transfer Local Governmental Employees' Retirement System (LGRS) forms to Department of State Treasurer.</p> <p>d) Transfer applicable records to Personnel Records (Official Copy) (above).</p> | Retention: 29 CFR 1627.3(b)(2) |
| 4.37 | <p> SEASONAL AND CONTRACT WORKER RECORDS</p> <p>Records concerning seasonal or contractual employees who are not provided with or eligible for benefits.</p> <p>SEE ALSO: Personnel Records (Official Copy) (above).</p> | Destroy in office 5 years after date of separation. | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 |
| 4.38 | <p>SECONDARY EMPLOYMENT</p> <p>Records concerning employees' requests and authorizations to accept employment with a private entity.</p> <p>SEE ALSO: Dual Employment (above.)</p> | <p>a) Destroy in office approved requests and related records 1 year after employee terminates outside employment.</p> <p>b) Destroy in office denied requests and related records after 6 months.</p> | |

4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|--|---------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.39 | <p>SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs.</p> <p>SEE ALSO: Personnel Records (Official Copy) (above).</p> | Destroy in office 2 years from date of record creation or the personnel action involved. | |
| 4.40 | <p>SUGGESTIONS AND SURVEYS Recommendations and feedback submitted by agency employees.</p> | Destroy in office after 1 year. | |
| 4.41 | <p>TRAINING AND EDUCATIONAL RECORDS Records concerning the delivery of training to agency personnel. Includes training manuals, syllabi and course outlines, and other related records. Also includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees.</p> <p>SEE ALSO: Conferences and Workshops (STANDARD 7: PUBLIC RELATIONS RECORDS), Educational Leave and Reimbursement (above). Other required trainings are handled in Asbestos Training (above), Bloodborne Pathogen Training (above), Hazardous Materials Training Records (above), Law Enforcement Training (above).</p> | <p>a) Transfer records as applicable to Personnel Records (Official Copy) (above), if such training and testing is required for the position held or could affect career advancement.</p> <p>b) Destroy in office certifications and other qualifications 5 years after expiration or employee separation.</p> <p>c) Destroy in office general training materials when superseded or obsolete.</p> <p>d) Destroy in office remaining employee-specific records after 1 year.</p> | Retention: 29 CFR 1627.3(b)(1)(iv) |

4: HR


* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES




| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|---|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.42  | UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases. | Destroy in office after 5 years.* | Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) |
| 4.43 | UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with NC Division of Employment Security. | Destroy in office after 5 years.* | Retention: 04 NCAC 24D .0501(a) |
| 4.44 | UNEMPLOYMENT INSURANCE Forms submitted to the Department of Commerce to report wage records of terminated employees. | Transfer to the N.C. Department of Commerce, Division of Employment Security. | |
| 4.45 | VERIFICATION OF EMPLOYMENT RECORDS Inquiries and responses concerning verification of an employee's prior or current employment with the agency. | Destroy in office after 1 year. | |
| 4.46 | VOLUNTEER RECORDS Records concerning individuals who volunteer to assist with various agency activities. | Destroy in office 2 years after completion of assignment. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 4: HUMAN RESOURCES RECORDS | | |
|--------|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 4.47 | WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments. | Destroy in office after 1 year. | |
| 4.48 | WORKERS' COMPENSATION PROGRAM ADMINISTRATION Includes program policies, guidelines, and related administrative documentation. | a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete. | |
| 4.49 |  WORKERS' COMPENSATION PROGRAM CLAIMS Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. Includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, claim cost reports, reference copies of medical invoices, and other related records. <i>Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. 97-92(a).</i> | Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency.* | Confidentiality: G.S. 8-53 G.S. 97-92(b) |

4: HR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.


@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 5: INFORMATION TECHNOLOGY (IT) RECORDS**

Information technology encompasses all activities undertaken by agency to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." (G.S. 132-6.1 (c))


| ITEM # | STANDARD 5: INFORMATION TECHNOLOGY RECORDS | | |
|---|--|--|-------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 5.01  | AUDITS: IT SYSTEMS Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity. | a) Destroy in office 1 year after superseded or obsolete fixity check documentation. b) Destroy in office remaining records after disposition of record.* | Confidentiality: G.S. 132-6.1(c) |
| 5.02 | COMPUTER AND NETWORK USAGE RECORDS Records documenting usage of electronic devices and networks. Includes login files, system usage files, individual program usage files, and records of use of the Internet by employees. | Destroy in office after 1 year. | |
| 5.03 | DATA DOCUMENTATION RECORDS Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data. | Destroy in office 3 years after system is discontinued and/or replaced. | |

5: IT

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 5: INFORMATION TECHNOLOGY RECORDS | | |
|--------|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 5.04 | <p>DATA MIGRATION RECORDS Technical records documenting data migrations.</p> <p><i>Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.</i></p> | Destroy in office 1 year after completion of data migration. | |
| 5.05 | <p>DATA WAREHOUSES Federated data gathered by the agency from other sources for the purposes of comparison and distribution.</p> <p>SEE ALSO: Collected Data (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | Destroy in office when superseded or obsolete. | Maintain confidentiality consistent with any restrictions placed on the data provider. |
| 5.06 | <p>DIGITIZATION AND SCANNING RECORDS Records concerning data entry and imaging operations. Includes quality control records.</p> <p>See also REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS, page A-21.</p> | <p>Destroy in office 10 days after digitization.</p> <p><i>Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.</i></p> | |
| 5.07 | <p> ELECTRONIC RECORDS POLICIES AND PROCEDURES Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.</p> | Destroy in office 3 years after superseded or obsolete. | Confidentiality: G.S. 132-1.7(b) G.S. 132-6.1(c) |

5: IT

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES


| ITEM # | STANDARD 5: INFORMATION TECHNOLOGY RECORDS | | |
|---|---|---|-------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 5.08 | INFORMATION TECHNOLOGY ASSISTANCE RECORDS Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation. | Destroy in office 1 year after work is completed. | |
| 5.09  | NETWORK AND SYSTEM SECURITY RECORDS Records documenting cybersecurity efforts. Includes records concerning firewalls, anti-virus programs, intruder scanning logs, and other related records. | a) Destroy in office finalized cyber incident reports 5 years after resolution. b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems. c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records. | Confidentiality: G.S. 132-6.1(c) |
| 5.10  | NETWORK DIAGRAMS Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations. | Destroy in office when superseded or obsolete. | Confidentiality: G.S. 132-6.1(c) |

5: IT

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 5: INFORMATION TECHNOLOGY RECORDS | | |
|--------|--|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 5.11 | <p>PROJECT DOCUMENTATION</p> <p>Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records.</p> <p>SEE ALSO: Projects (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Retain in office permanently records with historical value.</p> <p>b) Destroy in office remaining records 3 years after completion of project.</p> | |
| 5.12 | <p>SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS</p> <p>Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.</p> | Destroy in office 1 year after software is superseded or obsolete. | |
| 5.13 | <p>SYSTEM ACCESS RECORDS</p> <p>Records documenting access requests and authorizations, system access logs, and other related records.</p> | Destroy in office 1 year after superseded or obsolete. | |
| 5.14 | <p> SYSTEM DOCUMENTATION RECORDS</p> <p>Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.</p> | Destroy in office 3 years after superseded or obsolete. | Confidentiality: G.S. 132-1.1(g) G.S. 132-6.1(c) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 5: INFORMATION TECHNOLOGY RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 5.15 | <p>SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE</p> <p>Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records.</p> <p>SEE ALSO: Equipment and Vehicle Maintenance, Repair, and Inspection Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year.</p> <p>b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment.</p> | |
| 5.16 | <p>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</p> <p>Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.</p> <p>See also Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.</p> | <p>Destroy in office in accordance with your office's established, regular backup plan and procedures.±</p> <p>Agency Policy: Destroy in office after <u>1 Year</u></p> | |
| 5.17 | <p>TECHNICAL PROGRAM DOCUMENTATION</p> <p>Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.</p> | <p>Destroy in office 1 year after superseded or obsolete.</p> | |

5: IT

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 5: INFORMATION TECHNOLOGY RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 5.18 | <p>VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS Records concerning line registrations, calls logs, and voicemail records.</p> | <p>a) Destroy in office records concerning line registration when superseded or obsolete.</p> <p>b) Destroy in office call logs after 1 year.</p> <p>c) Destroy in office voicemail records after 30 days.</p> | |
| 5.19 | <p>WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications.</p> <p>SEE ALSO: Website (Electronic) (STANDARD 7: PUBLIC RELATIONS RECORDS).</p> | <p>Destroy in office when superseded or obsolete.</p> | |

5: IT

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 6: LEGAL RECORDS**

Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.

| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|--------|--|---|--------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.01 | <p>AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc.</p> <p>SEE ALSO: Public Bodies: Meeting Notices (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Retain in office permanently if record provides sole evidence of publication.</p> <p>b) Destroy in office remaining records after 3 years.*</p> | Authority: G.S. 1-600 |
| 6.02 | <p>ANNEXATION RECORDS Records concerning annexation of property into the city. Includes petitions, reports, correspondence (including e-mail), maps, ordinances, and public hearings.</p> | <p>a) Destroy in office withdrawn petitions after 1 year.</p> <p>b) Retain remaining records in office permanently.</p> <p><i>Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office and the office of the Secretary of State (G.S. 160A-29, G.S. 160A-58.61 and G.S. 160A-58.90). A map must also be filed with the county board of elections (G.S. 163-288.1).</i></p> | |
| 6.03 | <p>AUTHENTICATIONS Certificates of authentication issued by the agency.</p> | Retain in office permanently. | |

6: Legal

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|--------|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.04 | <p>CIVIL RIGHTS CASE RECORDS Records concerning discrimination complaints by employees or former employees and employee requests for reasonable accommodation. Includes equal opportunity (EO) complaints.</p> <p>SEE ALSO: Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Personnel Records (Official Copy) (STANDARD 4: HUMAN RESOURCES RECORDS).</p> | <p>a) Destroy in office requests for reasonable accommodation 2 years after they become obsolete.</p> <p>b) Destroy in office discrimination complaints 1 year after final disposition of the charge or the action.*</p> <p><i>Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as "the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated."</i></p> | <p>Retention: 29 CFR 1602.14 29 CFR 1602.31</p> |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|--------|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.05 | <p>CIVIL RIGHTS RECORDS</p> <p>Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans.</p> <p>SEE ALSO: Civil Rights Case Records (above), Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS).</p> | Destroy in office 3 years after superseded or obsolete. | <p>Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4</p> <p>Retention: 29 CFR 1602.30 29 CFR 1602.32 34 CFR 104.6(c)(2)</p> |
| 6.06 | <p>CONDEMNATION RECORDS</p> <p>Settled and pending condemnation cases.</p> <p>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records.</p> | Retain in office permanently. | |

6: Legal

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|--------|---|--|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.07 | <p>CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS</p> <p>Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.</p> | Destroy in office 1 year after completion of term or separation. | |
| 6.08 | <p>CONTRACTS, LEASES, AND AGREEMENTS @</p> <p>Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding.</p> <p>SEE ALSO: Software License and Copyright Provisions Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p> | <p>a) Retain in office contracts and agreements with historical value permanently.</p> <p>b) Destroy in office sealed contract records 10 years after expiration of contract.*</p> <p>c) Destroy in office all records related to capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.*</p> <p>d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.*</p> <p>e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*</p> | Retention: G.S. 1-47(2) G.S. 1-50(a)(5) 45 CFR 164.316 G.S. 1-52 |
| 6.09 | <p>DECLARATORY RULINGS</p> <p>Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.</p> | Retain in office permanently. | |

6: Legal

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES





| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.10 | <p>DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.</p> | Destroy in office 1 year after superseded or obsolete. | |
| 6.11 | <p>EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency.</p> <p>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records; LOCAL PROGRAM SCHEDULE, Excavation Permits and Right-of-Way Acquisition Working Records (STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS).</p> | Destroy in office 10 years after expiration of agreement. | |
| 6.12 | <p>ENCROACHMENTS Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.</p> | <p>a) Retain in office permanently records concerning agreements granted by outside entities to the agency.</p> <p>b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private residents to encroach upon agency property.</p> | |
| 6.13 | <p>EXPUNCTIONS Expunction orders received by local agencies.</p> | Destroy in office when record is expunged. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES


| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|--------|--|---|-------------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.14 | INVESTIGATION AND HEARING RECORDS Records concerning complaints, fraud allegations, contestments, grievances, and inquiries against individuals and other entities. Includes summaries, charges, reports, assessments and findings, hearing transcripts and evidence, decisions and sanctions, referrals, correspondence, and other related records. | Destroy in office 3 years after completion.* | |
| 6.15 | LAND OWNERSHIP RECORDS Includes deeds and titles. | Destroy in office 1 year after agency relinquishes ownership of land.* | |
| 6.16 |  LEGAL CORRESPONDENCE Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions. | Destroy in office after 5 years. For information on handling e-mail, see ELECTRONIC RECORDS , page A-11. | Confidentiality: G.S. 132-1.1(a) |
| 6.17 | LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency. | Retain in office permanently. | |
| 6.18 |  LEGAL REVIEW RECORDS Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. SEE ALSO: Legal Opinions (above). | a) Retain in office records with historical value permanently. b) Destroy in office remaining records after expiration of relevant statute of limitations. | Confidentiality: G.S. 132-1.1(a) |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|---|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.19  | LITIGATION CASE RECORDS Civil suits to which the agency is a party. Includes affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs. | a) Retain in office cases having precedential or historical value permanently. b) Destroy in office adjudicated cases 6 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations. | Confidentiality: G.S. 132-1.1(a) G.S. 132-1.9 |
| 6.20 | OATHS OF OFFICE SEE ALSO: Public Bodies: Member Files (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | Transfer official copy of oath of office to the municipal clerk or the county clerk to the board of commissioners or the clerk of the governing board for permanent retention. <i>Retention Note: The Clerk should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording.</i> | Authority: G.S. 105-349 G.S. 153A-26 G.S. 160A-61 G.S. 160A-68 G.S. 160A-284 Retention: G.S. 7A-103(2) |
| 6.21 | PERMISSIONS Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency. | a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 6: LEGAL RECORDS | | |
|--------|--|---|----------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 6.22 | PRE-TRIAL RELEASE PROGRAM RECORDS Records documenting supervision for defendants who do not pose a risk to the community as they await trial. | Destroy in office 3 years after trial. | |
| 6.23 | RELEASE FORMS Records documenting consent and waiving the individual's right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities. | Destroy in office 5 years after termination of release/waiver. | |
| 6.24 | SETTLEMENTS Records concerning pre-litigation or informal settlements. | Destroy in office 10 years after expiration. | Authority: G.S. 132-1.3 |
| 6.25 | VEHICLE TITLES Titles of agency owned vehicles. | Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle. | Authority: G.S. 20-72 |

6: Legal

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 7: PUBLIC RELATIONS RECORDS**

Official records and materials created and accumulated by internal public relations programs operated by the agency.

| ITEM # | STANDARD 7: PUBLIC RELATIONS RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 7.01 | <p>AGENCY PUBLICATIONS</p> <p>Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy publications management records after 5 years.</p> <p>c) Destroy in office remaining records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>5 Years</u></p> | |
| 7.02 | <p>AUDIO-VISUAL RECORDINGS @</p> <p>Recordings (including digital) and films produced by or for the agency. This does not include recordings of public meetings or security videos.</p> <p>SEE ALSO: Public Bodies: Audio and Video Recordings of Meetings (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>5 Years</u></p> | |
| 7.03 | <p>COMMUNITY AWARDS @</p> <p>Records concerning awards by the agency recognizing community contributions.</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>5 Years</u></p> | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

7: PR

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 7: PUBLIC RELATIONS RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 7.04 | <p>CONFERENCES AND WORKSHOPS @</p> <p>Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations.</p> <p>SEE ALSO: Training and Educational Records (STANDARD 4: HUMAN RESOURCES RECORDS).</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |
| 7.05 | <p>EDUCATIONAL MATERIALS</p> <p>Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.</p> | <p>Destroy in office when superseded or obsolete.</p> | |
| 7.06 | <p>FUND DRIVE AND EVENT RECORDS</p> <p>Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs.</p> <p>SEE ALSO: Donations and Solicitations (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |

7: PR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 7: PUBLIC RELATIONS RECORDS | | |
|--------|---|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 7.07 | INVITATIONS Invitations sent and received concerning agency and external functions. | Destroy in office after event occurs. | |
| 7.08 | MEDIA FILE Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest. | Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>5 Years</u> | |
| 7.09 | POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR) | a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete. | |
| 7.10 | PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS). | a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year. | |

7: PR

Type text here

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 7: PUBLIC RELATIONS RECORDS | | |
|--------|--|---|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 7.11 | <p>PUBLIC RECORDS REQUESTS</p> <p>Formal requests submitted by persons seeking access to agency records along with documentation of agency response.</p> | <p>Destroy in office 2 years after resolution.*</p> <p><i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i></p> | |
| 7.12 | <p>PUBLICITY RECORDS @</p> <p>Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.*</p> | |
| 7.13 | <p>SOCIAL MEDIA</p> <p>SEE ALSO: Website (Electronic) (below).</p> | <p>See APPENDIX (page A-12) for guidance in handling social media.</p> | |
| 7.14 | <p>SPEECHES</p> <p>Speeches made by agency officials.</p> | <p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>1 Year</u></p> | |

7: PR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 7: PUBLIC RELATIONS RECORDS | | |
|--------|--|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 7.15 | <p>WEBSITE (ELECTRONIC) Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency's presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records.</p> <p>SEE ALSO: Web Management and Operations Records: Structure (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p> | <p>a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> | |

7: PR

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 8: RISK MANAGEMENT RECORDS

Official records created and accumulated to manage risks in the agency.


| ITEM # | STANDARD 8: RISK MANAGEMENT RECORDS | | |
|--------|---|--|-------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 8.01 | ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) SEE ALSO: Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS). | a) Transfer records resulting in workers' compensation to Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS). b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office adult non-employee reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21. | |
| 8.02 | DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY | Retain in office permanently. | Authority: G.S. 166A-19.22 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

| ITEM # | STANDARD 8: RISK MANAGEMENT RECORDS | | |
|---|--|--|----------------------------------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 8.03  | DISASTER AND EMERGENCY MANAGEMENT PLANS @ Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP). | Destroy in office when superseded or obsolete. | Confidentiality: G.S. 132-1.7 |
| 8.04 | DISASTER RECOVERY Administrative records documenting and recovery efforts for emergencies of a short duration as well as disasters inflicting widespread destruction and having long-term consequences for the agency. Includes documents coordinating activities with federal, state, and local emergency management, incident reports, inventories, and disaster relief allocations. | a) Retain in office permanently records documenting major agency disaster recovery efforts and records evaluating emergency response and efficacy. b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations. | |
| 8.05 | EMERGENCY DRILLS AND EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills. | Destroy in office when superseded or obsolete. | |
| 8.06 | EMERGENCY NOTIFICATIONS Notifications and alerts sent to residents by Emergency Management or other agency staff regarding a current emergency. | Destroy in office after 1 year. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 8: RISK MANAGEMENT RECORDS | | |
|--------|---|---|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 8.07 | <p>EMPLOYEE SECURITY RECORDS</p> <p>Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees.</p> <p>SEE ALSO: Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p> | Destroy in office when superseded or obsolete. | |
| 8.08 | <p>FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS</p> <p>Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.</p> | <p>a) Destroy in office inspection reports after 7 years.</p> <p>b) Destroy in office safety audits after 3 years.</p> <p>c) Destroy in office remaining records when superseded or obsolete.</p> | |
| 8.09 | <p>FIXED NUCLEAR FACILITIES PLANS FILE</p> <p>Records concerning emergency plans for county fixed nuclear facilities.</p> | Destroy in office when superseded or obsolete. | |
| 8.10 | <p>FUEL OIL STORAGE TANK RECORDS</p> | Destroy in office closure records 3 years after completion of permanent closure. | <p>Authority: 40 CFR 280.34</p> <p>Retention: 40 CFR 280.74</p> |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 8: RISK MANAGEMENT RECORDS | | |
|--------|--|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 8.11 | <p>HAZARDOUS MATERIALS MANAGEMENT</p> <p>Records documenting agency efforts to prevent and mitigate exposure to hazardous materials. Includes risk assessments, management plans, and abatement/removal records.</p> <p>SEE ALSO: Safety Data Sheets (below).</p> <p><i>Note: Title 10A of the NC Administrative Code provides guidelines about the records requirements for persons who receive, possess, use, transfer, own or acquire any sources of radiation within the State of North Carolina.</i></p> | <p>a) Retain in office permanently records documenting hazardous waste disposal sites on agency property and documenting the use of pathogens and biological toxins (select agents) at the agency.</p> <p>b) Destroy in office asbestos records 1 year after building is demolished. <i>(Note: If building is sold, transfer records to new owner.)</i></p> <p>c) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials.</p> <p>d) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans.</p> <p>e) Destroy in office records documenting environmental and hazardous waste remediation projects 5 years after project completion.</p> <p>f) Destroy in office remaining records after 30 years.</p> | <p>Retention: 29 CFR 1910.1001(j)(3)(ii)</p> |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 8: RISK MANAGEMENT RECORDS | | |
|--------|---|--|----------|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 8.12 | INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers. | a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete. | |
| 8.13 | LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property. | Destroy in office when superseded or obsolete. | |
| 8.14 | LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Includes reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property. | Destroy in office after 2 years.* | |
| 8.15 | NATIONAL FLOOD INSURANCE PROGRAM RECORDS Records concerning the participation of a local government agency in FEMA's National Flood Insurance Program (NFIP). Includes floodplain management ordinances, maps, and other related records. | a) Retain in office permanently floodplain management ordinances. b) Destroy in office copies of flood insurance rate maps, elevation certificates, and elevation information when superseded or obsolete. | |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| ITEM # | STANDARD 8: RISK MANAGEMENT RECORDS | | |
|--------|--|--|---|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 8.16 | <p>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)</p> <p>Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.</p> | <p>Destroy in office after 5 years.</p> | <p>Retention: 29 CFR 1904.33 29 CFR 1904.44</p> |
| 8.17 | <p>SAFETY DATA SHEETS</p> <p>Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.</p> | <p>Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions.</p> <p><i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.</i></p> | <p>Retention: 29 CFR 1910.1020(d)(1)(ii)(B)</p> |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

**STANDARD 9: WORKFORCE DEVELOPMENT RECORDS**

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

| ITEM # | STANDARD 9: WORKFORCE DEVELOPMENT RECORDS | | |
|--------|---|---|--|
| | RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 9.01 | AUDIT/AUDIT RESOLUTIONS Records concerning reports from financial and compliance audits conducted on Workforce Investment Act programs in accordance with OMB Circular A-133. Includes audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits. | Destroy in office after 3 years. | Authority: OMB Circular A-133 29 CFR 97.26 |
| 9.02 | LOCAL AREA JOB TRAINING PLAN RECORDS Records concerning the local board's bid process for contracting workforce development programs. | Destroy in office when superseded or obsolete. | Authority: 20 CFR 652.8 |
| 9.03 | PARTICIPANT RECORDS Records concerning applicants, registrants, eligible applicants/registrants, participants, terminees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. Includes applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and Workforce Investment Act follow-up questionnaires. | Destroy in office 3 years after close of audit/final year expenditure.* | Authority: 20 CFR 652.8 |

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.

± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.
-

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.
-

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.
-

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-19) can be used for such requests.
-

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:
- “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the

transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Is any person allowed to see my records?

- A.** Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at ± times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Am I required to make available to the public copies of drafts that have not been approved?

- A.** Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. What do I do with permanent records?

- A.** Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**” (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records

available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.

- Adoptions, marriages, and divorces document changes in familial relationships. Though adoptions are confidential (not available for public inspection), they document changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. What is historical value?

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its constituents. Two criteria for determining historical value are inherent interest and extraordinary documentation:
- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
 - Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of residents and organizations?
- Do they have a long-term impact on residents and organizations?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.
-

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

- A.** We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on page A-22. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. *May I store our unused records in the basement, attic, shed, etc.?*

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?*

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all our old records at the State Archives of North Carolina?*

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. *I found some really old records. What should I do with them?*

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. *Whom can I call with questions?*

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See Audits: Performance (STANDARD 1: ADMINISTRATIVE AND MANAGEMENT RECORDS) and Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”³

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the *General Records Schedule: Local Government Agencies*, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the *General Records Schedule: Local Government Agencies* or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

³ Society of American Archivists, *Dictionary of Archives Terminology*.

- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at: <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-signatures>

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.
-

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. Am I required to tell anyone about the destructions?

- A.** We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/rm-tools>).



Destructions Log

| | | | |
|-------------------------------|----------------|---------------|--|
| County/Municipality | | | |
| Division | Section | Branch | |
| Location(s) of Records | | | |

| Records Series | Required Retention | Date Range | Volume (file drawers or MB) | Media (Paper, Electronic) | | Date of Destruction | Method of Destruction | Authorization for Destruction |
|----------------|--------------------|------------|-----------------------------------|---------------------------------|---|------------------------|--------------------------|----------------------------------|
| | | | | P | E | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

A. E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009),
available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](#)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

A. We do not recommend printing e-mail for preservation purposes. Important metadata is lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

A. The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.

Q. *We have an imaging system. Are we required to keep the paper?*

- A.** You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's [Human-Readable Preservation Duplicate Policy](#) (N.C. Gen. Stat. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. *Computer storage is cheap. Can I just keep my computer records permanently?*

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. *What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?*

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years (see Leave Records, STANDARD 4: HUMAN RESOURCES RECORDS).

GEOSPATIAL RECORDS

Q. Why should geographic information system (GIS) datasets be retained and preserved?

- A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

- A.** The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes

For more information, see **STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS.**

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

- A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.
-

Q. What data formats, compression formats, and media should be used to preserve the data?

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <https://it.nc.gov/about/boards-commissions/gicc>.

Q. *Who should be responsible for creation and long-term storage of archived data?*

- A.** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

- A.** Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

- A.** The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.
-

Q. How do I start the process of backing up the above listed records?

- A.** We have three processes for creating backup film copies of these records. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Records for Security Preservation Copy** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in "[Transfer of Minutes in Digital Formats for Microfilming](#)" or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

- A.** Contact the Records Management Analyst in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

Q. *Can I obtain digital copies of the security preservation records?*

- A.** Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 250-3103. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.** We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.
-

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

Q. What types of workshops or training do you offer?

A. We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:

- Managing public records in North Carolina
- Disaster preparedness and recovery
- Confidentiality
- Organizing paper and digital files
- Digital communications

Q. Will you design a workshop especially for our office?

A. Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public. To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst (<https://archives.ncdcr.gov/government/local/analysts>).

Q. Is there a fee for workshops?

A. Not at this time.

Q. Are the workshops available in an online format?

A. We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see <https://archives.ncdcr.gov/government/training/webinars>. You can also find several online tutorials available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/training/online-tutorials-and-resources>).



Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

Add a new item

Delete an existing item

Change a retention period

Standard Number _____ Page _____ Item Number _____

Standard Number _____ Page _____ Item Number _____

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:

Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date



Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

In accordance with the provisions of N.C. Gen. Stat. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

| RECORDS TITLE AND DESCRIPTION | INCLUSIVE DATES | QUANTITY | RELEVANT STATUTORY REGULATIONS | PROPOSED RETENTION PERIOD |
|-------------------------------|-----------------|----------|--------------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Requested by:

Signature Title Date

Approved by:

Signature Requestor's Supervisor Date

Concurred by:

Signature Assistant Records Administrator Date
State Archives of North Carolina



Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

| | | |
|-----------------------------|----------------|---------------------------|
| Agency Contact Name: | | Date (MM-DD-YYYY): |
| Phone (area code): | Email: | |
| County/Municipality: | Office: | |
| Mailing address: | | |

| Records Series Title A group of records as listed in records retention schedule | Description of Records Specific records as referred to in-office | Inclusive Dates (1987-1989; 2005-present) | Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes") | Retention Period As listed in records retention schedule |
|---|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Requested by: _____
 Signature Title Date

Approved by: _____
 Signature Requestor's Supervisor Date

Concurred by: _____
 Signature Assistant Records Administrator State Archives of North Carolina Date



File Plan

| | | | |
|----------------------------|----------------|---------------|--|
| County/Municipality | | | |
| Division | Section | Branch | |

| Records Series | Records Creator | Records Owner (if record copy is transferred within the agency) | Media (Paper, Electronic, Scanned) | | | Required Retention | Location(s) of Records |
|----------------|-----------------|--|---------------------------------------|---|---|--------------------|------------------------|
| | | | P | E | S | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |



Related Records Series Found in Local Agency Program Schedules

In some limited cases, records series with similar names and/or functions that are created and maintained by local government entities have not been superseded by the *General Records Schedule: Local Government Agencies*. These records series are described as unique records series in one of the local program retention schedules issued separately by DNCR for use by specific local agencies. This duplication occurs when records with similar names and/or functions have different retention guidance due to statutory, legal, evidentiary, or fiscal requirements. An example of this is the accounts receivable records series. In the *General Records Schedule*, the Accounts Receivable records series has a disposition instruction of “Destroy in office 3 years after collection.” In the *Local Health Departments Schedule*, the Accounts Receivable: Clinical Services records series also includes the disposition instruction, “Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.” In both cases, the records series documents the money received by the local agency, however, the retention requirements for the Accounts Receivable: Clinical Services differ due to specific retention requirements concerning the management and dispersal of grant funds.

The purpose of this table is to provide a source for determining if the general records series item listed in the *General Records Schedule: Local Government Agencies* covers the function and/or retention requirements associated with the records created by your agency or if a specific program schedule applies. This table provides pointers to the relevant records series that can be found in one or more of the local agency program schedules.

Here’s how to use the table:

- The records series found in the left-most column are listed and described in the *General Records Schedule: Local Government Agencies* and appear in this schedule with a @ beside them.

ACCOUNTS RECEIVABLE @
 Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.

- The middle column lists similar records series from one or more of the schedules that have been issued separately for use by specific local agencies.
- The right-hand column lists the local agency program schedule that includes the records series listed in the middle column. The agencies represented in the right column include, but are not limited to, local health departments, Registers of Deeds, Sheriff’s offices, local social services agencies, and tax offices.

If you need further information, please contact a Records Management Analyst.

| Local General Schedule Records Series | Related Records Series | Local Program Schedule |
|---------------------------------------|--|-----------------------------------|
| Accounts Receivable | Accounts Receivable: Clinical Services | Local Health Departments Schedule |

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| Local General Schedule Records Series | Related Records Series | Local Program Schedule |
|---|--|--|
| Accounts Receivable (cont.) | Accounts Receivable – Client Services | LME Schedule LME-MCO Schedule |
| Administrative Directives, Regulations, and Rules | State Board of Elections Numbered Memos | County Board of Elections Schedule |
| Audits: Financial | Clinical Record Audits | Local Health Departments Schedule |
| | Clinical Record Audits | LME Schedule |
| | Clinical Record Audits | LME-MCO Schedule |
| Audits: Performance | Pharmacy Audit Records | Local Health Departments Schedule |
| Blueprints and Specifications | Blueprints and Specifications | Local Government Agencies Program Schedule |
| | Project Records – Core | |
| Community Awards | Student Awards and Honors Records | Local Public School Unit Schedule |
| Conferences and Workshops | Health Promotion Training Records | Local Health Departments Schedule |
| Constituent Comments, Complaints, Petitions, and Service Requests | Animal Complaint Records | Local Government Agencies Program Schedule |
| | Illegal Dumping File | |
| | Violations: Building and Housing | |
| | Violations: Solid Waste Management | |
| | Complaints (Law Enforcement) | County Sheriff's Office |
| | Complaints | |
| | Complaints: All Service Areas | |
| | Animal Complaints | |
| Complaints File | LME Schedule | |
| Complaints File | LME-MCO Schedule | |
| Contracts, Leases, and Agreements | School Health Provider Contracts | Local Health Departments Schedule |
| | Petroleum Leases Register | Register of Deeds Schedule |
| Disaster and Emergency Management Plans | Public Health Emergency Preparedness and Response Records | Local Health Departments Schedule |
| Equipment and Vehicle Maintenance, Repair, and Inspection Records | Equipment and Instrument Maintenance and Repair File | Local Health Departments Schedule |
| | Autopsy and Surgical Pathology: Instrument Maintenance Records | Public Hospitals Schedule |
| | Clinical Laboratory Records: Instrument Maintenance Records | |
| | Cytology Records: Instrument Maintenance Records File | |
| | Instrument Maintenance File | |

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| Local General Schedule Records Series | Related Records Series | Local Program Schedule | |
|---------------------------------------|--|--|-----------------------------------|
| Grants Grants: Financial | CDBG Records CDBG Outstanding Loan Balances CDBG Subject to Reversion of Assets Provisions or Change of Use of Real Property Continuum of Care Records Emergency Solutions Grants Records Home Investment Partnerships Program Records Housing Assistance for Persons with Disabilities Housing Opportunities for Persons with AIDS Records | Local Government Agencies Program Schedule | |
| Indices | Board of Adjustment Case Files and Indexes Conditional Use Permit Records and Index Rezoning Records and Indexes | Local Government Agencies Program Schedule | |
| | Master Client Identification File (Master Client Index) | LME Schedule LME-MCO Schedule | |
| | Master Patient Index | Public Hospital Schedule | |
| | Armed Forces Discharges and Index Chattel Mortgages and Index Corporations (Incorporations) Records and Index Deeds, Record of and Index Deeds of Trust (Mortgages), Record of and Index Highway Right-of-Way Maps and Index Land Sold for Taxes and Index Merchant Returns and Index Mineral Rights Records and Index Notaries Public Records and Index Official Record Book and Index Partnerships and Assumed Names Records and Index Plats, Maps, and Index Registration of Titles (Torrens Act) and Index Surveys, Record of and Index Timber Marks and Index Vital Records: Births and Index Vital Records: Deaths and Index Vital Records: Delayed Births and Index | Register of Deeds Schedule | |
| | Inventories | Drug Inventories | Local Health Departments Schedule |

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| Local General Schedule Records Series | Related Records Series | Local Program Schedule |
|---|---|---|
| Inventories (cont.) | Drugs Inventories | Public Hospitals Schedule |
| Maps: All Other | Utilities: Maps (Utility Installations & Distributions) | Local Government Agencies Program Schedule |
| | Plats, Maps, and Index | Register of Deeds Schedule |
| | Maps (Utility Installations and Distributions) | Water and Sewer Authorities and Sanitary Districts Schedule |
| Policies and Procedures | Clinical Policies and Procedures Laboratory Procedures Manual Behavioral Health Program Policy and Procedure Records | Local Health Departments Schedule |
| | Laboratory Procedures/Protocol File | Public Hospitals Schedule |
| Poll List/Registration List/Roster/Authorization to Vote (ATV) | Poll List/Registration List/Roster/Authorization to Vote (ATV) | County Board of Elections Schedule |
| Projects | Appraisal Project File Project Records – Cancelled Project Records – Core Project Records – Engineering & Compliance | Local Government Agencies Program Schedule |
| | State Board of Elections Correspondence and Reports | County Board of Elections Schedule |
| | Water and Wastewater System Project Records | Waste and Sewer Authorities and Sanitary Districts Schedule |
| Publicity Records | Student Publicity Records | Local Public School Unit Schedule |
| Rate and Fee Schedules | Fee Schedules | Local Health Departments Schedule |
| | Fee Schedules | LME Schedule |
| | Fee Schedules | LME-MCO Schedule |
| Recordings: Customer Call Center Recordings Audio-Visual Recordings | Traffic Video Recordings and Data Law Enforcement Audio and Video Recordings Communication Records Electronic Recordings of Interrogations | Local Government Agencies Program Schedule |
| | Audio and Video Recordings Communication Records Electronic Recordings of Interrogations (Juvenile and Homicide) | County Sheriff's Office |

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| Local General Schedule Records Series | Related Records Series | Local Program Schedule |
|---|---|---|
| <p>Reports and Studies</p> <p>(continued on following page)</p> | <p>Land Development and Planning Studies and Reports</p> <p>Ambulance Call Reports/Patient Care Reports</p> <p>North Carolina Fire Incident Report</p> <p>Pool Records</p> <p>Environmental: Customer Usage Records</p> <p>Environmental: Discharge Monitoring Reports</p> <p>Environmental: Landfill Monitoring Reports</p> <p>Environmental: Reports Submitted to U.S. Environmental Protection Agency</p> <p>Utilities: Daily Water and Wastewater Facility Operators Logs</p> <p>Utilities: Service Interruption Records</p> <p>Utilities: Wastewater Maintenance Operation Reports</p> <p>Water Quality: Pretreatment Program Records</p> <p>Water Quality: Public Water Sanitary Survey Records</p> <p>Appraisal Reports</p> <p>Traffic Analysis</p> <p>Project Records – Core</p> <p>Project Records – Engineering & Compliance</p> <p>Alarm Call Reports</p> <p>Arrest Reports</p> <p>Chemical Analysis Records</p> <p>Crime Analysis Records</p> <p>Detention Facility Incident Reports</p> <p>Detention Facility Physical Force Records</p> <p>Incident Response Reports</p> <p>Inmate Death Reports</p> <p>Laboratory Case Records</p> <p>Multiple Firearms Sales Reports</p> <p>Multiple Firearms Sales Reports Destruction Records</p> <p>Traffic Accident Reports</p> | <p>Local Government Agencies Program Schedule</p> |

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| Local General Schedule Records Series | Related Records Series | Local Program Schedule | |
|---------------------------------------|--|--|--|
| Reports and Studies (cont.) | Daily Store Reports Monthly Law Enforcement Activity Reports Monthly Operating Report to Board Receiving Report Sales Reports Stock Difference Reports Weekly Warehouse Reports | Alcoholic Beverage Control Boards Schedule | |
| | Campaign Contribution and Expenditure Reports Ballot Reports State Board of Elections Correspondence and Reports Voter Registration Lists and Reports | County Board of Elections Schedule | |
| | Alarm Call Reports Arrest Reports Detention Facility Incident Reports DWI Reports Incident Response Reports Inmate Death Reports Traffic Accident Reports | County Sheriff's Office | |
| | Program Time and Activity Reports Medicare Disbursement Reports Communicable Disease Reports Test Reports Adverse Drug Reaction Reports Intravenous Hood Performance Reports Medication Storage Inspection Reports | Local Health Departments Schedule | |
| | Medicare Disbursement Reports | LME Schedule LME-MCO Schedule | |
| | Admission/Discharge/Transfer Reports Communicable Disease Reports Call-In Reports Adverse Drug Reaction Reports Intravenous Hood Performance Reports Medication Storage Inspection Reports | Public Hospitals Schedule | |
| | (continued on following page) | | |

2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



| Local General Schedule Records Series | Related Records Series | Local Program Schedule |
|---------------------------------------|--|---|
| Reports and Studies (cont.) | Certified Facility Operators Logs and Reports Discharge Monitoring Reports Periodic Inspection Reports of Industrial Facilities Wastewater Maintenance Operation Reports | Waste and Sewer Authorities and Sanitary Districts Schedule |
| Strategic Plan | Land Development and Planning Studies and Reports Parks Planning File Comprehensive Plan and Amendments Environmental: Comprehensive Solid Waste Management Plan and Amendments Planning File (Street Maintenance) | Local Government Agencies Program Schedule |

1

1099 FORMS. *SEE* TAX FORMS

A

ABOLISHED POSITIONS, 43
ABSTRACTS OF MUNICIPAL ELECTIONS, 1
ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE), 80
ACCOUNTS PAYABLE, 23
ACCOUNTS RECEIVABLE, 23
ACCOUNTS UNCOLLECTABLE, 24
ACCREDITATION RECORDS, 1
ADDRESS POINTS, 38
ADMINISTRATION AND MANAGEMENT RECORDS, 1
ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES, 1
ADMINISTRATIVE INVESTIGATIONS, 43
AFFIDAVITS OF PUBLICATION, 67
AGENCY PUBLICATIONS, 75
AMBULANCE SERVICE BILLS AND RECORDS FOR EMERGENCY MEDICAL SERVICE. *SEE* ACCOUNTS PAYABLE
ANNEXATION FILE, 67
ANNUAL BUDGET, 24
APPLICATIONS FOR EMPLOYMENT, 44
APPRENTICESHIP PROGRAM RECORDS, 44
APTITUDE AND SKILLS TESTING RECORDS, 45
ARBITRAGE RECORDS, 24
ASBESTOS MANAGEMENT PLAN. *SEE* HAZARDOUS MATERIALS MANAGEMENT
ASBESTOS TRAINING, 45
AUDIO-VISUAL RECORDINGS, 75
AUDITS
 FINANCIAL, 24
 IT SYSTEMS, 61
 PERFORMANCE, 2
AUTHENTICATIONS, 67
AUTHORIZATION FORMS, 24

B

BANK STATEMENTS, 25
BANK STATEMENTS AND RECONCILIATIONS, 25
BENEFITS RECORDS, 46
BENEFITS REIMBURSEMENT PLAN. *SEE* BENEFITS RECORDS
BIDS FOR DISPOSAL OF PROPERTY, 25
BIDS FOR PURCHASE, 25
BIOGRAPHICAL DATA. *SEE* HISTORY RECORDS

INDEX

BLOODBORNE PATHOGEN TRAINING, 46
BLUEPRINTS AND SPECIFICATIONS, 2
BOND CLOSING RECORDS, 25
BOND REGISTER, 26
BONDS, 3
BONDS, NOTES, AND COUPONS, 26
BUDGET ADMINISTRATION RECORDS, 26
BUDGET EXECUTION RECORDS, 26
BUDGET REPORTS, 26
BUDGET REQUESTS AND WORKING PAPERS, 26
BUDGET RESOLUTIONS AND ORDINANCES, 27
BUDGET, FISCAL, AND PAYROLL RECORDS, 23
BULLETINS, 3
BUSINESS CERTIFICATION RECORDS, 3
BUSINESS DEVELOPMENT SUBJECT FILE, 3

C

CALENDARS OF EVENTS AND APPOINTMENTS, 3
CALL CENTER RECORDINGS. *SEE* CUSTOMER CALL CENTER RECORDINGS
CANCELED CHECKS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
CASH REPORTS. *SEE* ACCOUNTS RECEIVABLE
CENSUS PROJECT RECORDS, 3
CHARTER RECORDS, 4
CHECK REGISTERS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
CHECK STUBS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
CITIZEN COMPLAINTS. *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
CIVIL RIGHTS CASE RECORDS, 68
CIVIL RIGHTS RECORDS, 69
COLLECTED DATA, 4
COMMUNITY AWARDS, 75
COMPLAINTS (CONSTITUENTS). *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
COMPUTER AND NETWORK USAGE RECORDS, 61
CONDEMNATION RECORDS, 69
CONFERENCES AND WORKSHOPS, 76
CONFLICTS OF COMMITMENT, 70
CONFLICTS OF INTEREST, 70
CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, 5
CONSTITUENT SURVEYS, 5
CONTRACT BUDGET REPORTS, 26
CONTRACT WORKER RECORDS, 57
CONTRACTS, LEASES, AND AGREEMENTS, 70

CORE DATA (GIS RECORDS). *SEE* GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA
CORPORATE LIMITS, 38
CORRESPONDENCE (LEGAL), 72
CORRESPONDENCE AND MEMORANDA, 6
COST ALLOCATION PLANS, 27
CREDIT/DEBIT/PROCUREMENT CARD RECORDS, 27
CUSTOMER CALL CENTER RECORDINGS, 6

D

DAILY DETAIL REPORTS. *SEE* BUDGET REPORTS
DATA DOCUMENTATION (METADATA) (GIS RECORDS). *SEE* GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)
DATA DOCUMENTATION RECORDS, 61
DATA MIGRATION RECORDS, 62
DATA WAREHOUSES, 62
DEBIT CARD PAYMENTS. *SEE* PAYMENT CARD DATA
DEBT FINANCING. *SEE* LOAN RECORDS
DECLARATORY RULINGS, 70
DELEGATION OF AUTHORITY RECORDS, 71
DEPOSITS. *SEE* ACCOUNTS RECEIVABLE
DESTRUCTIONS LOG, 10
DETAIL REPORT. *SEE* FINANCIAL REPORTS
DIGITIZATION AND SCANNING RECORDS, 62
DIRECT DEPOSIT FORMS. *SEE* ELECTRONIC FUNDS TRANSFERS
DIRECTORIES, ROSTERS, OR INDICES, EMPLOYEE, 46
DISABILITY SALARY CONTINUATION CLAIMS, 47
DISASTER AND EMERGENCY MANAGEMENT PLANS, 81
DISASTER RECOVERY, 81
DISCIPLINARY ACTIONS, 47
DONATIONS AND SOLICITATIONS, 27
DRUG AND ALCOHOL PROGRAMS FILE. *SEE* EMPLOYEE ASSISTANCE PROGRAMS
DUAL EMPLOYMENT, 48

E

EASEMENTS AND RIGHT-OF-WAY AGREEMENTS, 71
EDUCATIONAL ASSISTANCE, EMPLOYEE, 48
EDUCATIONAL LEAVE AND REIMBURSEMENT, 48
EDUCATIONAL MATERIALS, 76
EDUCATIONAL RECORDS, EMPLOYEE, 58
ELECTRONIC FUNDS TRANSFERS, 27
ELECTRONIC RECORDS POLICIES AND PROCEDURES, 62
EMERGENCY DRILLS AND EQUIPMENT RECORDS, 81
EMERGENCY NOTIFICATIONS, 81
EMPLOYEE ASSISTANCE PROGRAMS, 48

EMPLOYMENT ELIGIBILITY RECORDS, 49
EMPLOYMENT SELECTION RECORDS, 49
ENCROACHMENTS, 71
EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS, 6
EQUIPMENT INVENTORIES, 10
EQUIPMENT REFERENCE RECORDS, 7
EQUIPMENT USAGE RECORDS, 7
ESCHEATS AND UNCLAIMED PROPERTY, 28
EXIT INTERVIEW RECORDS, EMPLOYEE, 50
EXPENDITURE REPORTS. *SEE* BUDGET REPORTS
EXPUNCTIONS, 71
EXTRATERRITORIAL JURISDICTIONS, 39

F

FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS, 7
FACILITY SERVICE AND MAINTENANCE AGREEMENTS. *SEE* CONTRACTS, LEASES, AND AGREEMENTS
FACILITY USAGE RECORDS, 7
FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, 50
FEE SCHEDULES, 17
FILE PLAN, 22
FINANCIAL JOURNALS AND LEDGERS, 28
FINANCIAL REPORTS, 28
FIRE EXTINGUISHER RECORDS. *SEE* EMERGENCY DRILLS AND EQUIPMENT RECORDS
FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS, 82
FIXED ASSETS. *SEE* INVENTORIES
FIXED NUCLEAR FACILITIES PLANS FILE, 82
FORMS AND TEMPLATES, 7
FUEL OIL STORAGE TANK RECORDS, 82
FUND DRIVE AND EVENT RECORDS, 76

G

GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA, 36
GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA), 36
GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS, 36

GOVERNING AND ADVISORY BODY MEMBER FILES.
SEE PUBLIC BODIES: \MEMBER FILES
GOVERNMENT EMPLOYEES RETIREMENT SYSTEM
MONTHLY REPORTS, 28
GRANT PROPOSALS, 8
GRANTS, 8
FINANCIAL, 29
GRIEVANCES, 51

H

HAZARDOUS MATERIALS MANAGEMENT, 83
HAZARDOUS MATERIALS TRAINING RECORDS, 51
HEALTH CERTIFICATES, EMPLOYEE. SEE MEDICAL
RECORDS
HISTORICAL DESIGNATIONS RECORDS, 9
HISTORY RECORDS (AGENCY AND EMPLOYEES, 9

I

I-9 FORMS. SEE EMPLOYMENT ELIGIBILITY RECORDS
IMAGING RECORDS, 62
IMPROPER CONDUCT INVESTIGATIONS, 9
INDICES, 9
INFORMATION TECHNOLOGY (IT) RECORDS, 61
INFORMATION TECHNOLOGY ASSISTANCE RECORDS,
63
INSPECTION RECORDS. SEE EQUIPMENT AND
VEHICLE MAINTENANCE, REPAIR, AND
INSPECTION RECORDS
INSPECTION RECORDS, FACILITY, 7
INSURANCE POLICIES, 84
INTERAGENCY PROGRAMS, 9
INTERNAL STANDARDS AND PROCEDURES (GIS
RECORDS) \T, 37
INTERNSHIP PROGRAM, 51
INVENTORIES, 10
INVESTIGATION AND HEARING RECORDS, 72
INVESTMENTS, 29
INVITATIONS, 77
INVOICES. SEE ACCOUNTS PAYABLE
IT DISASTER PREPAREDNESS AND RECOVERY PLANS.
SEE DISASTER AND EMERGENCY MANAGEMENT
PLANS

L

LAND OWNERSHIP RECORDS, 72
LAW ENFORCEMENT TRAINING, 51
LEAVE RECORDS, 52
LEGAL OPINIONS, 72
LEGAL RECORDS, 67
LEGAL REVIEW RECORDS, 72

LEGISLATION AND REGULATORY RECORDS, 10
LTERS MONTHLY REPORTS. SEE GOVERNMENT
EMPLOYEES RETIREMENT SYSTEM MONTHLY
REPORTS
LITIGATION CASE RECORDS, 73
LOAN RECORDS, 30
LOCAL GOVERNMENT COMMISSION FINANCIAL
STATEMENTS, 30
LOGISTICS MATERIALS, 10
LONGEVITY PAY, 30
LOSS CONTROL INSPECTION REPORTS, 84
LOST, STOLEN, OR DAMAGED PROPERTY REPORTS,
84

M

MAIL, UNDELIVERABLE/RETURNED, 10
MAILING AND DISTRIBUTION RECORDS, 10
MAINTENANCE RECORDS. SEE EQUIPMENT AND
VEHICLE MAINTENANCE, REPAIR, AND
INSPECTION RECORDS
MAINTENANCE RECORDS, FACILITY, 7
MANAGEMENT STUDIES. SEE REPORTS AND STUDIES
MAPPING PROJECT RECORDS, 40
MAPS
ALL OTHER, 42
PARCEL, 41
PARKS, 41
MAPS (PAPER). SEE MAPS: ALL OTHER
MEDIA FILE, 77
MEDICAL RECORDS, EMPLOYEE, 52
MEMBERSHIP RECORDS, 11
METADATA (GIS RECORDS). SEE GEOGRAPHIC
INFORMATION SYSTEM (GIS) DATA
DOCUMENTATION (METADATA)
MILITARY LEAVE, 53
MINUTES OF PUBLIC BODIES. SEE PUBLIC BODIES:
MINUTES
MISCELLANEOUS (NON-BUILDING) APPLICATIONS,
LICENSES, AND PERMITS, 11
MONITORING RECORDS (GIS RECORDS). SEE
GEOGRAPHIC INFORMATION SYSTEM (GIS)
MONITORING RECORDS

N

NATIONAL FLOOD INSURANCE PROGRAM RECORDS,
84
NETWORK AND SYSTEM SECURITY RECORDS, 63
NETWORK DIAGRAMS, 63
NEWSPAPER CLIPPINGS. SEE HISTORY RECORDS
NOTICES OF PUBLIC MEETINGS. SEE PUBLIC BODIES:
MEETING NOTICES

O

OATHS OF OFFICE, 73
OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION (OSHA), 85
OFFICE AND PROPERTY SECURITY RECORDS, 11
OPERATIONAL RECORDS (GIS RECORDS). *SEE*
GEOGRAPHIC INFORMATION SYSTEM (GIS)
OPERATIONAL RECORDS
ORDINANCE DEVELOPMENT RECORDS, 12
ORDINANCES, 12
ORTHOIMAGERY, 39
OSHA, 85

P

PARKING. *SEE* SECURITY RECORDS, EMPLOYEE
PAYMENT CARD DATA, 30
PAYROLL AND EARNINGS RECORDS, 31
PAYROLL DEDUCTION RECORDS, 32
PENSION PLAN ENROLLMENT FORMS, EMPLOYEE.
SEE RETIREMENT RECORDS
PERFORMANCE REVIEWS, EMPLOYEE, 53
PERMISSIONS, 73
PERSONNEL ACTION NOTICES, 53
PERSONNEL RECORDS, 43
PERSONNEL RECORDS (OFFICIAL COPY), 54
PERSONNEL RECORDS (SUPERVISOR COPY), 54
PEST CONTROL, 12
PETITIONS (CONSTITUENT). *SEE* CONSTITUENT
COMMENTS, COMPLAINTS, PETITIONS, AND
SERVICE REQUESTS
PETTY CASH. *SEE* ACCOUNTS RECEIVABLE
PHONE LOGS, 12
POLICIES AND PROCEDURES, 13
POLICIES AND PROCEDURES (PERSONNEL), 55
POLL LIST, 13
POLYGRAPH RECORDS, EMPLOYEE, 55
POPULAR ANNUAL FINANCE REPORT, 77
POSITION CLASSIFICATION, 56
POSITION CONTROL, 56
POSITION DESCRIPTIONS, 56
POSITION EVALUATIONS, 56
POSITION HISTORY, 56
POSITION REQUISITION AND ANALYSIS RECORDS.
SEE POSITION CLASIFICATION, CONTROL, AND
HISTORY
POWELL BILL RECORDS, 32
PRE-TRIAL RELEASE PROGRAM RECORDS, 74
PRICE QUOTATIONS, 13
PROCEDURES (GIS RECORDS). *SEE* GEOGRAPHIC
INFORMATION SYSTEM (GIS) INTERNAL
STANDARDS AND PROCEDURES

