

# CITY OF HIGH POINT

## AGENDA ITEM



### **Title: Amendment to the Municipal Records Retention & Disposition Schedule**

**From:** Lisa Vierling, City Clerk

**Meeting Date:** March 6, 2017

**Public Hearing:** N/A

**Advertising Date /  
Advertised By:**

**Attachments:** Amendment

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#### **PURPOSE:**

To amend the Municipal Records Retention and Disposition Schedule published September 10, 2012.

#### **BACKGROUND:**

The Department of Natural and Cultural Resources is requesting that City Council approve an amendment to Municipal Records Retention and Disposition Schedule to amending the following:

Standard 6. Emergency Services and Fire Department Records  
Standard 9. Law Enforcement Records

#### **BUDGET IMPACT:**

N/A

#### **RECOMMENDATION / ACTION REQUESTED:**

Council is requested to approve this amendment to the Municipal Records Retention and Disposition schedule as stated above.

**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.


**STANDARD 9. LAW ENFORCEMENT RECORDS**

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

**APPROVAL RECOMMENDED**

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City/Town Clerk

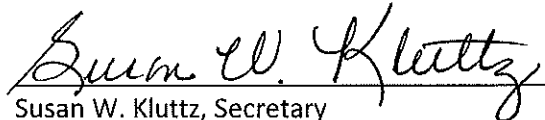
\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

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Mayor



\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

Municipality: \_\_\_\_\_

October 1, 2016

**STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency municipal fire departments.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS	
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS
1.	<b>911 COMMUNICATION RECORDS</b> Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.†
2.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.
3.	<b>911 RECORDINGS</b> Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.
4.	<b>ACCIDENT FILE</b> Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*
5.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention period. Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space p

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS	
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS
13.	<b>CONSOLIDATED MONTHLY REPORTS</b>	Destroy in office after 5 years.
14.	<b>DAILY LOG</b> Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.