PROCLAMATIONS AND ORDERS, 14
PROJECT DOCUMENTATION (INFORMATION
TECHNOLOGY), 64
PROJECT RECORDS (GIS RECORDS). *SEE* GEOGRAPHIC
INFORMATION SYSTEM (GIS) PROJECT RECORDS
PROJECTS, 14
PROPERTY INVENTORIES, 10
PROPERTY MANAGEMENT RECORDS, 14
PUBLIC BODIES
 \AGENDA AND MEETING PACKETS, 15
 \APPLICATIONS FOR APPOINTMENT, 15
 \APPOINTMENT REPORTS, 15
 \AUDIO AND VIDEO RECORDINGS OF MEETINGS,
 15
 \CORRESPONDENCE, 16
 \MEETING NOTICES, 16
 \MEMBER FILES, 16
 \MINUTES, 17
PUBLIC HEARINGS, 77
PUBLIC RECORDS REQUESTS, 78
PUBLIC RELATIONS RECORDS, 75
PUBLICATIONS RECEIVED. *SEE* REFERENCE (READING)
FILE
PUBLICITY RECORDS, 78
PURCHASE ORDERS, 32

Q

QUALIFIED PRODUCTS LISTS, 32

R

RATE SCHEDULES, 17
REBATE PROGRAM RECORDS, 18
RECONCILIATIONS (FINANCIAL), 25
RECORDS BACKUPS, SYSTEM MAINTENANCE
RECORDS, 65
RECORDS MANAGEMENT, 18
RECRUITMENT RECORDS, 56
REFERENCE (READING) FILE, 18
REFUND REPORTS. *SEE* FINANCIAL REPORTS
REGULATORY RECORDS (EXTERNAL). *SEE*
LEGISLATION AND REGULATORY RECORDS
RELEASE FORMS, 74
REPAIR RECORDS. *SEE* EQUIPMENT AND VEHICLE
MAINTENANCE, REPAIR, AND INSPECTION
RECORDS
REPAIR RECORDS, FACILITY, 7
REPORTS AND STUDIES, 19
REQUEST FOR CHANGE IN LOCAL GOVERNMENT
RECORDS SCHEDULE, 19
REQUEST FOR DISPOSAL OF ORIGINAL RECORDS
DUPLICATED BY ELECTRONIC MEANS, 21

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS, 20
REQUESTS FOR INFORMATION, 20
REQUESTS FOR PROPOSALS, 20
REQUISITIONS, 33
RESOLUTION DEVELOPMENT RECORDS, 20
RESOLUTIONS, 20
RESPIRATOR PROGRAM RECORDS. *SEE* EMERGENCY DRILLS AND EQUIPMENT RECORDS
RETIREMENT RECORDS, EMPLOYEE, 57
RETURNED CHECKS. *SEE* ACCOUNTS UNCOLLECTABLE
RISK MANAGEMENT RECORDS, 80

S

SAFETY DATA SHEETS, 85
SALES AND USE TAX REPORTS. *SEE* TAX RETURNS
SALES INFORMATION. *SEE* ACCOUNTS RECEIVABLE
SCANNING RECORDS. *SEE* DIGITIZATION AND SCANNING RECORDS
SCHOLARSHIP RECORDS, 33
SEASONAL WORKER RECORDS, 57
SECONDARY EMPLOYMENT, 57
SECURITY RECORDS, EMPLOYEE, 82
SECURITY VIDEO RECORDINGS. *SEE* OFFICE AND PROPERTY SECURITY RECORDS
SELF-INSURER CERTIFICATIONS. *SEE* INSURANCE POLICIES
SERVICE AWARDS AND COMMENDATIONS, 58
SERVICE REQUESTS (CONSTITUENT). *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
SETTLEMENTS, 74
SHIFT PREMIUM PAY, 33
SOCIAL MEDIA, 78, 12
SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, 64
SPACE NEED STUDIES. *SEE* REPORTS AND STUDIES
SPECIAL EVENT RECORDS. *SEE* FUND DRIVE AND EVENT RECORDS
SPEECHES, 78
STAFF MEETINGS FILE, 21
STANDARDS (GIS RECORDS), 37
STATE AND OTHER COUNTY PROGRAMS. *SEE* REFERENCE (READING) FILE
STATE OF EMERGENCY, 80
STATEMENTS OF BACK PAY, 33
STOLEN PROPERTY REPORTS, 84
STRATEGIC PLAN, 21
STREET CENTERLINE, 40
SUGGESTIONS, EMPLOYEE, 58
SURPLUS PROPERTY, 21
SURVEYS, EMPLOYEE, 58

SYSTEM ACCESS RECORDS (INFORMATION TECHNOLOGY), 64
SYSTEM DOCUMENTATION RECORDS, 64
SYSTEM MAINTENANCE RECORDS
 \HARDWARE REPAIR OR SERVICE, 65
 \RECORDS BACKUPS, 65

T

TAX FORMS, 34
TAX RETURNS, 34
TECHNICAL PROGRAM DOCUMENTATION, 65
TEMPORARY EMPLOYEE RECORDS. *SEE* PERSONNEL RECORDS (OFFICIAL COPY)
TEXT MESSAGES, 12
TIME SHEETS, CARDS, AND ATTENDANCE RECORDS, 34
TRACKING MATERIALS, 21
TRAINING RECORDS, EMPLOYEE, 58
TRAVEL REIMBURSEMENTS, 35
TRAVEL REQUESTS, 22
TSERS MONTHLY REPORTS. *SEE* GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS

U

UNEMPLOYMENT COMPENSATION CLAIMS, 59
UNEMPLOYMENT COMPENSATION REPORTS, 59
UNEMPLOYMENT INSURANCE, 59
UTILITY USAGE LOG. *SEE* EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS
UTILITY USAGE LOGS. *SEE* PHONE LOGS
UTILITY USAGE LOGS AND BILLS. *SEE* ACCOUNTS PAYABLE

V

VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS. *SEE* EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS
VEHICLE MILEAGE LOG. *SEE* EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS
VEHICLE REFERENCE RECORDS, 7
VEHICLE REGISTRATION CARDS, 22
VEHICLE TITLES, 74
VEHICLE USAGE RECORDS, 7
VENDORS, 35
VERIFICATION OF EMPLOYMENT RECORDS, 59
VETERANS COMMISSION QUARTERLY REPORTS. *SEE* REPORTS AND STUDIES
VOIP RECORDS, 66

VOLUNTEER RECORDS, 59
VOUCHERS. *SEE* ACCOUNTS RECEIVABLE

W

W-2 FORMS. *SEE* TAX FORMS
W-4 FORMS. *SEE* TAX FORMS
WARRANTIES. *SEE* EQUIPMENT AND VEHICLE
MAINTENANCE, REPAIR, AND INSPECTION
RECORDS
WEB MANAGEMENT AND OPERATIONS RECORDS
STRUCTURE, 66
WEBSITE (ELECTRONIC), 79
WORK ORDERS, 22

WORK SCHEDULES AND ASSIGNMENT RECORDS,
EMPLOYEE, 60
WORKERS' COMPENSATION PROGRAM
ADMINISTRATION, 60
WORKERS' COMPENSATION PROGRAM CLAIMS, 60
WORKFORCE DEVELOPMENT
 \LOCAL AREA JOB TRAINING PLAN RECORDS, 86
WORKFORCE DEVELOPMENT
 \AUDIT/AUDIT RESOLUTIONS, 86
WORKFORCE DEVELOPMENT
 \PARTICIPANT RECORDS, 86
WORKFORCE DEVELOPMENT RECORDS, 86
WORKSHOPS, 76

Town of Archer Lodge

For the Year Ended June 30, 2025

And Fee Estimates for the Following Four Years

1. Dale Place, Partner, will conduct the entire audit. There is no plan to use other staff. Scott May or a CPA contractor will prepare the financial statements and report to Scott May, Partner.
2. We will begin preliminary audit work in July 2025 and expect to complete work by October 31, 2025.
3. Cost for the fiscal year ending June 30, 2025, audit and financial statement preparation.

| Personnel | Position | Task | Estimated Hrs. | Rate | Total |
|---------------------------|--------------------------------------|---------------------------------------|-------------------|-----------|--------------|
| Dale Place | Partner | Audit | 95 | \$ 100.00 | \$ 9,500.00 |
| Scott May or other CPA | Partner or Contract Accountant | Financial Statement Preparation | 75 | 100.00 | 7,500.00 |
| | Total | | 170.00 | | \$ 17,000.00 |

(Travel time, supplies, materials, and other cost are factored in the rates and are not charged separately.)

If there is a federal and/or State single audit, then we will charge \$7,000 for each major program.

The cost for the audit and financial statement preparation for the four years subsequent to June 30, 2025, will be based on any increase in time resulting from changing requirements in accounting and/or auditing standards, and/or the addition of capital projects and other fund types resulting from continued growth of the Town.

4. Other information provided upon request.



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR PERIOD END JUNE 6, 2025

| GENERAL FUND 10 | | | | |
|--|---------------------|----------------|---------------------|-------------------|
| <i>REVENUES</i> | AMENDED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % COLLECTED |
| AD-VALOREM & MOTOR VEHICLE TAXES | 1,408,000.00 | | 1,394,953.47 | 99.07% |
| SALES TAXES | 399,000.00 | | 352,974.26 | 88.46% |
| FRANCHISE TAXES | 160,000.00 | | 89,378.87 | 55.86% |
| ALCOHOL BEV TAXES/JO CO ABC DIST | 37,000.00 | | 35,483.02 | 95.90% |
| PERMITS AND FEES | 7,500.00 | | 7,230.00 | 96.40% |
| FEE IN LIEU OF RECREATION | 54,000.00 | | 0.00 | 0.00% |
| PARKS & RECREATION FEES | 70,000.00 | | 72,095.00 | 102.99% |
| PARKS & RECREATION RENTALS | 11,000.00 | | 11,716.00 | 106.51% |
| PEG CHANNEL SUPPORT | 97,000.00 | | 39,701.25 | 40.93% |
| MISCELLANEOUS/ALVM BRICK REVENUES/INSUR PROCEEDS | 7,500.00 | | 13,939.75 | 185.86% |
| CAROLINA PANTHERS COMMUNITY/JO CO TOURISM/JO CO OPEN SPACE GRANT | 5,000.00 | | 5,000.00 | 100.00% |
| REG ECONOMIC DEVELOP RES GRANT '24 | 0.00 | | 0.00 | #DIV/0! |
| INVESTMENT EARNINGS | 46,000.00 | | 42,613.91 | 92.64% |
| TRANSFER IN FROM CAP RES FUND 30 | 0.00 | | 0.00 | #DIV/0! |
| TRANSFER IN FROM PARK RES FUND 31 | 56,000.00 | | 56,000.00 | 100.00% |
| TRANSFER IN FROM PUBLIC SAFE RES FUND 32 | 250,000.00 | | 0.00 | 0.00% |
| FUND BALANCE APPROPRIATION | 297,955.00 | | 0.00 | 0.00% |
| TOTALS | 2,905,955.00 | 0.00 | 2,121,085.53 | 72.99% |
| <i>EXPENDITURES</i> | AMENDED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % SPENT |
| GOVERNING BODY | 58,300.00 | | 32,035.05 | 54.95% |
| ADMINISTRATION | 465,350.00 | | 376,077.88 | 80.82% |
| JO CO TAX COLLECTION FEES | 37,000.00 | | 34,349.86 | 92.84% |
| LEGAL | 18,000.00 | | 12,678.77 | 70.44% |
| PROPERTY TAXES | 100.00 | | 63.16 | 63.16% |
| PUBLIC BUILDINGS | 195,395.00 | | 174,625.67 | 89.37% |
| PEG MEDIA PARTNERS | 97,000.00 | | 39,701.25 | 40.93% |
| PUBLIC SAFETY | 852,250.00 | | 584,132.27 | 68.54% |
| TRANSPORTATION-PUBLIC WORKS | 23,000.00 | | 17,470.18 | 75.96% |
| PLANNING & ZONING | 256,975.00 | | 199,965.55 | 77.82% |
| CULTURAL & RECREATION | 623,460.00 | | 538,601.69 | 86.39% |
| DEBT SERVICES | 140,125.00 | | 140,109.78 | 99.99% |
| TRANSFER TO CAP RESERVE | 0.00 | | 0.00 | #DIV/0! |
| TRANSFER TO PARK RESERVE | 139,000.00 | | 82,855.08 | 59.61% |
| TRANSFER TO PUBLIC SAFETY RESERVE | 0.00 | | 0.00 | #DIV/0! |
| TRANSFER TO REG ECON DEVELOP RES GRANT | 0.00 | | 0.00 | #DIV/0! |
| | | | | #DIV/0! |
| | 2,905,955.00 | 0.00 | 2,232,666.19 | 76.83% |
| Y-T-D GENERAL FUND INCREASE (DECREASE) | | 0.00 | (111,580.66) | |

| CAPITAL RESERVE FUND 30 | | | | |
|---|-----------------|----------------|-----------------|-------------------|
| <i>REVENUES</i> | ADOPTED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % COLLECTED |
| INVESTMENT EARNINGS | 1,000.00 | | 1,002.52 | 100.25% |
| TRANSFER FROM GEN FUND 10 | 0.00 | | 0.00 | #DIV/0! |
| FUND BALANCE APPROPRIATED | 0.00 | | 0.00 | #DIV/0! |
| TOTALS | 1,000.00 | 0.00 | 1,002.52 | 100.25% |
| <i>EXPENDITURES</i> | ADOPTED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % SPENT |
| TRANSFER TO GEN FUND 10 | 0.00 | | 0.00 | #DIV/0! |
| TRANSFER TO FUND BALANCE | 1,000.00 | | 0.00 | 0.00% |
| TOTALS | 1,000.00 | 0.00 | 0.00 | 0.00% |
| Y-T-D CAP RESERVE FUND INCREASE (DECREASE) | | 0.00 | 1,002.52 | |

| PARK RESERVE FUND 31 | | | | |
|--|-------------------|----------------|------------------|-------------------|
| <i>REVENUES</i> | ADOPTED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % COLLECTED |
| INVESTMENT EARNINGS | 3,000.00 | | 2,948.03 | 98.27% |
| TRANSFER FROM GEN FUND 10 | 139,000.00 | | 82,855.08 | 59.61% |
| TRANSFER FROM AL TOWN PRK FND 41 | 0.00 | | 8,090.51 | #DIV/0! |
| TOTALS | 142,000.00 | 0.00 | 93,893.62 | 66.12% |
| <i>EXPENDITURES</i> | ADOPTED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % SPENT |
| RECREATION DEVELOPMENT | 86,000.00 | | 0.00 | 0.00% |
| TRANSFER TO GEN FUND 10 | 56,000.00 | | 56,000.00 | 100.00% |
| TRANSFER TO FUND BALANCE | 0.00 | | 0.00 | #DIV/0! |
| TOTALS | 142,000.00 | 0.00 | 56,000.00 | 39.44% |
| Y-T-D PARK RESERVE FUND INCREASE (DECREASE) | | 0.00 | 37,893.62 | |

| PUBLIC SAFETY RESERVE FUND 32 | | | | |
|--|-------------------|----------------|------------------|-------------------|
| <i>REVENUES</i> | ADOPTED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % COLLECTED |
| INVESTMENT EARNINGS | 16,000.00 | | 15,572.29 | 97.33% |
| TRANSFER FROM GEN FUND 10 | 0.00 | | 0.00 | #DIV/0! |
| FUND BALANCE APPROPRIATED | 234,000.00 | | 0.00 | 0.00% |
| | | | | #DIV/0! |
| TOTALS | 250,000.00 | 0.00 | 15,572.29 | 6.23% |
| <i>EXPENDITURES</i> | ADOPTED BUDGET | MONTH ACTIVITY | ACTUAL TO DATE | Y-T-D % SPENT |
| TRANSFER TO GEN FUND 10 | 250,000.00 | | 0.00 | 0.00% |
| TRANSFER TO FUND BALANCE | 0.00 | | 0.00 | #DIV/0! |
| TOTALS | 250,000.00 | 0.00 | 0.00 | 0.00% |
| Y-T-D PUB SAFE RES FUND INCREASE (DECREASE) | | 0.00 | 15,572.29 | |



Kim P. Batten

FINANCE OFFICER

ASSISTANT TOWN ADMINISTRATOR



TOWN OF ARCHER LODGE
 FINANCIAL SUMMARY REPORT
 FISCAL YEAR COMPARISON FOR
 PERIOD ENDING JUNE 6

| GENERAL FUND | | | | |
|----------------------------------|---|---------------------|---------------------|-----------------------|
| <i>REVENUES</i> | | 06/06/25 | 06/06/24 | DIFFERENCE |
| | AD-VAL & MOTOR VEHICLE TAXES | 1,394,953.47 | 1,285,896.44 | 109,057.03 |
| | SALES TAXES | 353,974.26 | 298,667.85 | 55,306.41 |
| | FRANCHISE TAXES | 89,378.87 | 81,389.86 | 7,989.01 |
| | ALCOHOL BEV TAXES/JO CO ABC DIST | 35,483.02 | 42,219.46 | (6,736.44) |
| | PERMITS AND FEES | 7,230.00 | 5,015.00 | 2,215.00 |
| | FEE IN LIEU OF RECREATION | 0.00 | 0.00 | 0.00 |
| | PARKS & RECREATION FEES | 72,095.00 | 61,275.00 | 10,820.00 |
| | PARKS & RECREATION RENTALS | 11,716.00 | 12,163.20 | (447.20) |
| | PEG CHANNEL SUPPORT | 39,701.25 | 25,806.44 | 13,894.81 |
| | MISCELLANEOUS/ALVM BRICK REVENUES/INSUR PROCEEDS | 13,939.75 | 6,300.95 | 7,638.80 |
| | INVESTMENT EARNINGS | 42,613.91 | 63,294.89 | (20,680.98) |
| | GRANTS (ARPA, SCIF, JOCO OPEN SPACE & TOURISM, CAROLINA PANTHERS) | 5,000.00 | 53,500.00 | (48,500.00) |
| | GRANT-REG ECON DEVEL RES (24REDR) | 0.00 | 2,365,000.00 | (2,365,000.00) |
| | TRANSFER IN FROM CAPITAL RES FND 30 | 0.00 | 125,000.00 | (125,000.00) |
| | TRANSFER IN FROM PARK RESERVE FND 31 | 56,000.00 | 58,000.00 | (2,000.00) |
| | TRANSFER IN FROM PUBLIC SAFE RES FND 32 | 0.00 | 0.00 | 0.00 |
| Y-T-D INCREASE (DECREASE) | | 2,122,085.53 | 4,483,529.09 | (2,361,443.56) |
| <i>EXPENDITURES</i> | | 06/06/25 | 06/06/24 | DIFFERENCE |
| | GOVERNING BODY | 32,035.05 | 49,206.13 | (17,171.08) |
| | ADMINISTRATION | 376,077.88 | 375,979.26 | 98.62 |
| | JO CO TAX COLLECTION FEES | 34,349.86 | 33,294.68 | 1,055.18 |
| | LEGAL | 12,678.77 | 9,000.00 | 3,678.77 |
| | PROPERTY TAXES | 63.16 | 2.60 | 60.56 |
| | PUBLIC BUILDINGS | 174,625.67 | 496,326.24 | (321,700.57) |
| | PEG MEDIA PARTNERS | 39,701.25 | 25,806.44 | 13,894.81 |
| | PUBLIC SAFETY | 584,132.27 | 495,801.01 | 88,331.26 |
| | TRANSPORTATION-PUBLIC WORKS | 17,470.18 | 18,532.57 | (1,062.39) |
| | PLANNING & ZONING | 199,965.55 | 201,047.57 | (1,082.02) |
| | CULTURAL & RECREATION | 538,601.69 | 880,254.43 | (341,652.74) |
| | DEBT SERVICES | 140,109.78 | 132,883.92 | 7,225.86 |
| | TRANSFER TO CAP RESERVE | 0.00 | 0.00 | 0.00 |
| | TRANSFER TO PARK RESERVE | 82,855.08 | 83,014.77 | (159.69) |
| | TRANSFER TO PUBLIC SAFETY RESERVE | 0.00 | 0.00 | 0.00 |
| | TRANSFER TO ARPA, SCIF, 24REDR FUNDS | 0.00 | 2,365,000.00 | (2,365,000.00) |
| Y-T-D INCREASE (DECREASE) | | 2,232,666.19 | 5,166,149.62 | (2,933,483.43) |
| Y-T-D INCREASE (DECREASE) | | (110,580.66) | (682,620.53) | 572,039.87 |

Kim P. Batten

FINANCE OFFICER
 ASSISTANT TOWN ADMINISTRATOR



Archer Lodge Animal Control Monthly Report

May 2025

| Activities | |
|---------------------------------|-----------|
| Cat Complaints | 4 |
| Cat Traps Deployed | |
| Dog Complaints | 5 |
| Dog Traps Deployed | |
| Cat Bite | 1 |
| Dog Bite | |
| Animal Cruelty | |
| Vicious Animal | |
| Wildlife Complaint | 1 |
| Educational Calls/Presentations | |
| Walking Patrol | |
| Holding Area Maintenance | |
| County Referrals | |
| Assist LEO (JC/SO) | |
| Assist County Animal Control | |
| Telephone follow-up | 2 |
| Welfare Check/Educational visit | |
| Livestock Complaint | |
| Total: | 13 |

| Enforcement Action | |
|----------------------------------|----------|
| Cats Collected/Transported | 4 |
| Dogs Collected/Transported | |
| Leash/Tethered Law Violations | 1 |
| Leash Law Verbal Warnings | 1 |
| Verbal/Written Warnings | |
| Animal Neglect Violations | |
| Barking Dog Violations | |
| Carcass Removal | |
| Quarantined Animals | |
| Total Enforcement Actions | 6 |

Total Incident Reports Taken:

| Billing Information: | | | |
|--|-------------|------------|-----------------|
| | Bill Amount | Occurrence | Amount |
| a. - Set Trap / collect trap / carcass removal = | \$20.15 | | \$0.00 |
| b. - Check Trap (no collection) = | \$20.15 | | \$0.00 |
| c. - Collect Animal = | \$20.15 | 4 | \$80.60 |
| d. - Transport Animal | | | |
| i - Accompanied w/ animal collected in Clayton = | \$29.71 | 1 | \$29.71 |
| ii - Without animal collected in Clayton = | \$37.99 | 3 | \$113.97 |
| e. - Complaint: Welfare Check / Follow-Up / Education= | \$33.06 | 7 | \$231.42 |
| f. - Complaint: Telephone Follow - Up = | \$6.45 | 3 | \$19.35 |
| g. - Report taken / Investigation / Preparation = | \$17.04 | 3 | \$51.12 |
| h. - Clayton PD backup for ACO = | \$75.00 | | \$0.00 |
| Total Amount to bill | | | \$526.17 |

CAD Events Billed for:

- 2025106600 - Dog vs dog incident
- 2025106758 - Cat pick up.
- 2025109124 - Cat pick up
- 2025109259 - Dog vs dog follow up by phone
- 2025110141 - Cat pick up
- 2025110985 - Cat pick up
- 2025118924 - Follow up for Johnston County Animal Control
- 2025121409 - Dog vs dog incident
- 2025121581 - Bat on porch
- 2025121630 - Dog vs dog follow up
- 2025121657 - Dog vs dog follow up by phone
- 2025128215 - Dogs at large
- 2025130643 - Dogs at large
- 2025130727 - Cat bite



Archer Lodge Animal Control Monthly Report

June 2025

| Activities | |
|---------------------------------|-----------|
| Cat Complaints | 3 |
| Cat Traps Deployed | 1 |
| Dog Complaints | 5 |
| Dog Traps Deployed | 1 |
| Cat Bite | |
| Dog Bite | |
| Animal Cruelty | |
| Vicious Animal | |
| Wildlife Complaint | 1 |
| Educational Calls/Presentations | |
| Walking Patrol | |
| Holding Area Maintenance | |
| County Referrals | |
| Assist LEO (JC SO) | |
| Assist County Animal Control | |
| Telephone follow-up | |
| Welfare Check/Educational visit | 1 |
| Livestock Complaint | |
| Total: | 12 |

Total Incident Reports Taken: 2

| Enforcement Action | |
|----------------------------------|-----------|
| Cats Collected/Transported | 5 |
| Dogs Collected/Transported | 3 |
| Leash/Tethered Law Violations | 2 |
| Leash Law Verbal Warnings | |
| Verbal/Written Warnings | |
| Animal Neglect Violations | |
| Barking Dog Violations | |
| Carcass Removal | 1 |
| Quarantined Animals | |
| Total Enforcement Actions | 11 |

| Billing Information: | | | |
|--|-------------|------------|-----------------|
| | Bill Amount | Occurrence | Amount |
| a. - Set Trap / collect trap / carcass removal = | \$20.15 | 3 | \$60.45 |
| b. - Check Trap (no collection) = | \$20.15 | 1 | \$20.15 |
| c. - Collect Animal = | \$20.15 | 5 | \$100.75 |
| d. - Transport Animal | | | |
| i - Accompanied w/ animal collected in Clayton = | \$29.71 | 1 | \$29.71 |
| ii - Without animal collected in Clayton = | \$37.99 | 4 | \$151.96 |
| e. - Complaint: Welfare Check / Follow-Up / Education= | \$33.06 | 1 | \$33.06 |
| f. - Complaint: Telephone Follow - Up = | \$6.45 | | \$0.00 |
| g. - Report taken / Investigation / Preparation = | \$17.04 | 2 | \$34.08 |
| h. - Clayton PD backup for ACO = | \$75.00 | | \$0.00 |
| Total Amount to bill | | | \$430.16 |

CAD Events Billed for:

- 2025133278 - Dogs at large. Trap set.
- 2025133584 - Dog picked up
- 2025133622 - Dogs at large
- 2025134065 - Dog picked up. Trap picked up.
- 2025134148 - Dog returned to owner
- 2025139705 - Dog picked up
- 2025139911 - Cat trap set
- 2025142237 - Check trap. Opossum released.
- 2025143864 - 5 kittens picked up
- 2025144195 - Trap picked up
- 2025150692 - Injured rabbit picked up
- 2025150873 - Welfare check for dog

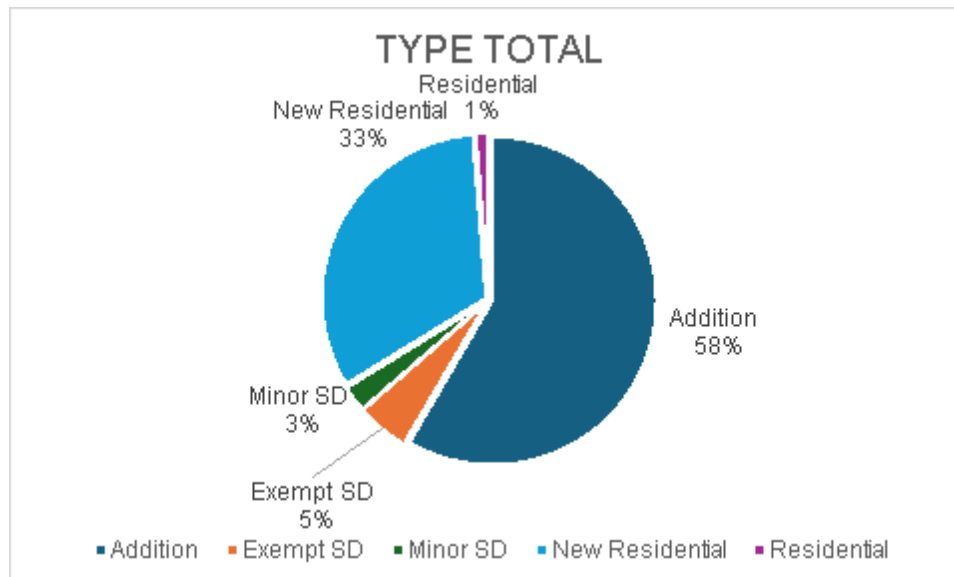
7/14/25

Town of Archer Lodge Planning and Zoning Report for FY2025 To-Date



Permits

- 77 Zoning Approval Documents issued in FY25 (July 24 to June 25)
- 11 Permits issued in April
- 26 New Single-Family Homes/MFH



Inquiries/Updates

- Westside Park
 - Grading & clearing has begun
 - The old farmhouse has been removed from the site
 - Finalizing coordination with Duke Energy and site utilities
 - Plans for Maintenance Building are complete
- Ordinance Update
 - We are coordinating with Municode to have our online Ordinance file updated to its current state with recent Zoning Amendments
- NCDOT Covered Bridge Rd Widening Project – We received the full set of site plans for the project set to soon begin



**Regular Council Meeting and
Public Hearing on a
Special Use Permit Application - Minutes
Monday, October 6, 2025**

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Jackson
Council Member Buzzelli
Council Member Wilson

STAFF PRESENT:

Mike Gordon, Interim Town Administrator
Marcus Burrell, Town Attorney
Jason Kress, Town Planner
Kim P. Batten, Assistant Administrator/Finance Officer
Cynthia Richardson, Human Resources Officer
Ben King, Interim Town Clerk

COUNCIL ABSENT:

Council Member Bruton

Staff Absent:

Chris Allen, Parks & Recreation Director

Page

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No Changes or Additions

Moved by Council Member Wilson
Seconded by Council Member Jackson

Motion to Approve the Agenda as Presented

CARRIED UNANIMOUSLY

3. CONSENT AGENDA:

a) Approval of Minutes

**08 Sep 2025 Regular Meeting Minutes
22 Sep 2025 Work Session Minutes**

Moved by Council Member Jackson
Seconded by Mayor Pro Tem Castleberry

Motion to Approve the Consent Agenda as Presented

CARRIED UNANIMOUSLY

**4. OPEN FORUM/PUBLIC COMMENTS:
(Maximum of 30 minutes allowed; 3 minutes per person)**

- a) Ms. Franky Echols of 119 Autumn Ridge Dr. asked to have her verbatim public comments from a previous meeting added to the approved minutes, believing they were inaccurately represented. She requested Council to vote on this in the near future. Mayor Mulhollem said it would be included in next month's consent agenda.

12 - 18

- b) Ms. Kimetha Fulwood, Johnston County Public Health Education Supervisor, introduced herself and provided information about services offered, including a Narcan training scheduled for October 10th. She noted that the health department offers primary care, epidemiology, child health, laboratory services, WIC, behavioral health, and environmental health services. She then provided literature to the Interim Town Clerk for distribution around Town Hall.

[Health Department Information](#)

5. RECOGNITION/PRESENTATION:

19

- a) **Proclamation - Breast Cancer Awareness Month**

Mayor Mulhollem read the proclamation recognizing October 2025 as Breast Cancer Awareness Month in the Town of Archer Lodge. Council Member Wilson noted that breast cancer also affects men, adding that he had personally undergone a related procedure.

[Proclamation - Breast Cancer Awareness Month 2025](#)

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

20 - 37

- a) **Discussion and Consideration of a Special Use Permit Application Submitted by Nicholas Valletta of Archer Lodge Labradors for a Special Use of Dog Boarding, on a 1 acre lot within the 150 acre property at 5293 Covered Bridge Road, Archer Lodge, NC.**

Conduct of Quasi-Judicial Public Hearing:

- 1. Town Attorney - Swear in Witnesses, including staff, who intend to Present Evidence**

Town Attorney, Marcus Burrell requested anyone in attendance who plans to speak in regards to the permit as a member of the public or a member of the staff to step forward to be sworn in. Attorney Burrell proceeded to swear in/affirm all participants.

- 2. Mayor - Call Case as stated on the Agenda.**

Mayor Mulhollem called case as Stated on Agenda.

- 3. If applicant is to be represented by anyone other than a licensed attorney, the applicant shall request the consent of the Town Council**

Council was not required to provide consent as Mr. Valletta informed Council that he would be representing himself in this matter.

- 4. Members of Town Council to disclose the following:**

- Any site visits.
- Ex parte communications.
- Specialize knowledge they have relevant to the case.
- Fixed opinion that is not susceptible to change based on what they learn.

- Conflict of Interest.
- Financial interest; and
- Any other information relevant to determining whether a conflict of interest
- **Town Council to vote on recusal of member if any conflict exists.
- Note: The applicant or other affected persons may present any objections regarding a member's participation.

No Members of Council disclosed any of the above.

1. Mayor - Open the public hearing

Mayor Mulhollem: We will now open the public hearing. Do I have a motion to open the public hearing.

Council Member Jackson: So Moved

Mayor Mulhollem: I have a motion is there a second?

Council Member Wilson: Second

Mayor Mulhollem: I have a motion and a second is there any discussion? All in favor? Okay, we are now in a public hearing.

Motion to Open the Public Hearing

Moved by Council Member Jackson

Seconded by Council Member Wilson

CARRIED UNANIMOUSLY

2. Staff report

Mayor Mulhollem: Alright item number 2, staff report.

Jason Kress: Yes. Good evening Mayor and Council. Uhh, I'm not going to read through the staff report line by line I'm just gonna go over the highlights if there are any questions you have feel free to stop me. Just to reiterate for the site information, this is 5053 Covered Bridge Road and it is a part of a 1 acre tract on a 140 acre parcel at 5244 Covered Bridge Road and the property is being leased out from Mr. Pace himself. The current zoning for this property is agricultural residential. The reason for the request seeking a special use permit is that the UDO standard allows the use of animal boarding or grooming in the AR zoning district to conduct the puppy barn business. Referring to the principle use table in the UDO, this is a permitted use with a special use permit.

Council Member Wilson: Jason?

Jason Kress: Yes?

Council Member Wilson: You mention it is a permitted use within the area of concern and ... is it one that is .. I lost my train of thought. Go ahead.

Jason Kress: That's okay. So to clarify that a little bit more there are certain uses that are permitted by right, those are like building a pool in your backyard you are permitted and there are certain uses that are only permitted through certain permits so especially a special use permit which special use permit requires a quasi-judicial hearing so it requires approval by you all to make sure that this use is okay um and in the fabric of what we are looking for.

Council Member Wilson: Does this include the breeding of dogs?

Jason Kress: I believe so. We don't have a use that specifically outlines that so with zoning and following our ordinances you try to go with the closest thing that applies and animal boarding and grooming is that. That's a good question for sure.

Mayor Mulhollem: I take it the Planning Board accepted or what was their recommendation?

Jason Kress: This comes straight to you all.

Mayor Mulhollem: Okay

Jason Kress: Special Use permits don't go before the Planning Board. I believe that is because it is more of a uh a use kind of thing instead of like the actual makeup of the land per say or the organization of the land. So I will proceed to the staff analysis section. Um, the staff guidance, staff have determined that the UDO directs an applicant seeking to start an animal boarding or raising operation on a property zoned for AR to acquire approval of the use through a special use permit. Staff advised the applicant to the process to apply for the permit and the materials needed to conduct the hearing. The location is currently an open field 1-acre lot located to the

west of 5107 covered bridge road. The principle parcel is 5244 covered bridge road owned by David Pace and the site currently has a small rough gravel entrance from covered bridge road. The impact of the proposed use of the site would have negligible affects on surrounding properties. Any structure built would be expected to fit and match similar uh and adjacent lots on the parent property and the built upon area of the property wouldn't be significantly impacted from the proposed use. The proposed building would be approximately 400 square feet well under the allowed maximum size for a structure on that zoned size lot.

Council Member Wilson: As far as the [inaudible] is the applicant planning to house the animals outside the building?

Jason Kress: I believe a fence that surrounds the property.

Council Member Wilson: The fence will be adequate in height for a lab not to jump over?

Jason Kress: My understanding is that they wont be there that long for them to be grown enough to be jumping out of the building but we also umm don't regulate that but that's something you all could have maybe put into a condition of approval; a minimum sized fence um otherwise they would just have to follow the normal fence size height requirements.

Council Member Wilson: And I've got to ask. How are they planning to prevent dogs from becoming a nuisance to the neighbors, i.e. barking and whatnot.

Jason Kress: I can't speak to that I would ask the applicant when they have their time.

Jason Kress: Um, I won't go through all of the findings but I will outline that in order to issue a special use permit the Town Council shall consider each of the following conditions and based upon the evidence presented at the hearing make findings in regard to each and must find that the issuance of the special use permit promotes the public health, safety and welfare and is in the best interest of the Town. Um, and finally the staffs preliminary conclusions are an application of facts, observations, and circumstances associated with the special use hearing and are based on the information available to staff as of the preparation date of this report. This information includes the application and exhibits prepared by the applicant, meetings between staff and the applicant, and staffs observations, data, and analysis. Taking into consideration the facts and potential impacts of the request staff has recommended the approval of the special use permit. And included in your report packets are copies of the application, the zoning map, a satellite image, the proposed site plan and maps and finally the lease agreement between the property owner and applicant.

Attorney Marcus Burrell: Jason, real quick is the one acre being subdivided out or is it remaining a portion of the 152 acres and just being kind of drawn out.

Jason Kress: Yeah, there are a number of properties on this parcel, this 152 acre parcel, that are similar in that they've been leased out, usually on one acre lots. Some of those have property boundaries on the Johnston County GIS, others don't they just have an address so this would be another one of those items that are just there, it has an address to the parcel but it's not its own individual parcel. Um, and that follows the lease agreement. One other item I wanted to mention that I wasn't able to include in this; something to consider with the use is that we do have a provision in the UDO section 3318 under special use permit and that is the expiration of a special use permit. Um if a special use is replaced by a use otherwise permitted by right, the special use approval is deemed abandoned and the special use permit is null and void. So if down the road, um Mr. Pace decides to lease out the property for residential occupation, this special use permit becomes null and void because the use of the land is referring back to a right of a use that is permitted by right through the UDO. So that makes the special use null and void.

Council Member Wilson: I'm concerned about the health and uh potential risk of children in the area. That there are children living nearby and I would assume that the owner would be responsible for keeping shots updated and uh so as to prevent any children from being harmed in any way.

Jason Kress. Right. Um, and the thought of getting off of the property, the property is located on a very busy road, covered bridge, so I think making

sure that animals and things aren't walking out there makes that the security of the sight and making sure that their not getting out is kind of built into the situation but um those are good points. From the health and safety standpoint, that's more Patrick and the counties jurisdiction on the welfare of the animals.

Council Member Wilson: Well that's welfare of the animals but what about welfare of the residents around, children?

Jason Kress: That's a good point.

Council Member Wilson: Anybody that owns a pet in Johnston County has to have rabies shots and uh shots up to date and a tag license. So I'm not sure if the breeder falls under the same requirements, I would assume.

Jason Kress: I would believe so. That's outside of my expertise though.

Mayor Pro Tem Castleberry: Would it require a turning lane?

Jason Kress: No sir. The traffic is gonna be minimal. I assume from what I have heard that it would be mostly just the owner accessing the site.

Council Member Wilson: I don't know about traffic being minimal. There is a mobile home right next door of concern where the individuals who live there set up every weekend what appears to be a uh store selling tools, equipment, generators, and what not. And any given day that they are open there are a lot of cars parked in that area.

Interim Town Administrator Mike Gordon: You are talking about minimal traffic into that sight right?

Jason Kress: Right. The impact to that specific site and the immediate public byway. I mean its illegal to park on that roadside anyways so if people do it, there's not much we can do.

Council Member Wilson: I'm not talking about the roadside, I mean on the property.

Mayor Mulhollem: Mr. Jason, before we leave your report, just for clarification, your, your

recommendation is to approve, is that correct?

Jason Kress: I don't see anything in our development ordinances that would lead us not to, but again, that's my opinion. I don't make the decision. But from the information that I have been presented and what I've seen, I think the, I think it's reasonable.

Mayor Pro Tem Castleberry: Is this a one year lease?

Jason Kress: I believe so. I don't rem I I don't know for sure it might be. Does he say it on the,

Council Member Wilson: How long has this business been open?

Jason Kress: I don't there is a termination date on the current lease.

Council Member Wilson: How long has the business been open?

Jason Kress: I I am not aware of that.

Mike Gordon: Mr. Wilson the applicant may be able to answer some of those questions.

Mayor Mulhollem: That's correct.

Mike Gordon: he's fixing to get up and speak.

3. All parties represented by attorneys, the applicant, followed by any opposing party, may present a brief opening statement

Mayor Mulhollem: Okay. Are we ready to move along to item number three? Alright hearing no objection. All parties represented by attorneys the applicant followed by any opposing party may present a brief opening statement and we've already determined a while ago there was no attorney. So if the applicant would like to make a brief opening statement.

Nicholas Valletta: Good evening Mayor. Good evening Councilman. My name is Nicholas Valletta along with my wife We own Archer Lodge Labradors. We've been breeding English labs for about five years. We raise high quality English labs retrievers at a low volume, one to two litters a year. We're on our seventh litter, is about ready to go home in five years. We also have health testing, genetic testing on our dogs. Our puppies go home at eight weeks per state law and are given five way vaccines and a vet visit before they go home. The we've got gentle obedient dogs and all of our parents are loved family pets. We'd like to lease one acre on Covered Bridge Road from Mr. Pace. We will add the 400 square foot building, I think it's about 16 by 24 6 foot vinyl privacy fencing, both to keep the

animals inside and to keep curious people in the area from trying to touch the dogs or take the dogs. We'll have the building privacy fencing and the building mimics the look of the residences in that area. It's currently located in the Cooper Farm subdivision where I live. Right across the street there. The building's antique white with black shingles. It'd be occupied for no more than four to eight weeks a year. We're a low volume. Our puppies are only in there from about four to eight weeks. We clean the building daily feed three times a day. We're not gonna be holding any events there or really having a lot of visitors. No more than I'd say two vehicles at a time. At the conclusion of the lease, the land and everything would go back to how it was before per our lease agreement with Mr. Pace. And the yard will look clean and inconspicuous with no signage. I don't need a sign permit. I I really don't even, I hope nobody even knows I'm raising puppies there. This is not just a business for us, it's also what we love doing. Thank you.
Mayor Mulhollem: Thank you.

4. Applicant - present arguments and evidence in support of the application.

Council Member Wilson: Is the, the building intended to house the animals?

Nicholas Valletta: How are they housed sir?

Council Member Wilson: Sorry, is it air conditioned and heated is what I meant.

Nicholas Valletta: Oh, yes sir. There's, there's an outdoor and indoor section. The indoor has heat and AC where the dogs can go. Heat in the winter, ac in the summer and it's got fans on the outside and, and it's got, so it's got an inside and outside section for them.

Mayor Pro Tem Castleberry: The driveway for the building will be about in the middle of it, the property?

Nicholas Valletta: Maybe probably a little bit closer to the little bit west of the middle probably. It's, it's a, it's a little hard to see right now. Yeah,

Mayor Pro Tem Castleberry: And I was just looking on the map and it, the map shows that lot is near about right in that driveway, that mobile home. So that's, that's the reason I was

Nicholas Valletta: Yeah, it's that. Yeah, it's directly adjacent to that mobile home that does a few yard sales.

5. Persons opposed to granting the application shall present arguments and evidence against.

Mayor Mulhollem: Okay, thank you. We and you going to, we're going to bring you back up the next step as well. Some of it may be redundant, but is there anyone in the audience tonight an opposing party that would like to speak? Okay, seeing none. Item four, applicant present arguments and evidence in support of the application. I think you've done some. Is there any additional information that you want to give us or does counsel have any questions of of for clarification on what has already been spoken?

Nicholas Valletta: Yeah, I'd be happy to answer any questions.

Mayor Mulhollem: No questions. Okay. Alright. Item five persons opposed The granted application shall present arguments and evidence against, we've established a while ago that there was, there's no one here present tonight in the audience that was opposed

6. Opportunity for cross-examination.

Mayor Mulhollem: Item number six, opportunity for cross examination. Mr. Marcus, I don't think there's a need for cross examination in this case. Is there?

Attorney Marcus Burrell: Correct

7. After all evidence has been presented, the Mayor may ask the parties if there is additional relevant information that has not been presented that would make a continuance in order.

Mayor Mulhollem: Alright. Item number seven. After all evidence has been presented, the mayor may ask the parties if there is any additional relevant information that has not been presented that would make a continuance in

order. I don't believe you shared with us a while ago, you've already shared your information, correct?

Nicholas Valletta: Yes Mayor.

Mayor Mulhollem: Alright

8. The Mayor will entertain objections and rule on the admissibility of the evidence or exhibit.

Mayor Mulhollem: All right. Item number eight. The mayor will entertain objections and rule on the admissibility of the evidence or exhibit. And I'm assuming that is from Council, correct?

Attorney Marcus Burrell: No, it's, it's from any opposed parties.

Mayor Mulhollem: Okay

Attorney Marcus Burrell: Or he could object if somebody opposed presented. Since there's no opposition there's nothing to object to.

Mayor Mulhollem: Nothing to object to. Okay.

9. Mayor - Close the public hearing unless the hearing has been continued to the next regularly scheduled quasi-judicial hearing or to a publicly stated date, time and location.

Mayor Mulhollem: Item number nine, do I have a motion to close the public hearing?

Council Member Wilson: So Moved

Mayor Mulhollem: Okay

Mayor Pro Tem Castleberry: Second

Mayor Mulhollem: I have a motion. Clyde you said Second? Okay I have a motion and a second. Any discussion? All in favor? Okay the public hearing is now closed.

Motion to Close the Public Hearing

Moved by Council Member Wilson

Seconded by Mayor Pro Tem Castleberry

CARRIED UNANIMOUSLY

10. Mayor - Calls for a vote on each of the findings of fact/conclusions for the special use permit.

- **Must receive a Simple majority vote of the Town Council for the Application to be approved.**
- **The Town Council may attach conditions of approval in accordance with existing state law and Town Code.**

Mayor Mulhollem read the following findings of fact:

- **Finding A. Will not materially endanger the public health, safety if located where proposed.**

Applicant's Response: No, the building will be secure and locked up when not in use, or when we are not actively working there. It will not be accessed by the public and will have no trespassing posted.

Motion to Approve Finding A

Moved by Council Member Wilson

Seconded by Council Member Jackson

CARRIED UNANIMOUSLY

- **Finding B: Complies with all standards, conditions, and specifications in the UDO, including Article 5 Use Regulations, and Article 6, Development Standards.**

Applicant's Response: Yes, all structures will be set back approximately 120 feet from Covered Bridge Road, and over 400 feet from any adjacent structures.

Motion to Approve Finding B

Moved by Council Member Jackson

Seconded by Mayor Pro Tem Castleberry

CARRIED UNANIMOUSLY

- **Finding C: Will not substantially injure the value of the abutting land, or the special use is a public necessity.**
Applicant's Response: No, it shall not injure the value of the abutting land.

Motion to Approve Finding C

Moved by Council Member Jackson
Seconded by Council Member Wilson
CARRIED UNANIMOUSLY

- **Finding D: Will be in harmony with the area in which it is to be located.**
Applicant's Response: It will be in harmony with the area which it is located, which is zoned Agricultural. The activity has brought joy to local residents, who have purchased a family dog for their own home. It will not be a disturbance to the local residents due to it's location, privacy fencing, and the limited scope of activities at the site.

Motion to Approve Finding D

Moved by Council Member Jackson
Seconded by Mayor Pro Tem Castleberry
CARRIED UNANIMOUSLY

- **Finding E: It is in general conformity with the Town's adopted policy guidance.**
Applicant's Response: It is in general conformity with the Town's UDO and adopted policy.

Motion to Approve Finding E

Moved by Council Member Jackson
Seconded by Council Member Wilson
CARRIED UNANIMOUSLY

- **Finding F: Will not exceed the Town's ability to provide adequate public facilities (fire and rescue, utilities, etc.).**
Applicant's Response: It will not exceed the Town's ability to provide adequate public facilities.

Motion to Approve Finding B

Moved by Council Member Wilson
Seconded by Council Member Jackson
CARRIED UNANIMOUSLY

11. **Mayor - Calls for a vote on the special use permit.**
 - **Must receive a Simple majority vote of the Town Council for the Application to be approved.**
 - **The Town Council may attach conditions of approval in accordance with existing state law and Town Code.**

Mayor Mulhollem asked Council if they would like to attach any conditions prior to voting for approval. Hearing none, he asked if there was a motion for the approval of the application.

Motion to Approve the Special Use Permit

Moved by Council Member Wilson
Seconded by Council Member Jackson
CARRIED UNANIMOUSLY

12. **Mayor - Calls for a vote on the site plan.**
Mayor Mulhollem asked if there was a motion for the approval of the site plan as presented.

Motion to Approve the Site Plan

Moved by Council Member Jackson
Seconded by Mayor Pro Tem Castleberry
CARRIED UNANIMOUSLY

[Staff Report for SUP-26-10.A](#)

38 - 42

b) Discussion and Possible Action on Amending the Town of Archer Lodge Code of Ordinances Part II. Chapter 6. Article II to Include "Section 6-35 Dangerous Dogs"

Jason Kress presented the proposed amendment to the Town's ordinance to include a dangerous dog provision. He explained that the language was modeled after the Town of Clayton's UDO, with appeals of determinations going first to the Town Administrator and then to the Board of Adjustment.

Moved by Mayor Pro Tem Castleberry
Seconded by Council Member Jackson

Motion to Amend the Town of Archer Lodge Code of Ordinances Part II. Chapter 6. Article II to Include Section 6-35 Dangerous Dogs

CARRIED UNANIMOUSLY

[ARTICLE II. DOGS CATS AND OTHER ANIMALS](#)

43 - 45

c) Discussion and Possible Action on a Memorandum of Understanding Regarding Regional Water System Collaboration Among Municipalities in Johnston County

Interim Town Administrator Mike Gordon explained that the non-binding MOU would keep the Town informed about regional water system collaboration efforts in Johnston County. Though the Town might not be involved for several years, the agreement would ensure Archer Lodge stays in the information loop without financial obligation.

Moved by Council Member Wilson
Seconded by Council Member Jackson

Motion to Authorize Mayor Mulhollem to Sign the MOU

CARRIED UNANIMOUSLY

[Johnston County Regional Water System MOU - Signed](#)

7. TOWN ATTORNEY'S REPORT:

a) Nothing to Report

8. INTERIM TOWN ADMINISTRATOR'S REPORT:

a) Mike Gordon reported that work was resuming on restroom facilities, with materials now available. Field lights would be delivered soon with installation beginning shortly after. Engineering for the maintenance building is in progress.

9. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

46

a) Kim Batten informed the Council about House Bill 125, recently signed by Governor Stein, which increases the employer portion of the retirement system contribution by 2.4%, retroactive to July 1. The Town will be invoiced for July-September and must pay by June 30, 2026. She noted this demonstrates why budget flexibility is important.

10. INTERIM TOWN CLERK'S REPORT:**a) Website and Live Streaming Update**

Ben King reported that materials for live streaming have arrived and would be installed the next day, potentially ready for the next work session. The new Town website is scheduled to go live on October 20th. He also announced elected official training available in Durham on December 10th, with slots already reserved for incoming Council Members.

11. PARK AND RECREATION DIRECTOR'S REPORT:

a) Parks and Recreation Director Chris Allen was not present.

12. TOWN PLANNER'S REPORT:**47 - 48****a) August Animal Control Report**

Jason Kress referenced the August Animal Control Report included in the Council packets.

[August 2025 Animal Control Report](#)

13. MAYOR'S REPORT:

a) Mayor Mulhollem noted that White Oak Baptist Church had celebrated its 166th anniversary the previous day. He mentioned that the oak trees in the Town seal represent this church, which originally met at the Masonic Lodge of Archer before having its own building. The Mayor also mentioned his son Eli's 16th birthday, noting the Town would also be turning 16 in about 30 days.

14. COUNCIL MEMBERS' REMARKS:**49****a) Council Member Wilson**

Council Member Wilson submitted his resignation letter, citing health issues for both himself and his wife. He expressed pride in his 58 years of military, civil service, and elected service.

[Mark Wilson Resignation](#)

b) Council Member Jackson

Council Member Jackson thanked Council Member Wilson for his service, acknowledging the challenges of both air traffic control and Town Council work.

c) Council Member Buzzelli

Council Member Buzzelli thanked Council Member Wilson for his service to the country and the Town.

d) Mayor Pro Tem Castleberry

Mayor Pro Tem Castleberry expressed appreciation for Council Member Wilson's friendship and prayers.

e) Council Member Bruton

Council Member Bruton was not present.

15. ADJOURNMENT:

a) Having no further business, Mayor Mulhollem called for a motion to adjourn.

Moved by Council Member Jackson

Seconded by Council Member Wilson

Motion to Adjourn the Meeting at 7:36 PM

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Ben King, Interim Town Clerk

Youth Mental Health First Aid

November 8 and 15, 2025

The Poe Center for Health Education in conjunction with Selma Baptist Church, is excited to present Youth Mental Health First Aid (YMHFA).

Youth Mental Health First Aid

WHAT: Youth Mental Health First Aid

Ages 18+ Only

WHERE: 1500 N Webb St.
Selma, NC 27576

WHEN: November 8 & 15, 2025
8 a.m.—12 p.m.

REGISTER:

<https://www.eventbrite.com/e/1704604651399?aff=oddtcreator>

QUESTIONS:

j.fowler@poehealth.org



Mental Health
FIRST AID

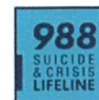
from NATIONAL COUNCIL FOR
MENTAL WELLBEING

Program Description

Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD), and eating disorders.

Be the lifeline.

If you or someone you know needs support now, call or text 988 or chat 988lifeline.org





Johnston County NC
Public Health

SAFE
KIDS
JOHNSTON
COUNTY



PARENT SKILL BUILDER

OCTOBER 23RD, 2025

- 4pm-5pm: Bring your child car seat(s) for a free check by a certified car seat tech! If you have a child, please bring them.
- 5pm-6pm: Free Breastfeeding Deep Dive with a JCPHD Registered Nurse. This portion of the class is open to anyone in the community who wants breastfeeding encouragement. Any mother is welcome to attend at any point in her breastfeeding journey!

**FREE CAR SEAT
CHECKS AND
BREASTFEEDING
SUPPORT CLASS**

Location:

**Johnston County Public Health
517 North Brightleaf Blvd
Smithfield, NC 27577**

Contact:

Kimetha Fulwood | 919-989-5200





CHILDBIRTH CLASSES 2025!

NOV
5

NOV
7

NOV
12

NOV
14

4pm-6pm

8 total hours of childbirth education.

Topics Covered: Relaxation, Breathing Techniques,
Medication, Self Care, Methods of Childbirth, and
Baby care.



If you have medicaid you will need a referral from your doctor. If you are non-medicaid you will pay per class on a sliding scale based on income and family size.

Location:

Johnston County Public Health
517 North Brightleaf Blvd
Smithfield, NC 27577

QUESTIONS? CONTACT KIMETHA FULWOOD (919-989-5200)



JohnstonCountyNC
Public Health





Johnston County NC
Public Health

FREE

NARCAN TRAINING



Johnston County
OPIOID TASK FORCE



LAY



SPRAY



STAY

Join Johnston County Opioid Task Force and Selma Police to learn how to recognize and respond to an opioid overdose.

OCTOBER 10, 2025 | 2PM-4PM

JOHNSTON COUNTY PUBLIC HEALTH

517 N. Brightleaf Blvd Smithfield NC 27577

FREE AND OPEN TO EVERYONE!

FOR MORE INFORMATION CALL:



919-989-5200



Public Health Services and Programs

517 North Bright Leaf Boulevard

Smithfield, North Carolina

Phone: (919) 989-5200 Health Director: Marilyn Pearson, MD

Clinical and Preventive Services

Call to schedule an appointment.
Costs vary depending on service.

Adult Primary Care

Screening and Monitoring of chronic diseases, Sick & Well Care for Adults

Specialty Programs:

- Breast & Cervical Cancer Program
- Rex Mobile Mammography Bus
- WiseWoman
- DiabetesSmart Program

Child Health

Immunizations Well & Sick Care for Children
Developmental screenings

Specialty Programs:

- CMARC (Care Management for age 0-5) (previously CC4C)
- Sickle Cell Counseling

Epidemiology

Investigation and control of reportable communicable disease

- TB screening and treatment
- Immunizations, and Travel Vaccines
- HIV/STI Counseling and Testing
- Outbreak investigation and management
- Emergency Preparedness and Response
- Epi Response Team Special Medical Needs Support Team

Women's Health

Family Planning:

Education, Contraception, Annual Exams
Pregnancy Testing, Vasectomy Program

Maternal Health:

Prenatal Care. Pregnancy Care Management
Postpartum Hospital Follow-up

Vital Records

Registrar for Birth & Death Certificates
Medical records releases

Health Promotion and Wellness Programs

Clinical Education:

Prenatal, Contraception, Communicable disease,
Chronic disease, Child and Adolescent health

Community Programs:

Schools, Worksites, Faith communities, Civic organizations, Community agencies

Specialty Education:

Smoking Cessation, Childbirth Education,
Diabetes Prevention Program

*Call for additional offerings

Laboratory Services

Multiple Lab tests performed on site linked to reference labs

Nutrition Program: WIC

Special Supplemental Nutrition Program for Pregnant, Postpartum and Breastfeeding Women, and Children from birth to age 5

- Breastfeeding Peer Counselor Program/Support
- Medical Nutrition Therapy (by referral)

Behavioral Health Division

521 N. Bright leaf Blvd, Smithfield (919) 989-5500
Psychiatric Evaluation and Medication Management
[Walk-In Crisis (Mon.- Fri. 8AM-5PM)]

- Individual and Group Therapy
- Outpatient Nursing Services
- Case Management Services

Environmental Health Division

309 E. Market St., Smithfield (LUC) (919) 989-5180

- Well & Septic Permits
- Restaurant Grading
- Water Testing
- Lead Poisoning & Prevention Awareness

 www.johnstonnc.gov/health
Follow us on facebook @jocgovNC

Community Resource Guide >>>



If you would like health information/health data or copies of the Community Health Assessment, State of the County Health Report, or Community Resource Guide; Please contact Johnston County Public Health at 919-989-5200.



PUBLIC HEALTH NEWSLETTER

OCTOBER 2025

DO YOU KNOW YOUR RISK?

Risk factors for Breast Cancer:

- Age (older women are at higher risk)
- Genetic mutations
- Dense breasts
- Family history of breast cancer
- Reproductive history

Reduce your risk of Breast Cancer:

- Complete monthly self-breast exam/ know your normal.
- Schedule annual mammogram (Women are eligible for baseline screening at age 35 and a regular mammogram starting at the age of 40).
- Keep a healthy weight and be physically active.
- Limit alcohol consumption.

BREAST CANCER FACTS

- 1 in 8 Women will get Breast Cancer in her lifetime.
- Women who receive regular screenings for breast cancer have a **26% lower breast cancer death rate** than women who do not receive screenings.
- Screenings are the most effective form of prevention. (National Breast Cancer Foundation, 2025)



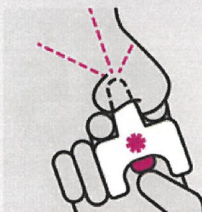
Remember these important actions in case of a suspected opioid emergency.



LAY

Check for slowed breathing or unresponsiveness.

Lay the person on their back and tilt the head up.



SPRAY

Insert device into either nostril and press plunger firmly.



STAY

Call 911 immediately after giving the first dose. Continue to administer doses as needed and wait with the person until help arrives.

FREE NARCAN TRAINING

Join Johnston County Public Health, Opioid Task Force and Selma Police to learn how to recognize and respond to an opioid overdose.

OCTOBER 10, 2025

2PM-4PM

JOHNSTON COUNTY PUBLIC HEALTH DEPARTMENT

517 N. Brightleaf Blvd Smithfield, NC 27577

Naloxone, for example Narcan®, is a medicine that can help people who are overdosing on an opioid. Naloxone can be given safely to people of all ages, from infants to older adults.

This includes an adolescent or young adult who may have unintentionally taken an opioid. Naloxone will not harm someone if you give it to them and they are not overdosing on an opioid (CDC, 2025).

Request NARCAN:



**You must be a Johnston County resident to receive this FREE Narcan.*



FREE **OCT 4**
12-4PM
Fentanyl Awareness Day

Smith Collins Park
909 E. Lee St
Smithfield, NC 27577

Free community awareness event. Local resources available. Free food, games, entertainment and more! For more information call Missy Duff 919-464-5970

OCT 9
2-4PM
Safety Net Collaborative


JCPHD
517 N. Brightleaf Blvd
Smithfield, NC 27577

Join our group of professionals and organizations looking to share resources, medical services, and more!

OCT 10-12 
5-8PM
Ava Gardner Festival
EVENTS ALL WEEKEND

325 E. Market St
Smithfield, NC 27577

Celebrate 25 years of the museum and honor the Town of Smithfield and Ava's Legacy. Visit exhibits, guided heritage tours, movie screenings, and more.

 **OCT 11** **FREE**
4-8PM
Overdose Awareness Event

Benson Singing Grove
400 E. Main St.
Benson, NC 27504

Join this night of remembrance and healing. Together we will honor those lost to overdose. Local resources will be available along with music, food and fun for kids.

 **OCT 14**
3-5PM
Opioid Task Force Meeting

JCPHD
517 N. Brightleaf Blvd
Smithfield, NC 27577

Join our quarterly task force meeting to network, share successes and challenges, and hear from our partners.

 **OCT 18** 
STARTS AT 5PM
Back to School Free Market

Phillip R. Wright Community Park
988 Powhatan Rd
Clayton, NC 27527

A chance to connect with neighbors and grassroots organizations, share what you can, and take what you need-no money involved!

 **DON'T FORGET YOUR SEASONAL FLU VACCINE**
\$85 FOR HIGH DOSE \$30 FOR REGULAR
By appointment only
CALL 919-989-5200
JCPHD
517 N. Brightleaf Blvd
Smithfield, NC 27577

The flu vaccine is recommended for everyone 6 months and older. All types of insurance will be filed or self pay accepted.

 **OCT 23** 
4-6PM
Parent Skillbuilder
4-5PM- CAR SEAT CHECK
5-6PM- BREASTFEEDING CLASS
JCPHD
517 N. Brightleaf Blvd
Smithfield, NC 27577

Bring your child's car seat for a free check by a certified car seat tech! Free Breastfeeding Deep Dive with a Registered Nurse.

 **OCT 25** 
10AM-5PM
Clayton Harvest Festival

Downtown Clayton
301 E Main St,
Clayton, NC 27520

Annual vendor event in Downtown Clayton. Bring the family for food, fun, and information.



Proclamation

WHEREAS, while considerable progress has been made in the fight against breast cancer, every year, breast cancer accounts for about 30% of all new cancer cases in U.S. women; and

WHEREAS, women in North Carolina have a one-in-eight lifetime risk of developing breast cancer, which is the second leading cause of cancer death for women in North Carolina; and

WHEREAS, with routine mammogram screening and follow-up testing, the disease can be detected early when it can be most effectively treated and save lives; and

WHEREAS, there are more than 4 million breast cancer survivors in the United States, including women still being treated and those who have completed treatment; and

WHEREAS, during Breast Cancer Awareness Month, we stand with our mothers, daughters, sisters, and friends and we recognize all who have joined their loved ones in fighting their battle as well;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, North Carolina, that the month of October 2025 be recognized as

Breast Cancer Awareness Month

In the Town of Archer Lodge, North Carolina, I encourage citizens to participate in activities that will increase awareness of what Americans can do to prevent breast cancer, and to wear pink in honor of those who have lost their lives to breast cancer and those who are now bravely fighting this disease.

Duly adopted this the 6th day of October 2025.



Matthew B. Mulhollem
Mayor

**TOWN OF ARCHER LODGE
PLANNING AND ZONING DEPARTMENT
STAFF REPORT
SPECIAL USE PERMIT SUP-26-10.A
OCTOBER 6TH, 2025**

- 1. OVERVIEW**
- 2. STAFF ANALYSIS**
- 3. FINDINGS**
- 4. STAFF RECOMMENDATION**
- 5. ATTACHMENTS**

1. OVERVIEW

1.1. Site Information

Location: 5053 Covered Bridge Road, Archer Lodge, NC 27527 (lot a part of 150-acre parcel at 5244 Covered Bridge Rd)

Parcel id: 16I02013

Owner: David Thomas Pace

Applicant: Archer Lodge Labradors – Nick Valletta

Acreage: 1 acre out of a 150-acre parcel

Current Zoning: Agricultural-Residential (AR)

1.2. Reason for Request

The applicant is seeking a Special Use Permit to the UDO standard that allows the Use of Animal Boarding or Grooming in the Agricultural-Residential zoning district to conduct their “puppy barn” business. Referring to the Principal Use Table in the Unified Development Ordinance (UDO), this is a permitted use with a Special Use Permit.


1.3. UDO Standards



Article 5. – Division 3. – Sec. 30-5207 Principal Use Table

| PRINCIPAL USE TABLE | | | | | | | | | | | | |
|--|------------------|-------|-------|-------|-------|-----|----|----|----|----|----|---------------------|
| "P" = Permitted with a Zoning Compliance Permit, subject to applicable use standards "S" = Permitted with a Special Use Permit, subject to applicable use standards "A" = Allowed provided the use is listed in the PD Terms and Conditions Statement, subject to applicable use stds. "*" = Prohibited [#] = Table Note | | | | | | | | | | | | |
| Use Type | Zoning Districts | | | | | | | | | | | Use Standards § 30- |
| | AR | SFR-1 | SFR-2 | SFR-3 | RM HP | RMF | OI | NB | CB | LI | PD | |
| Commercial Use Classification | | | | | | | | | | | | |
| Animal Boarding or Grooming | S | . | . | . | . | . | . | S | S | . | A | |

Article 4. – Division 2. – Sec. 30-4201 Agricultural-residential district

Sec. 30-4201 Agricultural-residential district (AR).

| (a) District intent | (b) Typical development | | | | | | | | | | | | |
|---|---|---------|--------------------|-------------------|---------------------|-----|---------------------------|--------|--------------------------|--|-------------------------|----|--|
| <p>The AR district is established to accommodate agriculture, agriculturally-related uses, and limited forms residential development at low densities in rural portions of the Town's planning jurisdiction. The district is primarily intended to preserve and protect bona fide farms and resource lands for current or future agricultural use as well as to protect the rural character of the area. It is also intended to ensure that residential development maintains appropriate densities consistent with the suitability of land, availability of public services, accessibility to transportation systems, and that are compatible with surrounding development. The district also accommodates "agri-tourism" as well as service and support uses to the rural community, including day care, educational uses, public safety facilities, parks, and utility features.</p> |  | | | | | | | | | | | | |
| <p>(c) Dimensional standards [1]</p> <table border="1" style="width: 100%;"> <tr> <td>Max. Density (units/ac)</td> <td>1.0 [2]</td> </tr> <tr> <td>Min. Lot Area (sf)</td> <td>43,560 [3] [4]</td> </tr> <tr> <td>Min. Lot Width (lf)</td> <td>150</td> </tr> <tr> <td>Max. % Impervious Surface</td> <td>30 [5]</td> </tr> <tr> <td>Min. Street Setback (lf)</td> <td></td> </tr> <tr> <td>From Arterial/Collector</td> <td>70</td> </tr> </table> | Max. Density (units/ac) | 1.0 [2] | Min. Lot Area (sf) | 43,560 [3] [4] | Min. Lot Width (lf) | 150 | Max. % Impervious Surface | 30 [5] | Min. Street Setback (lf) | | From Arterial/Collector | 70 | |
| Max. Density (units/ac) | 1.0 [2] | | | | | | | | | | | | |
| Min. Lot Area (sf) | 43,560 [3] [4] | | | | | | | | | | | | |
| Min. Lot Width (lf) | 150 | | | | | | | | | | | | |
| Max. % Impervious Surface | 30 [5] | | | | | | | | | | | | |
| Min. Street Setback (lf) | | | | | | | | | | | | | |
| From Arterial/Collector | 70 | | | | | | | | | | | | |

| | | | |
|---|--|------------|--|
| | From Local Outside Subdivision | 50 |  |
| | From Local Inside Subdivision | 25 [6] | |
| | Min. Access Easement Setback (lf) | 15 |  |
| | Min. Side Lot Line Setback (lf) | 10 [7] [8] | |
| | Min. Rear Lot Line Setback (lf) | 10 [7] | |
| | Min. Perimeter Setback (lf) | 25 | |
| | Min. Building Separation (lf) | 10 | |
| | Min. Accessory Structure Setback (lf) | 10 [9] | |
| | Min. Open Space Set-Aside (% of total site size) | 15 [10] | |
| | Max. Building Height | 40 | |
| NOTES: | | | |
| [1] "sf" = square feet; "lf" = linear feet. | | | |
| [2] May increase to 1.5 on lots served by a public water system. | | | |
| [3] Johnston County Public Health may require a larger minimum lot area based on soil conditions. | | | |
| [4] 29,040 sf for lots served by a public water system. | | | |
| [5] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-4502, Water Supply Watershed Protection Overlay District. | | | |
| [6] May be reduced to 20 in a subdivision served by a public water system. | | | |
| [7] May be reduced to 5 in a subdivision with lots served by a public water system. | | | |
| [8] One side setback may be reduced to zero if the opposing side setback is double the minimum. | | | |
| [9] Accessory structures shall maintain the same setbacks from streets and easements as principal uses. | | | |
| [10] Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less. | | | |

2. STAFF ANALYSIS

2.1. Staff Guidance

Staff have determined that the UDO directs an applicant seeking to start an Animal Boarding/Raising operation on a property zoned for AR to acquire approval of the use through a Special Use Permit. Staff advised the applicant the process to apply for a Special Use Permit and the materials needed to conduct the hearing.

2.2. Location

The site in question is currently an open-field, 1 acre lot located to the West of 5107 Covered Bridge Road. The principal parcel of these lots is 5244 Covered Bridge Road, Owned by David Pace, and approximately 150 acres in size. The site has a rough gravel entrance currently from Covered Bridge Road.

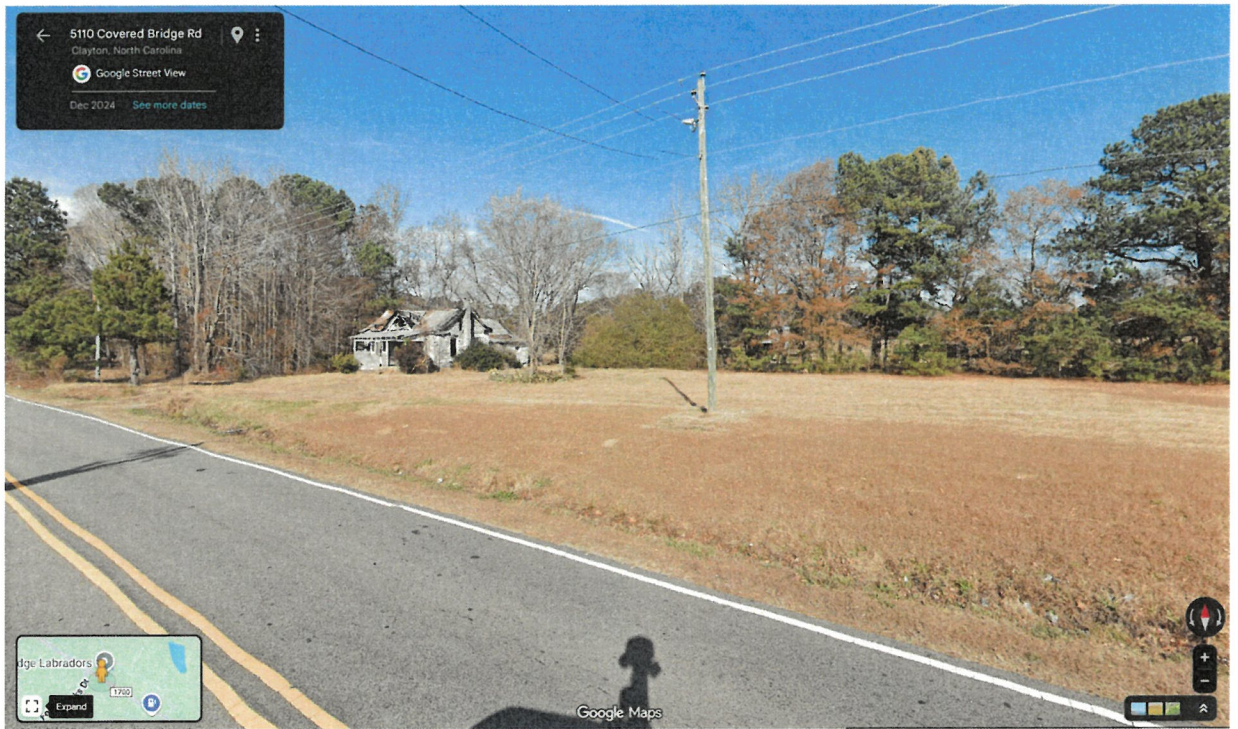
2.3. Impact

The impact of the proposed use of the site would have negligible effects on surrounding properties. Any structure built would be expected to fit/match similar and adjacent lots on the parent property. The built-upon area of property wouldn't be significantly impacted from the proposed use.

2.4. Building Size

The proposed building would be approximately 400 sqft, well under the allowed maximum size for a structure on a 1-acre lot zoned for AR.





3. FINDINGS

3.1. Guidance

In order to issue a special use permit, the Town Council shall consider each of the following conditions, and based on the evidence presented at the hearing, make findings in regard to each and must find that the issuance of the special use permit promotes the public health, safety, and welfare and is in the best interest of the Town:

3.2. Finding #1: Will not materially endanger the public health, safety if located where proposed;

Applicant response: No, the building will be secure and locked up when not in use, or when we are not actively working there. It will not be accessed by the public and will have no trespassing posted.

3.3. Finding #2: Complies with all standards, conditions, and specifications in the UDO, including Article 5 Use Regulations, and Article 6, Development Standards;

Applicant response: Yes, all structures will be set back approximately 120 feet from Covered Bridge Road, and over 400 feet from any adjacent structures.

3.4. Finding #3: Will not substantially injure the value of the abutting land, or the special use is a public necessity;

Applicant response: No, it shall not injure the value of the abutting land.

3.5. Finding #4: Will be in harmony with the area in which it is to be located;

Applicant response: It will be in harmony with the area which it is located, which is zoned Agricultural. The activity has brought joy to local residents, who have purchased a family dog for their own home. It will not be a disturbance to the local residents due to it's location, privacy fencing, and the limited scope of activities at the site.

3.6. Finding #5: Is in the general conformity with the Town's adopted policy guidance;

Applicant response: It is in general conformity with the Town's UDO and adopted policy.

3.7. Finding #6: Will not exceed the Town's ability to provide adequate public facilities (fire and rescue, utilities, etc.);

Applicant response: It will not exceed the Town's ability to provide adequate public facilities.

4. STAFF RECOMMENDATION

Staff's preliminary conclusions are an application of facts, observations, and circumstances associated with this special use hearing and are based on the information available to staff as of the preparation date of this report. This information includes the application and exhibits prepared by the applicant, meetings between staff and the applicant, and staff's observations, data, and analysis.

Taking into consideration the facts and potential impacts of the request, Staff recommends approval of the Special Use Permit.

5. ATTACHMENTS

5.1. Special Use Permit Application

5.2. Zoning Map

5.3. Orthographic Map

5.4. Site Plan & Maps

5.5. Lease Agreement

5.1



Office Use Only:

Permit #: _____
Fee: \$ _____; Receipt No. _____
Payment Method: Ck# _____
Cash: _____; Other: _____ Pay Date: _____
Application Rec.: _____

Town of Archer Lodge

Special Use Permit Application

1. General Information (Please Type or Print)

Property Owner: Mr. David Pace
Address: 5293 Covered Bridge Rd City: Archer Lodge State: NC Zip: 27527
Telephone Number: 919 553-7593 Fax Number: _____
E-mail Address: _____

Applicant/Contact: Nicholas Valletta
Address: 220 Forest Oaks Drive City: Archer Lodge State: NC Zip: 27527
Telephone Number: 9194644388 Fax Number: _____
E-mail Address: nick@archerlodgelabradors.com

2. Property Information:

Property Address (if known): 5244 Covered Bridge Road
Johnston Co. Tax Map: 177002 Lot: _____ Zoning District: AR
Site Access Off Road: Covered Bridge Road Lot Acreage: 1 acre out of a 150 acre parcel
Status of Lot: Existing: Empty Grass Yard Proposed: Grass Lot with a small building
Protected Watershed: No: _____ Yes: Neuse, If yes, proposed impervious surface area: 192 ft^2 ;
Existing Impervious Surface: 0

3. Utilities (Existing or Proposed – Check All That Apply):

Public Sewer: (a) Existing, (b) Proposed
Public Water: (a) Existing, (b) Proposed
Well: (a) Existing, (b) Proposed
Septic: (a) Existing, (b) Proposed
Building Floor Area (sq. ft.) 192 ft^2 Max. Bldg./Structure Height: 12 ft.

Its a Wood Frame Building with freshly painted coat of Antique White Exterior Paint, and a new Gray Shingle Roof.

Water and Electric Service would be connected, no interior plumbing. A 7 foot Vinyl privacy fence would encircle it.

4. Describe Nature of Request (Type of Building, Land Use, Hours of Operation, etc.):

The building would serve as a puppy barn, approximately for two 4-5 week periods twice a year. Puppies would live in the heated and cooled building from 4 to 9 weeks. There would be 2 shaded downward facing exterior light fixtures on the outside of the building. Parking would be behind building for no more than 2 vehicles at one time. A 7 foot vinyl privacy fence will encircle the building.

5. Submittal Information:

The items listed below are needed to verify compliance with the Town of Archer Lodge, Code of Ordinances, NC State/Local laws and must accompany the special use permit application. Please note that additional information may be needed upon review of the submitted material.

- A. A copy of the most recent deed to the property for which the permit is requested. A copy can be obtained from the Johnston County Register of Deeds Office.
- B. A copy of the property survey plat.
- C. If leasehold property, provide copy of lease and, if applicable, access easement to leasehold property.
- D. All site plans shall be prepared by a NC registered engineer, architect, or professional land surveyor, sealed by the same and shall include information as stated in Unified Development Ordinance (UDO), Article 11, Division 5. UDO provisions may be found at the following link: **Archer Lodge Unified Development Ordinance - Effective: June 7, 2021**
- E. Other: _____
- F. Fee: _____

6. Special Use Permits:

The Archer Lodge Town Council does not have unlimited discretion in deciding whether to grant a special use permit. NC State Laws will be adhered to in the conduct of quasi-judicial public hearing. Moreover, findings of fact will be made in accordance with ordinance provisions referenced in Chapter 30, Article 3, Division 3, Section 30-3318 of the Archer Lodge Code of Ordinances.

Additionally, where applicable, development standards for specific uses will also be considered and evaluated for ordinance compliance.

Please note: Under each indicate the facts you, the applicant, intend to show and statements that you intend to make to convince the Town Council that it can properly reach the required findings of fact listed below (attach additional sheets if needed):

A. Will not materially endanger the public health, safety if located where proposed;

No, the building will be secure and locked up when not in use, or when we are not actively working there.
It will not be accessed by the public and will have no trespassing posted.
It will not be closer to the road than the old unused house was that was previously there.

B. Complies with all standards, conditions, and specifications in the UDO, including Article 5 Use Regulations, and Article 6, Development Standards;

Yes, all structures will be set back approximately 120 feet from covered bridge road, and over 400 feet from any adjacent structures.

C. Will not substantially injure the value of the abutting land, or the special use is a public necessity;

No it shall not insure the value of the abutting land.

D. Will be in harmony with the area in which it is to be located;

It will be in harmony with the area which it is located, which is zoned Agricultural. This activity has brought joy to local residents, who have purchased a family dog for their own home. It will not be a disturbance to the local residents due to its location, privacy fencing, and the limited scope of activities at the site.

E. Is in general conformity with the Town's adopted policy guidance; and

It is in general conformity with the towns UDO and adopted policy guidance.

F. Will not exceed the Town's ability to provide adequate public facilities (fire and rescue, utilities, etc.).

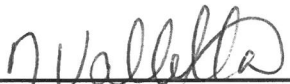
It will not exceed the towns ability to provide adequate public facilities.

Note: If the Town Council approves a special use permit, it may, as part of the terms of such approval, impose any additional reasonable conditions and safeguards as may be necessary to ensure that the criteria for the granting of such a permit will be followed per Section 30-3206, Conditions of Approval. The Town Council may not impose conditions for which the Town does not have statutory authority, including taxes, impact fees, building elements for one-two family dwellings and driveway improvements in excess of those allowed by 160D -170 (b) of the North Carolina General Statutes.

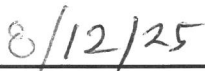
7. Signatures and Acknowledgment:

The undersigned hereby certify that the application material is complete and accurate.

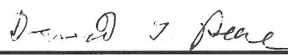
FURTHERMORE, the undersign hereby authorizes the Town of Archer Lodge, NC Town Planner or designated representatives to enter upon the above referenced property for the purpose of inspecting and determining/verifying compliance with the Town's ordinance provisions.



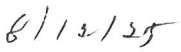
Applicant's Signature



Date



**Property Owner's or
Authorized Agent's Signature**

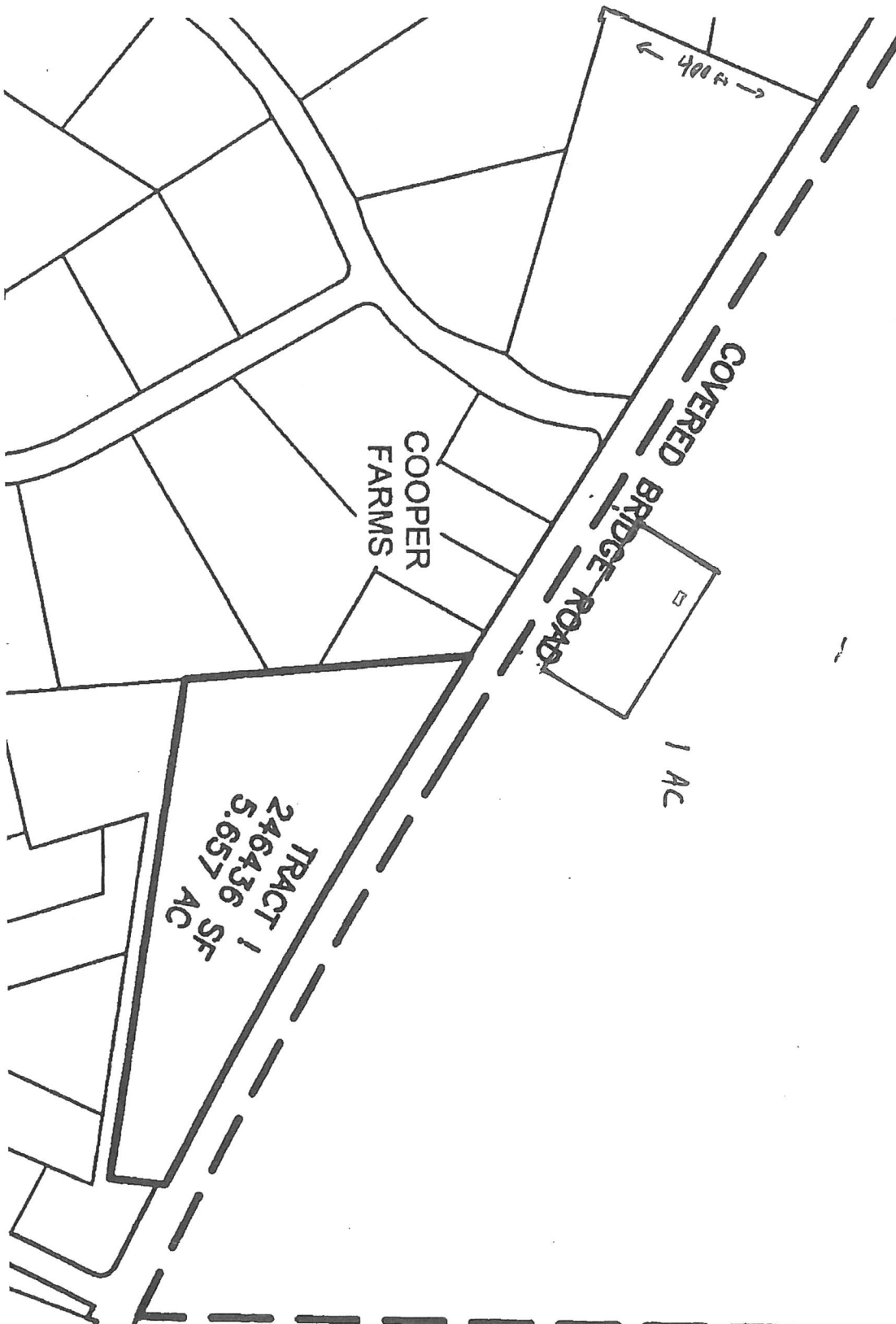


Date

**Town of Archer Lodge, NC
14094 Buffalo Road
Archer Lodge, NC 27527**

**Main: 919.359.9727
Fax: 919.359.3333**

Web Site: <https://www.archerlodgenc.gov/planning-zoning>





*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:2825 - 1 in. = 235.4 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

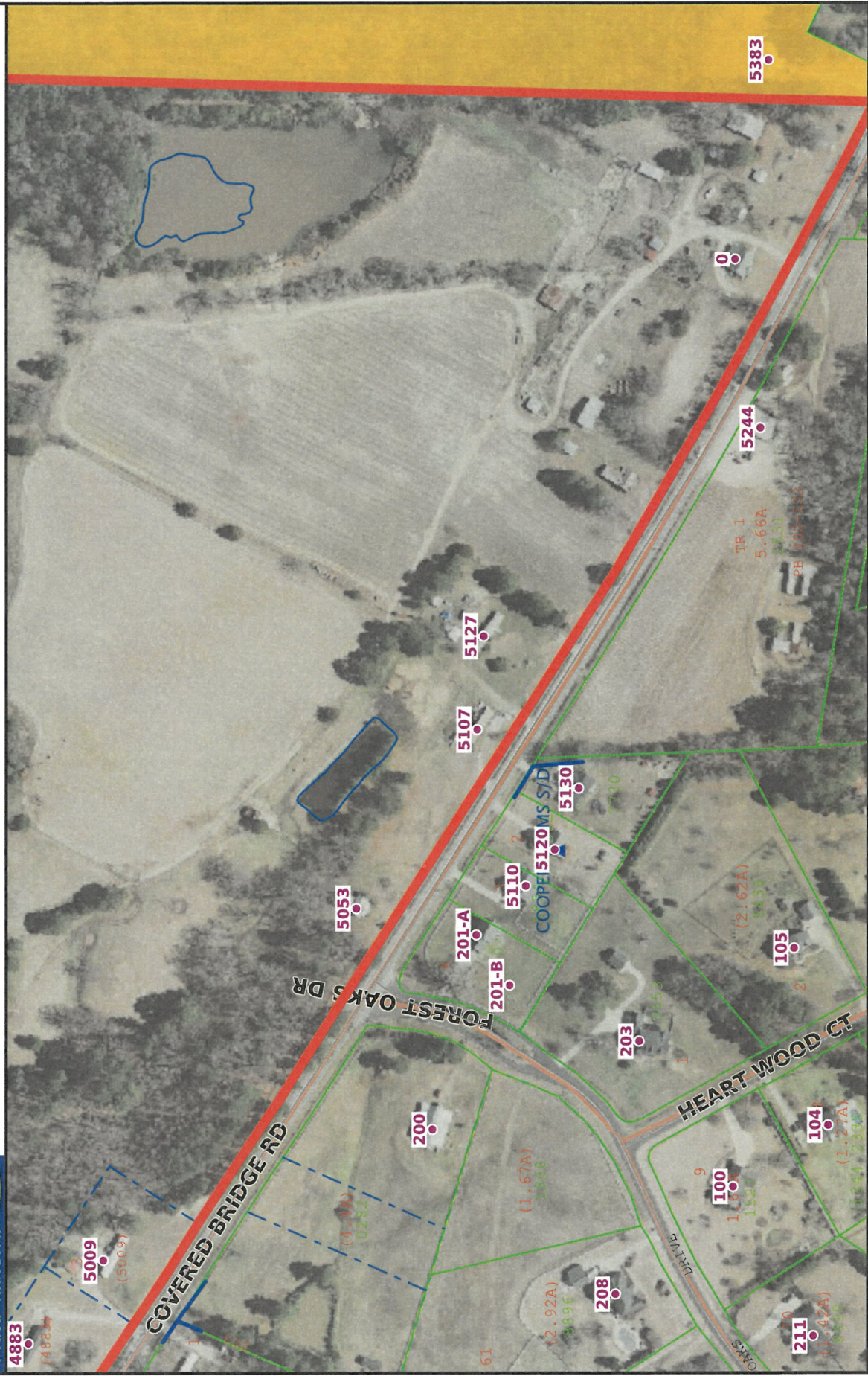


Johnston County GIS
September 29, 2025



*** DISCLAIMER ***

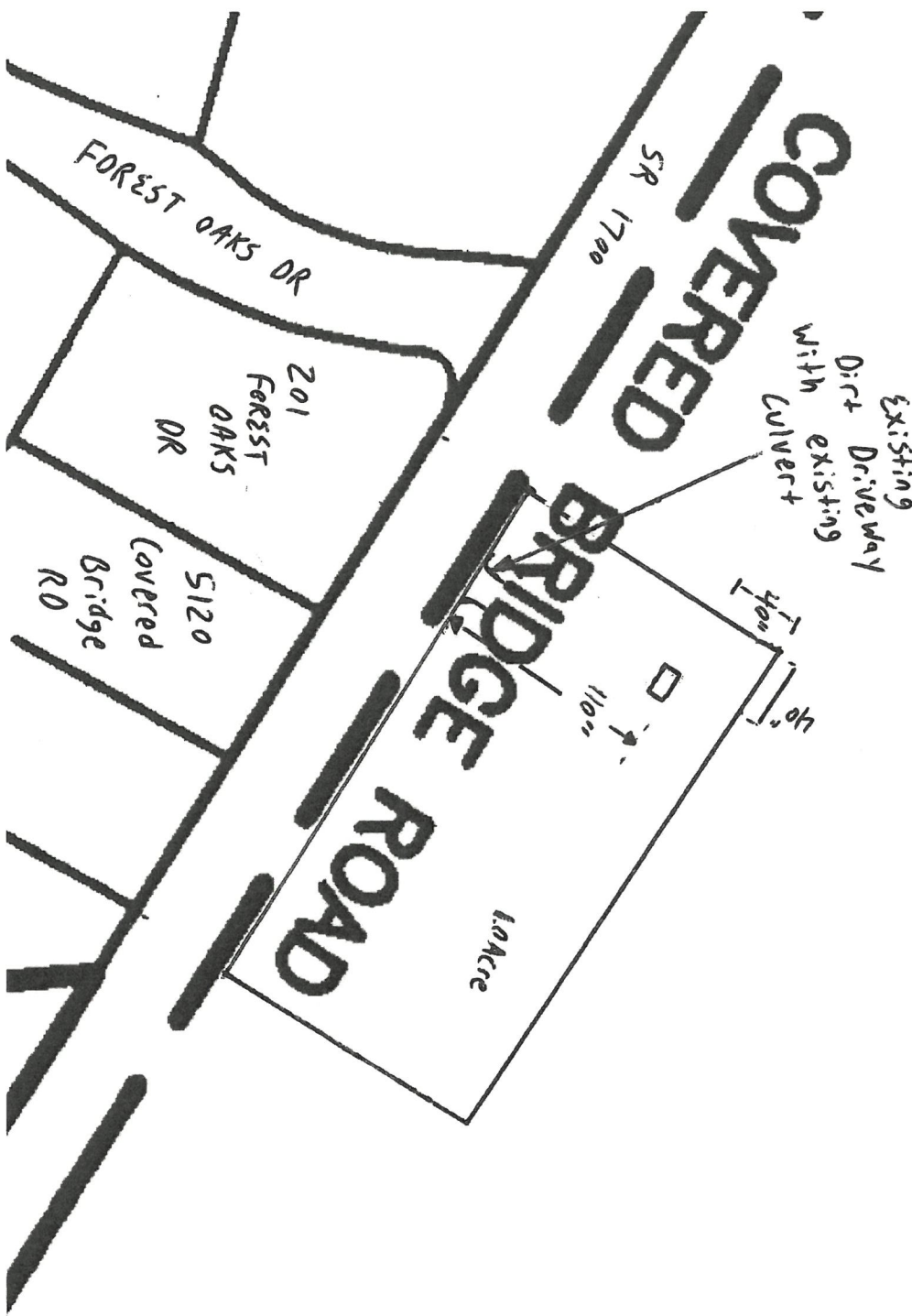
Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:2825 - 1 in. = 235.4 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
September 29, 2025



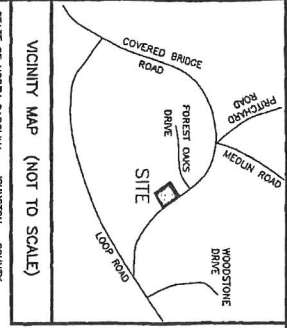
8/22/25

*** DISCLAIMER ***
Johnston County assumes no legal responsibility for the information represented here.

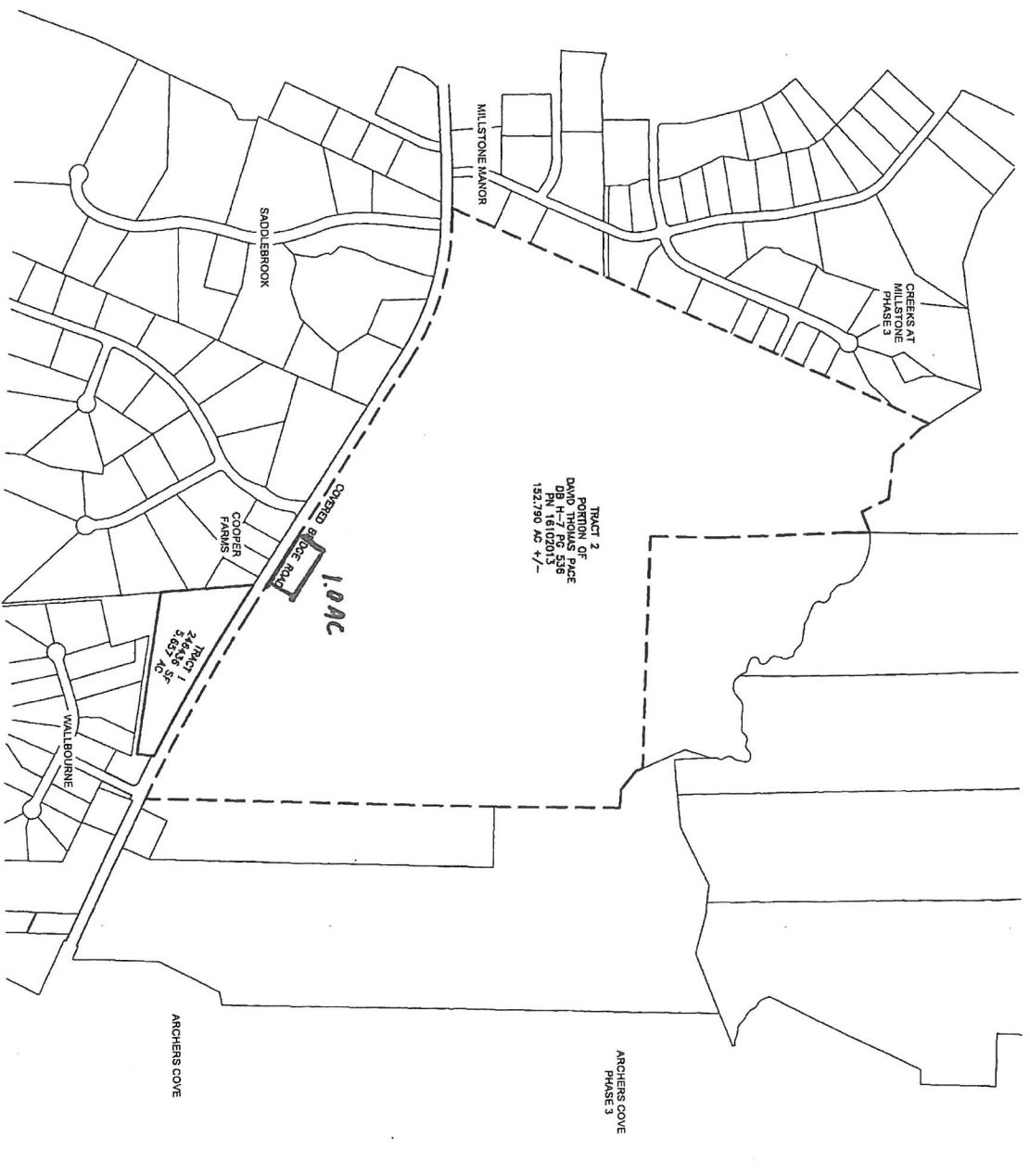
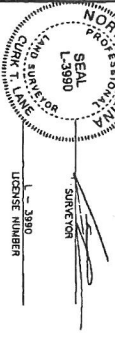


Scale: 1:2668 - 1 in. = 222.36 feet

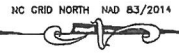
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



STATE OF NORTH CAROLINA, JOHNSTON COUNTY
 CLERK T. LANE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ORIGINAL SURVEY MADE BY DAVID THOMAS PACE AND DESCRIPTION RECORDED IN BOOK 157 PAGE 236 ETC.; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY BOUNDARIES AS SHOWN FROM THE METHOD OF PRECISION AS CALCULATED IS 1: ADDITIONAL; THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE STANDARDS FOR GEODETIC NETWORKS AT THE 1 CM ACCURACY CLASSIFICATION (95% CONFIDENCE) IN ACCORDANCE WITH THE SURVEYING AND MAPPING ACT OF 2002 (P.L. 107-273) AS AMENDED, WITNESSED BY ORIGINAL SIGNATURE AND SEAL THIS 28TH DAY OF OCTOBER, A.D. 2024



OVERALL SITE AREA - NOT TO SCALE

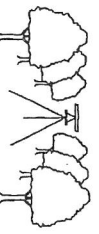


DAVID THOMAS PACE

SUBDIVISION PLAT FOR
 WILDERS TOWNSHIP, JOHNSTON COUNTY
 NORTH CAROLINA
 OCTOBER 28, 2024
 SHEET 3 OF 3

OWNER: DAVID THOMAS PACE
 5244 COVERED BRIDGE RD
 ARCHER COVE, NC 27527

| | |
|------------|-------------------|
| STARTED BY | DAVID THOMAS PACE |
| PROJ. NO. | 157 |
| DATE | 10-28-24 |
| DRAWN BY | DAVID THOMAS PACE |
| CHECKED BY | DAVID THOMAS PACE |
| DATE | 10-28-24 |
| SCALE | AS SHOWN |
| NO. | 5176.001 |



TRUE LINE SURVEYING, P.C.

205 WEST MAIN STREET
 CLAYTON, N.C. 27520
 TELEPHONE: (919) 359-0427
 FAX: (919) 359-0428
 www.truelinesurveying.com

C-1859

5.5

David T. Pace
5293 C.B.R.
Archer Lodge, N.C.
919 553 7593

Renter agrees to the following terms.

Keep lot in good condition & pay for any damages. The grass & trash are renters responsibility. Grass not kept cut will be hired out & charged to renter.

Access to fence path, fig tree.

The owners are not responsible for any accidents or property.

Lot address:

5053 C.B.R.
5053

Lot must be cleaned when you leave.

Rent per month. 200.00

Sign: Abigail Vallita

David T. Pace Owner

8/23/25

ARTICLE II. DOGS, CATS AND OTHER ANIMALS

Sec. 6-27. Running at large.

- (a) It shall be unlawful for a dog owner to permit his dog to run at large. A dog owner must keep a dog owned, controlled, sheltered, or harbored by him on his property, or else the dog must be accompanied by a person who has the dog firmly restrained.
- (b) A dog owner may utilize an electric underground fence to confine his dog within the real property limits of the dog owner provided, however, that:
 - (1) The electric underground fence utilized by the dog owner is approved for purposes of confining a dog by Underwriters Laboratory or any other testing laboratory approved by the state;
 - (2) The dog owner clearly displays a sign at least seven inches in width and nine inches in height that warns the public that the dog owner is utilizing an electric underground fence to restrain a dog;
 - (3) The failure of an electric underground fence to confine a dog within the real property limits of the dog owner shall constitute a violation of this section; and
 - (4) An electric underground fence may not be used to confine or control an aggressive dog and any attempt to do so shall constitute a violation of this section.

(Ord. No. AL2015-06-01, § 91.20, 6-8-2015)

Sec. 6-28. Keeping stray animals.

- (a) It shall be unlawful for any person in the town knowingly and intentionally to harbor, feed, or keep in possession, by confinement or otherwise, any animal which does not belong to him, unless he has, within 24 hours from the time the animal came into his possession, notified the animal control officer. Upon receiving this notice, the animal control officer shall take such dog and place it in the animal shelter and shall deal with it as provided in section 6-57.
- (b) It shall be unlawful for any person to refuse to surrender any stray animal to the animal control officer upon demand.

(Ord. No. AL2015-06-01, § 91.21, 6-8-2015)

Sec. 6-29. Confinement of female animals in heat.

Every female animal, while in heat, shall be confined in a building or secure enclosure in such manner that it will not be in contact with another animal, nor create a nuisance by attracting other animals. This section shall not be construed to prohibit the intentional breeding of animals within an enclosed area on the premises of the owner of an animal being bred.

(Ord. No. AL2015-06-01, § 91.23, 6-8-2015)

Sec. 6-30. Barking dog.

It shall be unlawful for any dog owner to keep or have within the town a dog that habitually or repeatedly barks in such manner or to such extent that it is a public nuisance, as defined in section 6-1.

(Ord. No. AL2015-06-01, § 91.24, 6-8-2015)

Sec. 6-31. Humane shelter and adequate care required.

The owners of animals shall provide humane shelter from heat, cold, rain, wind, and snow, and shall provide food and water. All animals must be given opportunity for vigorous daily exercise. All animals must be provided by their owners with veterinary care when needed to prevent suffering.

- (1) *Food.* The food shall be wholesome, palatable, and free from contamination. Food shall be of sufficient quantity and nutritive value to maintain all animals in good health. The diet shall be prepared with consideration for the age, species, condition, size, and type of animal. Animals shall be fed at least once a day except as directed by hibernation, normal fast, or veterinary treatment.
- (2) *Water.* Fresh, clean water should be provided at all times in adequate amounts. Owners should take into consideration the age and size of the animal or animals and the temperature, to ensure the uses of a large enough container. An exception would be if a veterinarian ordered a temporary fast for medical reasons. All water receptacles shall be kept clean and sanitary, within easy reach of a restrained animal and stabilized in a manner that cannot be overturned. During summer months, water containers should be kept in a shaded area to maintain a drinkable temperature.
- (3) *Outdoor storage.* Every person having custody of domestic animals which are kept outdoors or in an unheated enclosure shall provide such an animal or animals with the following minimum standards of shelter:
 - a. The shelter for a dog or any species of similar size shall include a moisture proof and wind-proof structure of suitable size to accommodate the animal and allow retention of body heat and shall be made of durable material.
 - b. Such structures shall be provided with a sufficient quantity of suitable bedding material, consisting of hay, straw, cedar shavings or the equivalent, to provide insulation and protection against cold and dampness and promote retention of body heat.
 - c. When sunlight is likely to cause overheating or discomfort of the animals, sufficient shade by natural or artificial means shall be provided to allow all animals kept outdoors to protect themselves from direct sunlight.
- (4) *Space requirements.* Enclosures shall be constructed and maintained so as to provide sufficient space to allow each animal to make normal postural and social adjustments with adequate freedom of movement to maintain physical conditioning. The animal should be able to sit, stand, turn, and lie without obstruction. Adequate space for food and water containers must be provided. Inadequate space may be indicated by evidence of malnutrition, poor condition, debility, stress, or abnormal behavioral patterns. Animals shall not be tied, chained, fastened, or otherwise tethered to any stationary or inanimate object as a means of confinement or restraint to property, but must be in an approved enclosure.
- (5) *Sanitation.* Both indoor and outdoor enclosures shall receive periodic cleanings to remove excreta and other waste material, dirt and trash so as to minimize disease, hazards and to reduce odors. These periodic cleanings shall not exceed a five-day period. If, however, more than one animal is held in one enclosure, these cleanings shall not exceed two days.

Created: 2025-06-06 11:25:09 [EST]

(Supp. No. 11, Update 1)

(Ord. No. AL2015-06-01, § 91.26, 6-8-2015)

Sec. 6-32. Poisoning, maiming, or abandoning dogs prohibited.

No person shall poison or maim an animal, nor may an animal be abandoned.

(Ord. No. AL2015-06-01, § 91.27, 6-8-2015)

Sec. 6-33. Animal bites.

- (a) Any dog, cat or other animal which bites a person shall be immediately quarantined at a place and in a manner determined by the animal control officer for the purpose of determining whether the animal has been infected with the rabies virus. If it is determined that the animal has the rabies virus, it shall be destroyed in a humane manner. If it is determined that the animal does not have the rabies virus, the animal may be returned to the owner until the animal has received an inoculation for the rabies virus. If the animal is returned to the owner, it shall be returned subject to the provisions in subsection (b) of this section.
- (b) All fierce, dangerous or vicious animals, including dogs and cats which have a history of unlawful biting of humans, shall be confined by the owner within a building or secure enclosure or by the animal control officer in the animal shelter. Such animals shall not be released from confinement unless securely muzzled.

(Ord. No. AL2015-06-01, § 91.28, 6-8-2015)

Sec. 6-34. Animal owner responsibility.

The owner or custodian of any dog or cat shall be responsible for repairing damage caused by said dog or cat, including the cleaning up of dog or cat dropping, deposited on any sidewalk, street, walkway or park in the town. In addition, the owner or custodian of any dog or cat shall prevent said dog from trespassing on private property and shall not allow said dog or cat to deposit droppings or otherwise damage private property without permission. Dog and cat owners shall be responsible for clean-up or repair to private property due to droppings or damage caused by trespassing dogs.

(Ord. No. AL2015-06-01, § 91.29, 6-8-2015)

Sec. 6-35. Dangerous Dogs.

The Animal Control Officer is designated as the person to be responsible for determining that a dog is a "dangerous dog" or a "potentially dangerous dog" as defined in G.S. § 67-4.1. Any appeal of that determination may be taken first to the Town Administrator and then to Board of Adjustment, pursuant to G.S. § 67-4.1(c). When a dog is declared to be potentially dangerous or dangerous, in addition to any requirements of state law, the owner must adhere to the following:

(A) Any dog that has been declared to be potentially dangerous under G.S. § 67-4.1(a)(2) or dangerous under G.S. § 67-4.1(a)(1)a.2. or b. shall be required to comply with all of the following:

(1) *Permanent identification mark required.* Permanent identification by means of a tattoo located on the inside thigh or by electronic implant. The cost of said tattoo/implant will be paid for by the owner. The Animal Control Officer will maintain a physical description and photograph of the dog. The owner must allow and assist the Animal Control Officer in viewing the tattoo or reading the electronic implant at such times as deemed reasonable or at such time as the identification of the dog is in question.

(2) *Signage.* A "Beware of Dog" sign shall be placed at the residence of the dog in plain view of the public. Said signs will be placed in such a manner and of such size and clarity as to be visible from the common entrance(s) to the property, specifically but not limited to the driveway. The owner must also place a "Beware of Dog" sign on the dog's pen. The owner has 20 days from the declaration of the dog as a potentially dangerous or dangerous dog to comply.

(3) *Sterilization.* The owner shall have the dog spayed or neutered by a veterinarian licensed to practice in the state within 20 days of the declaration. All fees and costs are the responsibility of the owner and must be paid in full to the satisfaction of the veterinarian prior to release.

(4) *A secure pen.* The dog will be kept in a secure enclosure that is constructed of materials strong enough to contain the dog. The owner must comply within 20 days and must construct any outdoor enclosure consistently with the following:

(a) The enclosure shall be large enough for the dog (depending on the size of the dog) to move around freely. It shall provide the dog with adequate shelter and adequate shade.

(b) The enclosure must have a floor, sides and a top from which the dog cannot escape.

(c) The enclosure shall be constructed of a six-foot-high fence at least nine-gauge chain link. The enclosure will also have a fence or solid top constructed of the same material.

(d) The structure must be constructed so that the dog may not dig under the sides. If the floor is constructed of dirt, the enclosure must include an eight-foot fence with two feet buried in the ground or sunken into a concrete pad which is 24 inches wide along the inside perimeter of the fence and four inches thick.

(5) *Inspection.* The Animal Control Officer may cause such inspections as deemed appropriate to be made of the premises of an owner of a dog subject to the provisions of this section.

(6) *Off owner's premises.* Anytime the animal is off the owner's premises, the dog will be on a secure collar and leash not to exceed six feet, wearing a muzzle and restrained by a competent person.

(7) *Relocation.* An owner of a dog subject to this section must notify the Animal Control Officer at least three working days prior to moving the dog to a new address and give the Animal Control Officer the new address or location of the dog.

(8) *Notification of death.* The owner of a dog subject to this section must notify the Animal Control Officer within ten days after the dog dies.

(9) *Payment of annual registration fee.* The owner shall pay annually a registration fee for each dog subject to this section in an amount of \$100.

(10) *Possession.* No dog subject to this section may be given away, sold, traded, placed for adoption, or otherwise transferred. The owner must retain ownership, possession, and responsibility for the dog until the dog dies or is surrendered to the Animal Control Officer for euthanasia.

(11) *Bites or attacks.* If a dog that is subject to this section subsequently bites or attacks a person, the dog will be surrendered or seized for euthanasia and the owner will be cited for the violation.

(B) Any dog that has been declared to be dangerous under G.S. § 67-4.1(a)(1)a.1. shall be required to be surrendered or seized for euthanasia and the owner will be cited for the violation.

(C) *Violation.* Any violation of the terms of ownership of a "dangerous" or "potentially dangerous" dog will result in a citation and civil penalty, of \$500 per offense. The dog will be impounded and held until the violation is remedied, except as provided in division (A)(11) and (B) above, and all fees, fines and penalties are paid in full. If the owner is found in violation of this section more than once, the animal, if applicable, may be required to be surrendered or seized for euthanasia.

(Ord. AL2025-08-21, passed xxxx-xx-xx)

Statutory reference:

Dangerous dogs, see G.S. §§ 67-4.1, 67-4.2, 67-4.3, 67-4.4, 67-4.5

Secs. 6-36—6-56. Reserved.

**MEMORANDUM OF UNDERSTANDING
REGARDING REGIONAL WATER SYSTEM COLLABORATION
AMONG MUNICIPALITIES IN JOHNSTON COUNTY**

This Memorandum of Understanding ("MOU") is made and entered into as of [Effective Date], by and between the undersigned municipalities within Johnston County, North Carolina ("the Parties"), with the intent to explore and establish a regional utility authority.

1. Purpose & Intent

The purpose of this MOU is to outline a cooperative effort among the Parties to evaluate and advance regional utility system solutions. This collaboration aims to enhance utility reliability, improve infrastructure efficiency, and optimize cost-sharing strategies.

2. Background & Need for Regionalization

The municipalities within Johnston County recognize the challenges associated with providing safe, reliable, and cost-effective utility services. These challenges include:

- Capacity limitations due to population growth.
- Aging infrastructure requiring costly upgrades.
- Compliance with evolving state and federal regulations.
- Increasing costs associated with utility operations.

Regional collaboration may offer opportunities to mitigate these challenges through shared resources, cost efficiencies, and improved system resilience.

3. Areas of Cooperation

The Parties agree to immediately explore opportunities for cooperation, including but not limited to:

- Regional Utility Authority formation.
- Joint water supply sourcing and treatment.
- Shared infrastructure investment and maintenance.
- Bulk purchasing of water / wastewater related materials and resources.

- Coordinated grant applications for state and federal funding.
 - Establishing consistent policies and rate structures.
-

4. Responsibilities of Each Party

Each Party agrees to:

- Participate in discussions and planning efforts.
 - Share relevant data and reports related to their utility systems.
 - Consider collaborative funding opportunities.
 - Engage in good faith negotiations to develop a long-term agreement(s) *and / or regional authority, if feasible.*
-

5. Decision-Making & Governance Structure

The Parties agree to form a regional utility authority, consisting of representatives from each municipality, to oversee discussions and planning efforts.

6. Financial & Legal Considerations

- Any financial commitments or cost-sharing agreements shall be determined through subsequent negotiations and formal agreements.
 - This MOU is non-binding and does not create any legal or financial obligations for the Parties.
 - Each Party retains autonomy over its utility operations unless a formal regional agreement is executed between parties.
-

7. Next Steps & Timeline

To facilitate progress, the Parties agree to the following next steps:

1. To begin good faith negotiations to develop a long-term agreement(s) and/or to create a Regional Utility Authority with an initial focus on Water / Wastewater.
2. Identify potential funding sources for regional projects.

3. Develop a timeline for feasibility studies and infrastructure planning.
4. Provide updates to respective municipal councils for ongoing approval and input.

8. Term & Amendments

- This MOU shall remain in effect for an initial period of one (1) year from the Effective Date, with an option for renewal.
- The Parties may amend this MOU by mutual written agreement.

9. Signatures & Approval

IN WITNESS WHEREOF, the Parties have executed this MOU as of the Effective Date.

[Municipality Name]

By: Tracy Jan Mulhollem

Title: Mayor

Date: 06/05/2025

[Municipality Name] Town of Archer Lodge

By: Matthew Batten Mulhollem

Title: Mayor

Date: 10-6-2025

(Additional municipalities may sign as needed.)

RE: Employer Contributions Update from the Retirement Systems

Dear Employer:

On August 6, 2025, Governor Stein signed HB 125, known as the Continuing Budget Operations. [Section 3.6\(b\)](#) sets the employer salary-related contributions effective July 1, 2025, and requires the 2.4% for the Public Employee Health Benefit Fund for all employers participating in the State Health Plan.

As Local Governmental Employees' Retirement Systems (LGERS) employer participating in the North Carolina State Health Plan for active employees, the 2.4% will be added to your LGERS contribution rate on October 1 and going forward.

Since the law became effective July 1, 2025, three retro-invoices will be issued for the months of July, August and September. These invoices will be due in full by the end of the fiscal year, June 30, 2026.

Sincerely,

North Carolina Retirement Systems, Employer Reporting

E-mail correspondence to and from this address is subject to North Carolina's Public Records Act, N.C. Gen. Stat. Sec. 132, and may be disclosed to third parties. However, Federal and State law protects personal health and other information that may be contained in this e-mail from unauthorized disclosure. If you are not the intended recipient, please delete this e-mail and any accompanying documents and contact the sender immediately. Unauthorized disclosure, copying or distribution of any confidential or privileged content of this e-mail is prohibited.



**Orbit Employer
Reporting** Retirement Systems
Division
O (919) 814-4590
F (919) 855-5801
Department of State Treasurer
3200 Atlantic Ave, Raleigh NC
27604
www.nctreasurer.gov

Archer Lodge Animal Control Monthly Report

Month & Year

| Activities | |
|--------------------------|-----------|
| Cat Complaints | 5 |
| Cat Traps Deployed | 2 |
| Cat Bites | |
| Dog Complaints | 1 |
| Dog Traps Deployed | |
| Dog Bites | 1 |
| Animal Cruelty | |
| Welfare Checks | 4 |
| Vicious Animals | |
| Wildlife Complaints | 1 |
| Livestock Complaints | |
| Household Pet Complaints | |
| Follow Ups | |
| Phone Calls/Follow Ups | 4 |
| Assist Other Agency | |
| Other | |
| | |
| Total | 18 |

| Enforcement Actions | |
|-----------------------------|----------|
| Cats Collected | 4 |
| Dogs Collected | |
| Leash Law Verbal Warning | 1 |
| Leash Law Violations | |
| Animal Welfare Warnings | |
| Animal Cruelty Violations | |
| All Other Warnings | 1 |
| All Other Violations | |
| Carcass Removal | |
| Animals Quarantined at home | |
| Animals Quarantined at JCAS | |
| | |
| Total | 6 |

Total Reports Taken:

| Billing Information | | |
|--|-----------------------------|-------------------|
| | Occurrence | |
| Set/Check/Collect Trap | 3 | |
| Collect Animal | 4 | |
| Transport Animal with Animals from Clayton | 1 | |
| Transport Animal without Animals from Clayton | 3 | |
| Carcass Removal | | |
| Welfare Checks / Follow Ups / All Other Complaints | 6 | |
| Phone Calls/Follow Ups | 4 | |
| Report Taken/Investigation | 1 | |
| Clayton PD Check In with ACO | | |
| Billing Adjustment | | |
| | | |
| | Total Amount Billed: | \$1,000.00 |

Incidents Billed For:

- 2025194250 - Aggressive dog at large complaint
- 2025195223 - Phone call regarding aggressive dog at large complaint
- 2025201304 - Dangerous dog letter delivery attempt
- 2025201456 - Phone call regarding trapping cats
- 2025201655 - Phone call regarding dangerous dog letter
- 2025202558 - Phone call regarding dangerous dog letter
- 2025203093 - Dangerous dog letter delivered
- 2025205930 - Secured dog for EMS in medical emergency
- 2025206818 - Cat trap set
- 2025207799 - Cat pick up
- 2025208850 - Cat pick up
- 2025209830 - Cat pick up
- 2025212800 - Cat trap set
- 2025212982 - Dog bite
- 2025213674 - Cat pick up
- 2025215811 - Snake in house call
- 2025216792 - Trap pick up

Matthew Mullhollum, Mayor
Town of Archer Lodge

October 6, 2025
Subject: Resignation

The Honorable Mayor Mullhollum an to all council members.

I take personal pride in my [58yrs.of](#) Military service,Civil service,an Elective service to the citizens of ArcherLodge.

General Douglas MacAurthur Once said Old soldiers never die they just fade away.”

With this in mind an considering my health issues it is time for me to fold my tent an quietly fade away.

Sincerely,

A handwritten signature in black ink that reads "Mark B. Wilson". The signature is written in a cursive style with a small flourish at the beginning.

Mark B Wilson Councilmen



Work Session - Minutes Monday, October 20, 2025

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Jackson

STAFF PRESENT:

Mike Gordon, Interim Town Administrator
Marcus Burrell, Town Attorney
Kim P. Batten, Assist. Town Admin./Finance Officer
Jason Kress, Town Planner
Chris Allen, Parks & Recreation Director
Cynthia Richardson, Interim Human Resources Officer
Ben King, Interim Town Clerk

COUNCIL ABSENT:

Council Member Buzzelli

MEDIA PRESENT:

None

Page

1 WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2 NEW BUSINESS:

3 - 11

a) Discussion on the Town Administrator Search Process

Lee Worsley, Executive Director of Central Pines Regional Council, outlined the Town Administrator search process. The job ad brochure, with Town details and salary range of \$110,000-\$130,000, was approved by Council with a date update. An evaluation matrix will be used to assess candidates, considering county government experience relevant. The matrix requires technical adjustments for accurate scoring and will sort but not score candidates strictly.

The recruitment schedule was established:

- Advertisement to begin October 21st
- Initial review of applications by November 14th
- Council selection of interview candidates on November 17th
- Interviews scheduled for December 13th

Council agreed to interview up to five candidates with approximately one hour per interview.

[Archer Lodge Town Administrator Search Approved Schedule](#)
[Town Administrator Approved Brochure](#)

12 - 13

b) Discussion on Speed Limits Within Town Limits

Mayor Mulhollem shared a speed limit review of town roads. The Council explored standardizing speed limits: 35 mph for the Town center and 45 mph for other areas, noting current limits range from 25 to 55 mph. DOT requires only a Council resolution to change limits. Staff will create maps to illustrate possible zones for future review. Consideration was given to reducing Archer Lodge Road to 25 mph due to pedestrian activity near the church and community center. Adding crosswalks at the main intersection for pedestrian safety was also discussed.

[Speed Limit Inventory Handout](#)

c) Discussion on Parks and Recreation Winter Sports

Parks and Recreation Director Chris Allen requested postponing this discussion due to positive conversations that occurred earlier in the day which might change winter sports plans. Mr. Allen reminded everyone about the shredding event scheduled for Saturday from 9am to 1pm at the Town Park.

d) Interim Financial Reports

August 2025 Interim Financial Statements

- August 2025 Interim Fund Balance Reserves for All Funds
- September 2025 Interim Financial Statements
- September 2025 Interim Fund Balance Reserves for All Funds
- SCIF Grant Information as of 9/30/25
- 24REDR Grant Information as of 9/30/25

Kim Batten, Assistant Town Administrator/Finance Officer, summarized financial reports for August and September 2025, noting that for August, revenue collection was lower than the second month's fiscal target of 17% which is normal in the early months of the fiscal year, and expenditures were also moderate. September saw an improvement in revenue intake to 8%, with expenditures slightly exceeding the 25% quarterly benchmark for some departments. It was highlighted that the Town is not very far into the fiscal year and that property tax collection starts in November/December, with September noting sales tax receipts for earlier periods. Updates on grant balances were also provided.

3 ADJOURNMENT:

- a)** Having no further business, Mayor Mulhollem adjourned the meeting at 7:39 p.m.

Matthew B. Mulhollem, Mayor

Ben King, Interim Town Clerk

Town Administrator Search – Schedule

As of October 21, 2025

Town of Archer Lodge

Phase One

September 18, 2025 COMPLETE

CPRC will send prep materials to the Board for the September 22, 2025 Meeting

- Potential Candidate Profile
- Salary and Benefit Guide
- Proposed Schedule
- Send the Sample Advertisement (Benson) and any previous Archer Lodge Advertisement
- Suggested Advertisement location and costs
- Draft Employment Agreement
- Background options (background checks, etc.)

September 22, 2025 Regular Board Meeting COMPLETE

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Agreement on Candidate Profile
- Agreement on Salary and Benefits
- Agreement on Proposed Schedule
- Agreement on how to proceed with the background check
- Agreement on who will make the offer and who will be involved in the employment agreement negotiation
- Direction on job advertisement and where to advertise/associated costs
- Direction on how the first interview process will be conducted (time, questions, etc)
- What will Archer Lodge pay for during the first interview (hotel, travel, etc)

September 26, 2025 COMPLETE

CPRC will send prep material to the Board for the October 20, 2025 Meeting

- Draft Job Advertisement Materials

- Draft Candidate Evaluation Matrix

October 20, 2025 Board Meeting COMPLETE

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Approval of Job Advertisement Materials
- Approval of Evaluation Matrix
- New Schedule

October 21, 2025 COMPLETE

CPRC will reiterate decisions and next steps by email, as well as any outstanding items to the Board.

Phase Two

October 21, 2025 COMPLETE

Advertise position

- Advertise position on the CPRC Website, the Town of Archer Lodge Website, through an email campaign to state managers and assistant managers, the NCLM website, the ICMA website, and neighboring state municipal association (VA, SC, TN) websites. Additional advertisement locations to be determined during the September 22 meeting.

November 14, 2025

CPRC will complete an initial review of candidates and send detailed candidate information and analysis to the Board for review before the November 17, 2025 meeting

November 17, 2025 Board Meeting

CPRC will work with the Board to achieve the following outcomes during the meeting:

- Review Candidates
- Select up to five (5) candidates for the first round interview
- Finalize first-round candidate questions and rating system

November 18, 2025

CPRC staff will coordinate with candidates to schedule and finalize first-round interview logistics.

Phase Three

December 13, 2025 Special Board Meeting

The Board will conduct First-Round Candidate Interviews

- Interview up to five candidates
- Determine the top two candidates
- Finalize second round candidate questions and rating system

December 15, 2025

CPRC staff will coordinate with candidates regarding the second-round logistics

Date TBD Special Board Meeting

The Board will conduct Second-Round Candidate Interviews

- Interview up to two (2) candidates over one day
- Select preferred candidate
- Set negotiation parameters for the town official making an offer call to the candidate

Phase Four

Dates TBD

Candidate Negotiations

- Town official will call the candidate and make a conditional offer, and begin negotiations
- CPRC will conduct a background check/activities

Date TBD Special Board Meeting

- Council votes on Town Administrator candidate and employment agreement
- CPRC provides assistance with a press release to announce the new administrator



Town Administrator

Town of Archer Lodge, NC



About Archer Lodge



Archer Lodge is a small town in northern Johnston County with deep agricultural roots and a strong sense of self-determination. The Town's rural setting, slower pace of life, and family atmosphere is an attractive alternative to the hustle and bustle of nearby urban centers in the Triangle.

Archer Lodge got its start as North Carolina's newest municipality upon its vote to incorporate in 2009 and has nearly doubled in size since the Town's formation.

5,365

Population

42.7

Median Age

\$73,750

Median Household Income

12

Employees

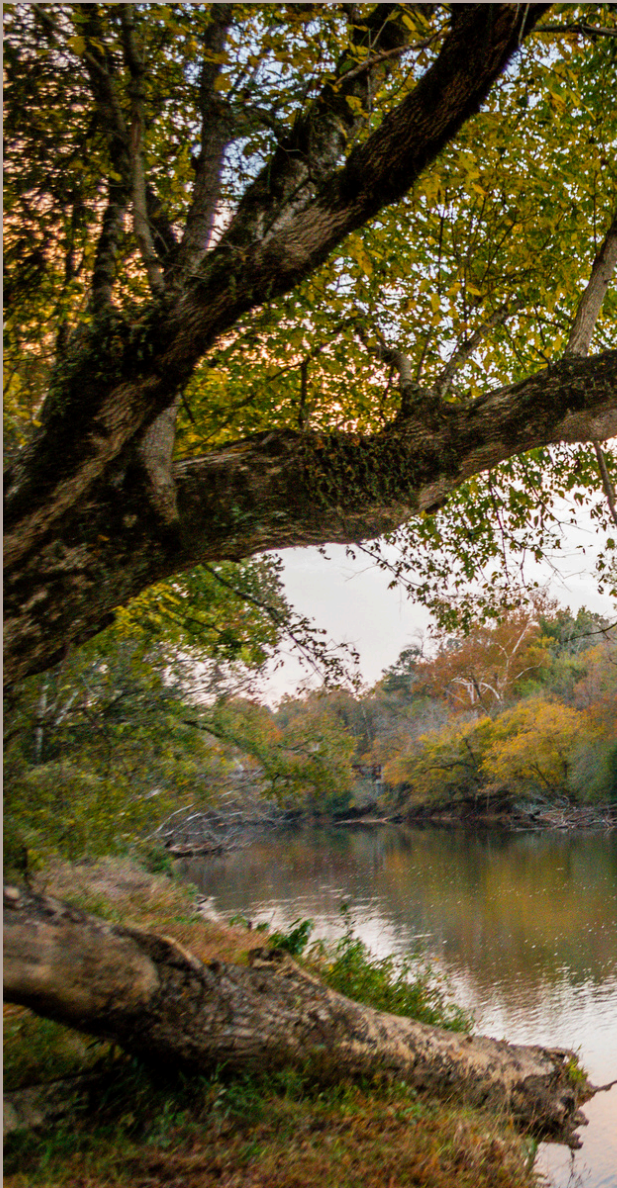
6 Full-Time

6 Part-Time

Archer Lodge's first **Town Park** opened in 2024 and features 2 ballfields, a playground, a paved walking trail, a shelter, bathrooms, and convenient paved parking.

Candidate Profile

The Town of Archer Lodge is seeking a community-driven leader to serve as its next Town Administrator. The ideal candidate would be someone who thrives in a collaborative environment, communicates clearly, and is an effective manager of personnel, time, and financial resources. This individual would understand the unique needs of a small-town community and would work to build consensus between the community, council, and personnel to accomplish goals.



ARCHER LODGE SCHOOL
1954-55
CLAYTON, NORTH CAROLINA



Key Attributes

- **Experienced Administrator**
Demonstrates successful management experience, including staff supervision, financial management, and oversight of municipal functions. Background as an administrator/manager in a community facing rapid growth is a plus.
- **Collaborative & Culturally Fit**
Ability to work well with diverse teams and fit into existing organizational culture. Takes initiative to foster relationships with staff, residents, and community partners, and serves as a liaison for Council.
- **Financial Steward**
Well-skilled in budgeting, financial planning, and facilitating budget conversations with various stakeholders. Experience in operating within tight budgets and ability to identify additional funding sources, such as grants.
- **Strong Communicator & Consensus Builder**
Ability to clearly communicate complex ideas and guide discussions among council, staff, and residents. Skilled in fostering consensus through open dialogue and implementing Council's vision.

Critical Knowledge Areas



Budget Development & Finance Management

Grant Writing & Administration



Human Resources & Employee Relations



Community Planning & Housing Development



Communication & Facilitation



Understanding of Core Municipal Functions



Employee Benefits



Health, Dental, & Vision Insurance



Life insurance, short-term disability, and accidental death and dismemberment



NC Local Government Employees Retirement System (NCLGERS). Employees must contribute 6%, which is payroll deducted.



401K with automatic 6% contribution from the Town



Paid vacation, sick leave, and personal time. Town follows State of NC holiday schedule. Two floating holidays.



4-Day work week (Four 10-hour days, closed on Fridays)

Compensation & Salary

The anticipated hiring salary range is \$110,000 – \$130,000. Salary commensurate with experience.

How to Apply

Central Pines Regional Council is managing the Town Administrator recruitment process on behalf of the Town of Archer Lodge. Interested candidates should send a letter of interest and resume to Lee Worsley at lworsley@centralpinesnc.gov with the subject "Town of Archer Lodge Administrator." Position is open until filled. A first review of applications is planned for November 14, 2025 and interviews with the Town Council are tentatively planned for December 13, 2025.

The Town of Archer Lodge is an Equal Opportunity Employer.



Town of Archer Lodge
14094 Buffalo Road
Archer Lodge, NC 27527
Phone: 919-359-9727
archerlodgenc.gov



CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
4307 Emperor Blvd. | Suite 110
Durham, NC 27703
Phone: 919-549-0551
centralpinesnc.gov

AL Windshield Speed Limit Inventory

Covered Bridge Road from Store going back toward River Wood

2.2 miles

45mph speed limit the whole way

Covered Bridge Road from Store going back toward Buffalo Creek

1.6 miles

45mph speed limit turning to 35mph around the curve then 55mph

Missing Town Limit Sign

Buffalo Road from Store going toward Flowers

1.7 miles

45mph speed limit the whole way (35 at school back to 45)

Buffalo Road / Wendell Road from Store toward Wendell

1.5 miles

35mph around curve changing to 55mph at Dean's

School speed limit?

Missing Town Limit Sign

Buffalo Road from Store toward Eagle Rock

1.9 miles

45mph to 35mph at church to town hall back to 45mph (goes to 55mph)

13.9 miles total

Castleberry Road

2.0 miles

Speed limit not marked well. 35mph around the curve at Clyde's house.
45mph beyond town limit to 42.

South Murphrey

1.1 miles

Speed limit 55mph, last 10th mile 35mph and continuing at 35mph in
Flowers.

Loop Road from Covered Bridge

1.0 miles

55mph in A.L. (45mph on Clayton side)

Archer Lodge Road

0.3 miles

Speed limit ?

Wall Road

0.6 miles

Speed limit ? Bare post where speed limit sign might have been.



Proclamation

WHEREAS, diabetes is a chronic disease in which sugar levels in the bloodstream are above normal, and more than 1,000,000 people in North Carolina are living with some form of the disease; and

WHEREAS, diabetes is the seventh leading cause of death in the United States, and people with diabetes have a 50% higher risk of early death than those without the disease; and

WHEREAS, an additional 86 million people in the United States are at risk for developing Type 2 diabetes and more young Americans are also living with Type 2 diabetes than ever before, putting them at risk of developing serious health problems later in life; and

WHEREAS, an increase in community awareness is necessary to put a stop to the diabetes epidemic; and

WHEREAS, all residents of the Town of Archer Lodge need to be aware of diabetes and should be tested for diabetes if they have any of the major risk factors for the disease; and

WHEREAS, Diabetes Awareness Month is an opportunity to provide education about the disease and raise awareness that a simple blood sugar test has the potential to save lives and positively impact the lives of those across the country;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, North Carolina, that the month of November 2025 be recognized as

Diabetes Awareness Month

In the Town of Archer Lodge, North Carolina, I encourage citizens to recognize the impact of diabetes and to join the effort to confront, fight, and most importantly, change the future of this deadly disease.

Duly adopted this the 3rd day of November 2025.

Matthew B. Mulhollem
Mayor



Proclamation

WHEREAS, for decades America has paused on the 11th of November, the anniversary of the armistice that concluded World War I, to remember and to honor our veterans of military service in proud and grateful recognition of the hardships and sacrifices by the millions of men and women who have defended our land in war and in peace; and

WHEREAS, the freedoms we enjoy have been purchased and maintained at a high price, as Americans have been willing, throughout our history, to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

WHEREAS, Americans owe a great debt to all those who have served in defense of this nation throughout the generations; for their sacrifices, often resulting in permanent injury or death, which have preserved our unique form of government dedicated to human rights and respect for the individual, and preserved our freedoms and promise of liberty as an example for oppressed persons of the world; and

WHEREAS, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principle of freedom and democracy;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, North Carolina, that the 11th Day of November 2025 be recognized as

Veterans Day

In the Town of Archer Lodge, North Carolina, I encourage all residents to join in commemorating this special day, to participate in the ceremonies and observances honoring our veterans, and to express our deepest gratitude for their service and sacrifice.

Duly adopted this the 3rd day of November 2025.

Matthew B. Mulhollem
Mayor

Matthew Mullhollum, Mayor
Town of Archer Lodge

October 6, 2025
Subject: Resignation

The Honorable Mayor Mullhollum an to all council members.

I take personal pride in my 58yrs.of Military service,Civil service,an Elective service to the citizens of ArcherLodge.

General Douglas MacAurthur Once said Old soldiers never die they just fade away.”

With this in mind an considering my health issues it is time for me to fold my tent an quietly fade away.

Sincerely,

A handwritten signature in cursive script that reads "Mark B. Wilson".

Mark B Wilson Councilmen

Town of Archer Lodge

14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727 Fax: 919-359-3333
Website: <https://www.archerlodgenc.gov>



Application for Appointment

Please print and submit the application at Town Hall or email to staff at the address below:
ben.king@archerlodgenc.gov

NOTE: Applicants shall reside in the Archer Lodge Town Limits.

Please indicate below which board you are interested in serving on:

Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Teresa Jean Romano

Address 2308 Raintree Drive, Archer Lodge, NC 27527

Mobile Phone# 919-796-1683

Landline Phone# 919-553-1240

Email Address teresa.romano@nc.rr.com

Work Phone# 919-205-1959

Education Background AS Degree in Applied Science

Employer MagicMurals.com

Occupation Website Admin/CSR Admin

Do you live in the Archer Lodge Corporate Limits? Yes

How long? 32 Years

Are you a citizen of the United States? Yes

How Long? 61 Years

Have you ever served on the Board checked above? yes If yes, when 2013 - 2021; 2022 til current

What do you feel are your qualifications for serving and why do you think you would be an asset?

I have grown up in the area and seen some of the drastic changes. I have an understanding of what the citizens of Archer Lodge wants and what is best for the Town of Archer Lodge. I have a vested interest in the growth of Archer Lodge and keeping the small town character that we all love. I like the idea of keeping the directional growth of extra curricular activities for the community children instead of having to invest in a police force. I have a clear vision of what the path forward needs to be and the patience it takes to get there without destroying the progress forward we have made for the Town.

Signature

Date 10/5/25

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

Town of Archer Lodge

14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727 Fax: 919-359-3333
Website: <https://www.archerlodgenc.gov>



Application for Appointment

Please print and submit the application at Town

Hall or email to staff at the address below:

ben.king@archerlodgenc.gov

NOTE: Applicants shall reside in the Archer Lodge Town Limits.

Please indicate below which board you are interested in serving on:

Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Jonathan Cox

Address 109 Darcy Dr. Archer Lodge, NC 27527

Mobile Phone# (919) 201-2626 Landline Phone# _____

Email Address jrcox14@live.com Work Phone# _____

Education Background A.A.S. Construction Technology

Employer Cottonwood, Inc Occupation Owner, Renovation Contractor

Do you live in the Archer Lodge Corporate Limits? Yes How long? 5 Years 10 Months

Are you a citizen of the United States? Yes How Long? 39 years

Have you ever served on the Board checked above? No If yes, when _____

What do you feel are your qualifications for serving and why do you think you would be an asset?

I bring over 15 years experience in construction and a strong understanding of community development and local regulations. I am committed to thoughtful, sustainable growth that benefits residents while supporting Archer Lodge's long-term vision. My attention to detail, collaborative approach, and practical project experience make me a valuable asset to the Planning Board or Town Council.

Signature _____ Date 10/8/2025

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

Sec. 30-2105 - Conflict of interest.

- (a) A Town Council or Planning Board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this UDO where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A Town Council or Planning Board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.
- (b) Quasi-Judicial Decisions. A member of the Board of Adjustment, Stormwater Review Board, or Town Council shall not participate in or vote on any quasi-judicial matter in a manner that would violate an affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. Quasi-judicial decisions include variances and special use permits.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

DIVISION 2. - TOWN COUNCIL.

Sec. 30-2201 - Powers and duties.

The Town Council shall hear and decide the following applications or permits. In considering the applications, the Town Council shall follow the requirements of [article 3](#), division 1 and the sections governing each specific action as listed below:

- (a) Development agreements (see [§ 30-3307](#));
- (b) Planned development (see [§ 30-3314](#));
- (c) Reasonable accommodation (Fair Housing Act) (see [§ 30-3315](#));
- (d) Rezoning /Map amendment (see § 30-3316);
- (e) Site plan (see [§ 30-3317](#));
- (f) Special use permit (see [§ 30-3318](#));
- (g) Text amendment (see [§ 30-3320](#)); and
- (h) Vested rights certificate (see [§ 30-3322](#)).

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

DIVISION 3. - PLANNING BOARD.

Sec. 30-2301 - Establishment.

The Planning Board is hereby established in accordance with § 160D-301 of the North Carolina General Statutes.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2302 - Appointment and terms.

- (a) The Planning Board has five members. The Planning Board shall also serve as the Board of Adjustment.
- (b) Members may be appointed to successive terms without limitation.
- (c) The Planning Board shall consist of five regular members, and two alternate members, each to be appointed for three-year terms, except as allowed otherwise below. In appointing the original members of such Board, the Town Council may appoint certain members for less than three years to the end that thereafter the terms of all members shall not expire at the same time. All members shall be citizens and residents of the Town of Archer Lodge.
- (d) Vacancies may be filled for the unexpired terms only by majority vote of the Town Council. Members will be appointed to complete the remainder of an unexpired term.
- (e) Alternate members shall participate in all deliberations. Alternate members shall only vote in the absence of a regular member.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2303 - Board officers.

- (a) At its first regular meeting of each calendar year, the Planning Board shall, by majority vote of its membership (excluding vacant seats), elect one of its members to serve as Chairperson and preside over the Board's meetings and one member to serve as Vice-Chairperson. All elected person shall serve in these capacities for terms of one year. A certified municipal clerk shall be appointed by the Town Council as Secretary to the Planning Board. Any appointed secretary shall serve at the pleasure of the Town Council. Vacancies among the appointed or elected officials may be filled for the unexpired terms only by majority vote of the Town Council.
- (b) The Chairperson and Vice-Chairperson may take part in all deliberations and vote on all issues.
- (c) The Board shall draw up and adopt rules of procedure under which it will operate. The Town Council will approve the rules of procedure and any amendments.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2304 - Powers and duties of board.

- (a) The Planning Board shall hear and decide applications for major subdivisions (see § 30-3312).
- (b) The Planning Board shall hear and provide a recommendation to the Town Council on the following:
 - (1) Adoption of or amendment to the comprehensive plan or any other Town plan, as requested by the Town Council (see § 30-3305);
 - (2) Development agreements (see § 30-3307);
 - (3) Planned developments (see § 30-3314);
 - (4) Rezoning/Map amendments (see § 30-3316);
 - (5) Site plans (see § 30-3317); and
 - (6) Text amendments (See § 30-3320).
- (c) Any of the duties listed in § 160D-301 of the North Carolina General Statutes that are assigned by the Town Council.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021; Ord. No. [AL2022-08-1](#) (UDO-TA-2-22), § 1, 8-1-2022)

Sec. 30-2305 - Meetings and quorum.

- (a) The Planning Board shall meet every other month, unless meetings are cancelled for lack of business, emergency, or other valid reason. Special meetings may be called in accordance with § 160A-71 of the North Carolina General Statutes.
- (b) All meetings of the Planning Board shall be open to the public, and the agenda for each Planning Board meeting shall be made available in advance of the meeting. A notice of the meeting shall be published in a local newspaper and be posted at Town Hall in accordance with § 160A-71 of the North Carolina General Statutes.
- (c) A quorum for the Planning Board shall consist of three or more members. A quorum is necessary for the Planning Board to take any action.
- (d) A member who has withdrawn from the meeting without being excused, as provided in § 160A-75 of the North Carolina General Statutes shall be counted as present for purposes of determining whether a quorum is present.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2306 - Voting.

- (a) Once a quorum is established the concurring vote of a majority of board members (excluding vacant board member positions and any board members who are recused from voting on a particular case) shall be necessary to make any decision.

- (b) Once a member is physically present at a Planning Board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with subsection (c) of this section or has been allowed to withdraw from the meeting in accordance with subsection (d) of this section.
- (c) A member may be excused from voting on a particular issue by majority vote of the remaining members present under the following circumstances:
 - (1) If the member has a conflict of interest as defined in § 30-2105, Conflict of interest; and
 - (2) If the matter at issue involves the member's own official conduct.
- (d) Any Planning Board member may make a motion to excuse a member from voting on a specific item or from the remainder of the meeting.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021; Ord. No. [AL2022-03-1](#) (UDO-TA-1-22), § 1, 3-7-2022)

DIVISION 4. - BOARD OF ADJUSTMENT.

Sec. 30-2401 - Establishment.

The Town Council hereby creates a Board of Adjustment in accordance with § 160D-302 of the North Carolina General Statutes to make such quasi-judicial decisions as are required by this UDO or General Statute.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2402 - Appointment and terms.

- (a) The Board of Adjustment is comprised of five regular members, and two alternate members. All of the members also serve on the Planning Board. The alternate members shall have all the powers as regular members and may fill in for regular members as needed in meetings.
- (b) Members may be appointed to successive terms without limitation.
- (c) Each member is appointed for three-year terms, except as allowed otherwise below. In appointing the original members of such board, or in the filling of vacancies caused by the expiration of the terms of existing members, the Town Council may appoint certain members for less than three years to the end; that thereafter the terms of all members shall not expire at the same time.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2403 - Board officers.

- (a) At its first regular meeting of each calendar year, the Board of Adjustment shall, by majority vote of its membership (excluding vacant seats), elect one of its members to serve as Chairperson and preside over the Board of Adjustment's meetings and one member to serve as Vice-Chairperson. All elected person shall serve in these capacities for terms of one year. The Town Council shall appoint a certified municipal clerk to serve as Secretary to the Board of Adjustment.
- (b) Vacancies among the appointed or elected officials may be filled for the unexpired terms only by majority vote of the Town Council.
- (c) The Chairperson or any member temporarily acting as Chairperson shall administer oaths to witnesses coming before the board.
- (d) The Chairperson and Vice-Chairperson may take part in all deliberations and vote on all issues.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2404 - Powers and duties of board.

The Board of Adjustment shall hear and decide:

- (a) Appeals from any order, decision, requirement, or interpretation made by the Town, inclusive of Chapter 14, Flood Prevention, in the Town Code of Ordinances;
- (b) Applications for variances, including variances from the Water Supply Watershed Protection Overlay (WSWOD) District while serving in its capacity as the Watershed Review Board;
- (c) Questions involving determinations and interpretations of the zoning map, including disputed district boundary lines and lot lines; and
- (d) Any other matter the Board of Adjustment is required to act upon by any other ordinance.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2405 - Meetings and quorum.

- (a) The Board of Adjustment shall meet on an as needed basis until such time as the volume of applications requires the Board to adopt an annual schedule of regular meetings.
- (b) The agenda for each Board of Adjustment meeting shall be made available in advance of the meeting.
- (c) A quorum for the Board of Adjustment is four members. A quorum is necessary for the Board of Adjustment to take official action.

- (d) A member who has withdrawn from the meeting without being excused, as provided in § 30-2406, Voting, shall be counted as present for purposes of determining whether a quorum is present.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021)

Sec. 30-2406 - Voting.

- (a) Once a quorum is established, the concurring vote of a majority of board members (excluding vacant board member positions and any board members who are recused from voting on a particular case) shall be necessary to make any decision, except decisions on variances.
- (b) The vote on a variance shall require a 4/5 supermajority of all board members (excluding vacant board member positions and any board members who are recused from voting on a particular case).
- (c) In accordance with §160D-406(i), majority or supermajority calculations shall be based on the total number of board member positions, regardless of whether the member is absent. Positions may only be excluded from the calculation when the position is vacant and there is no alternate or when a board member has been recused in accordance with subsection (e) below.
- (d) Once a member is physically present at a Board of Adjustment meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with subsection (e). of this section or has been allowed to withdraw from the meeting in accordance with subsection (f) of this section.
- (e) A member may be excused from voting on a particular issue by majority vote of the remaining members present under the following circumstances:
 - (1) If the member has a conflict of interest as defined by § 30-2105 Conflict of interest, above; or
 - (2) If the matter at issue involves the member's own official conduct.
- (f) A motion to excuse a member from voting on a specific item, or from the remainder of the meeting may be made by any Board of Adjustment member.

(Ord. No. [AL2021-06-1](#), § 1, 6-7-2021; Ord. No. [AL2022-03-1](#) (UDO-TA-1-22), § 1, 3-7-2022)

Town of Archer Lodge

14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727 Fax: 919-359-3333
Website: <https://www.archerlodgenc.gov>



Application for Appointment

Please print and submit the application at Town

Hall or email to staff at the address below:

ben.king@archerlodgenc.gov

NOTE: Applicants shall reside in the Archer Lodge Town Limits.

Please indicate below which board you are interested in serving on:

Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Hearbert Locklear

Address 213 Fawn Lane Archer Lodge, NC 27527

Mobile Phone# (919) 649-6145

Landline Phone# (919) 550-6220

Email Address fairways2under@yahoo.com

Work Phone# _____

Education Background BS in Mathematics & BS in Civil Engineering

Employer KCA Kisinger Campo & Associates

Occupation Senior Structures Engineer

Do you live in the Archer Lodge Corporate Limits? Yes

How long? Since 6/2001

Are you a citizen of the United States? Yes

How Long? 61yrs

Have you ever served on the Board checked above? Yes If yes, when Both but on Planning Board now

What do you feel are your qualifications for serving and why do you think you would be an asset?

Signature Hearbert Locklear

Date 10/8/25

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

Town of Archer Lodge

14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727 Fax: 919-359-3333
Website: <https://www.archerlodgenc.gov>



Application for Appointment

Please print and submit the application at Town

Hall or email to staff at the address below:

ben.king@archerlodgenc.gov

NOTE: Applicants shall reside in the Archer Lodge Town Limits.

Please indicate below which board you are interested in serving on:

Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Eric J. Mooneyham

Address 206 Darcy Drive Archer Lodge, NC

Mobile Phone# 919-669-6622 Landline Phone# _____

Email Address moondocks@mac.com Work Phone# _____

Education Background B.S. NCSU PRTM 2008

Employer City of Raleigh Occupation Water Plant Supervisor

Do you live in the Archer Lodge Corporate Limits? Yes How long? 40 years

Are you a citizen of the United States? Yes How Long? 40 years

Have you ever served on the Board checked above? No If yes, when _____

What do you feel are your qualifications for serving and why do you think you would be an asset?

I have resided in the Archer Lodge area since I was born. Archer Lodge is very dear to me and it would be an honor to serve the community in any way I can. I have a diverse background in construction, parks & recreation, and utilities. I am currently a Pant Operation Supervisor for the City of Raleigh where I have served since 2008 when I graduated college. I graduated from NCSU with a degree in PRT, Parks, Rec, and Tourism. I am interested in serving on the board in order to have vested interest in place where my grandkids will one day call home, hopefully. For water I currently hold A-Surface, A-Distribution, land application, physical chemical, and surface irrigation. I also have my Lean 6 Sigma- Black Belt certification from NCSU.

Signature *Eric J. Mooneyham* Date 7-16-2025

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____



**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2026
TOWN COUNCIL MEETING SCHEDULE**

WHEREAS, the Archer Lodge Town Council exists to conduct the business of the citizens; and

WHEREAS, the Regular Town Council meetings for the Archer Lodge Town Council are held the first Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, the Work Sessions for the Archer Lodge Town Council are held the third Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

WHEREAS, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

| TOWN OF ARCHER LODGE 2026 CALENDAR TOWN COUNCIL MEETINGS | | | |
|---|------------------------|---------------------|-----------------------|
| MONTH | REGULAR MEETING | WORK SESSION | BUDGET RETREAT |
| January | Monday, Jan 5 | | |
| February | Monday, Feb 2 | | Monday, Feb 16 |
| March | Monday, Mar 2 | | Monday, Mar 16 |
| April | Monday, Apr 6 | Monday, Apr 20 | |
| May | Monday, May 4 | Monday, May 18 | |
| June | Monday, Jun 1 | Monday, Jun 15 | |
| July | Monday, Jul 13 | | |
| August | Monday, Aug 3 | | |
| September | Tuesday, Sep 8 | Monday, Sep 21 | |
| October | Monday, Oct 5 | Monday, Oct 19 | |
| November | Monday, Nov 2 | Monday, Nov 16 | |
| December | Monday, Dec 7 | | |

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the 2026 Town Council Meeting Schedule as presented.

DULY ADOPTED ON THIS 3rd DAY OF NOVEMBER 2025 WHILE IN REGULAR SESSION.

ATTEST:



**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE
2026 HOLIDAY SCHEDULE**

WHEREAS, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

WHEREAS, the below 2026 Holiday Schedule was retrieved from the State of North Carolina website <https://oshr.nc.gov/media/4904/open>

| 2026 Holiday Schedule | | |
|----------------------------------|----------------------------|---------------------------|
| Holiday | Observance Date | Day of Week |
| New Year's Day | January 1st | Thursday |
| Martin Luther King Jr's Birthday | January 19th | Monday |
| Good Friday | April 3rd | Friday |
| Memorial Day | May 25th | Monday |
| Independence Day | July 3rd | Friday |
| Labor Day | September 7th | Monday |
| Veterans Day | November 11th | Wednesday |
| Thanksgiving | November 26th & 27th | Thursday & Friday |
| Christmas | December 24th, 25th & 28th | Thursday, Friday & Monday |

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the 2026 Holiday Schedule as presented.

DULY ADOPTED ON THIS 3rd DAY OF NOVEMBER 2025 WHILE IN REGULAR SESSION.

ATTEST:

Ben King
Interim Town Clerk

Matthew B. Mulhollem
Mayor



**TOWN OF ARCHER LODGE
RESOLUTION APPROVING SPEED LIMIT CHANGES
ON ARCHERS WAY PER NCDOT REQUEST**

WHEREAS, the North Carolina Department of Transportation (NCDOT) has notified the Town of Archer Lodge that it intends to reduce the speed limit in a municipal speed zone to 35 mph; and

WHEREAS, the area investigated by the NCDOT includes a section of SR 2626 between SR 1747 (Wall Rd) and 0.29 mile northeast of SR 1747.

WHEREAS, this Resolution is being adopted to approve the speed limit change and to authorize the Mayor to execute the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence (State Ordinance Number: 1088522) required by the NCDOT;

NOW, THEREFORE, BE IT RESOLVED that the Mayor of the Town of Archer Lodge is authorized to execute the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence (State Ordinance Number: 1088522) required by the NCDOT to reduce the permanent speed limit to 35 mph along SR 2626 (Archers Way) between SR 1747 (Wall Rd) and 0.29 mile northeast of SR 1747.

DULY ADOPTED ON THIS 3RD DAY OF NOVEMBER 2025 WHILE IN REGULAR SESSION.

ATTEST:

Ben King
Interim Town Clerk

Matthew B. Mulhollem
Mayor

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1088522

Division: 4 **County:** JOHNSTON

Municipality: ARCHER LODGE

Type: Municipal Speed Zones

Road: SR 2626

Car: 35 MPH

Truck: 35 MPH

Description: Between SR 1747 (Wall Rd) and 0.29 mile northeast of SR 1747.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

Archer Lodge Animal Control Monthly Report

Month & Year

| Activities | |
|--------------------------|-----------|
| Cat Complaints | |
| Cat Traps Deployed | 1 |
| Cat Bites | |
| Dog Complaints | 2 |
| Dog Traps Deployed | |
| Dog Bites | |
| Animal Cruelty | |
| Welfare Checks | |
| Vicious Animals | |
| Wildlife Complaints | 1 |
| Livestock Complaints | 1 |
| Household Pet Complaints | |
| Follow Ups | 2 |
| Phone Calls/Follow Ups | 5 |
| Assist Other Agency | |
| Other | |
| | |
| Total | 12 |

| Enforcement Actions | |
|-----------------------------|----------|
| Cats Collected | |
| Dogs Collected | |
| Leash Law Verbal Warning | |
| Leash Law Violations | 2 |
| Animal Welfare Warnings | |
| Animal Cruelty Violations | |
| All Other Warnings | 1 |
| All Other Violations | 1 |
| Carcass Removal | |
| Animals Quarantined at home | |
| Animals Quarantined at JCAS | |
| | |
| Total | 4 |

Total Reports Taken:

| Billing Information | | Occurrence |
|--|-----------------------------|-------------------|
| Set/Check/Collect Trap | | 3 |
| Collect Animal | | |
| Transport Animal with Animals from Clayton | | |
| Transport Animal without Animals from Clayton | | |
| Carcass Removal | | |
| Welfare Checks / Follow Ups / All Other Complaints | | 5 |
| Phone Calls/Follow Ups | | 5 |
| Report Taken/Investigation | | 3 |
| Clayton PD Check In with ACO | | |
| Billing Adjustment | | |
| | | |
| | Total Amount Billed: | \$1,000.00 |

Incidents Billed For:

- 2025233298 - Phone call regarding chickens
- 2025233478 - Phone call regarding chickens
- 2025233998 - Follow up regarding chickens
- 2025234109 - Dangerous dog investigation
- 2025234148 - Dangerous dog follow up
- 2025235194 - Rabies vaccination violation
- 2025237632 - Phone call regarding surrendering cats
- 2025237850 - Set trap
- 2025238569 - Raccoon in trap
- 2025241932 - Trap pick up
- 2025245375 - Dogs at large
- 2025245401 - Citation delivered

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2025

SESSION LAW 2025-94
HOUSE BILL 926

*Became law
10/6/25*

AN ACT TO PROVIDE FURTHER REGULATORY RELIEF TO THE CITIZENS OF NORTH CAROLINA.

The General Assembly of North Carolina enacts:

ALLOW AUTHORIZED ON-SITE WASTEWATER EVALUATOR TO PREPARE A SITE DENIAL LETTER FOR SUBSURFACE WASTEWATER SYSTEMS

SECTION 1.(a) Definitions. – For purposes of this section, "Application Submittal Rule" means 15A NCAC 02T .0604 (Application Submittal).

SECTION 1.(b) Application Submittal Rule. – Until the effective date of the revised permanent rule that the Environmental Management Commission is required to adopt pursuant to subsection (d) of this section, the Commission shall implement the Application Submittal Rule as provided in subsection (c) of this section.

SECTION 1.(c) Implementation. – A letter from either the local county health department or an Authorized On-Site Wastewater Evaluator certified pursuant to Article 5 of Chapter 90A of the General Statutes denying the site for all subsurface systems shall be submitted to the Division by the applicant.

SECTION 1.(d) Additional Rulemaking Authority. – The Commission shall adopt a rule to amend the Application Submittal Rule consistent with subsection (c) of this section. Notwithstanding G.S. 150B-19(4), the rule adopted by the Commission pursuant to this section shall be substantively identical to the provisions of subsection (c) of this section. Rules adopted pursuant to this section are not subject to Part 3 of Article 2A of Chapter 150B of the General Statutes. Rules adopted pursuant to this section shall become effective as provided in G.S. 150B-21.3(b1), as though 10 or more written objections had been received as provided in G.S. 150B-21.3(b2).

SECTION 1.(e) Sunset. – This section expires when permanent rules adopted as required by subsection (d) of this section become effective.

SURVEYOR RIGHT OF ENTRY

SECTION 2.(a) G.S. 89C-19.2 is repealed.

SECTION 2.(b) Article 22B of Chapter 14 of the General Statutes is amended by adding a new section to read:

"§ 14-159.15. Limited right of entry by professional land surveyors.

(a) For the purposes of this section, the following terms are defined as follows:

(1) Critical infrastructure. – As defined in 42 U.S.C. § 5195c.

(2) Landowner. – The owner, lessee, or occupant of a parcel of land.

(3) Practice of land surveying. – As defined in G.S. 89C-3.

(4) Professional land surveyor. – As defined in G.S. 89C-3. For purposes of this section, this term includes any agents, employees, or personnel under the supervision of a professional land surveyor.

(b) A professional land surveyor shall have the right to enter upon the lands of others, if necessary to perform surveys for the practice of land surveying, including the location of property



If multiple locked hearing aids are sold in a single transaction, a single written notice under subsection (a) of this section and a single written receipt under this subsection may be used to satisfy the requirements of this section, provided that the required information for each locked hearing aid sold is documented.

(c) Record Keeping. – A licensed audiologist shall maintain, for a period of at least three years after the sale of a locked hearing aid, the following records for each locked hearing aid transaction:

- (1) A copy of the written notice described in subsection (a) of this section as signed by the purchasing patient.
- (2) A copy of the written receipt described in subsection (b) of this section.
- (3) The results of any audiologic tests or measurements performed as part of the fitting and dispensing of the locked hearing aid or aids.
- (4) A copy of any written recommendations prepared as part of the fitting and dispensing of the hearing aid or aids.

These records shall be kept at the audiologist's principal place of practice and shall be made available for inspection by the Board."

SECTION 9.1.(b) The North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists may adopt rules to implement subsection (a) of this section.

SECTION 9.1.(c) This section becomes effective October 1, 2025.

ALLOW BUYER'S AGENT COMPENSATION TO BE INCLUDED IN THE OFFER TO PURCHASE

SECTION 10.(a) Definitions. – For purposes of this section, "Offer and Sales Contracts Rule" means 21 NCAC 58A .0112 (Offer and Sales Contracts).

SECTION 10.(b) Offer and Sales Contracts Rule. – Until the effective date of the revised permanent rule that the Real Estate Commission is required to adopt pursuant to subsection (d) of this section, the Commission shall implement the Offer and Sales Contracts Rule as provided in subsection (c) of this section.

SECTION 10.(c) Implementation. – A broker acting as an agent in a real estate transaction may use a preprinted offer or sales contract form containing provisions concerning the payment of a commission or compensation, including the forfeiture of earnest money, to a broker or firm.

SECTION 10.(d) Additional Rulemaking Authority. – The Commission shall adopt a rule to amend the Offer and Sales Contracts Rule consistent with subsection (c) of this section. Notwithstanding G.S. 150B-19(4), the rule adopted by the Commission pursuant to this section shall be substantively identical to the provisions of subsection (c) of this section. Rules adopted pursuant to this section are not subject to Part 3 of Article 2A of Chapter 150B of the General Statutes. Rules adopted pursuant to this section shall become effective as provided in G.S. 150B-21.3(b1), as though 10 or more written objections had been received as provided in G.S. 150B-21.3(b2).

SECTION 10.(e) Sunset. – This section expires when permanent rules adopted as required by subsection (d) of this section become effective.

PROHIBIT WAITING PERIODS FOR REILING OF DEVELOPMENT APPLICATIONS

SECTION 11. G.S. 160D-601 is amended by adding a new subsection to read:

"(e) Withdrawn or Denied Applications. – A development regulation or unified development ordinance may not include waiting periods prohibiting a landowner, developer, or applicant from reiling a denied or withdrawn application for a zoning map amendment, text amendment, development application, or request for development approval."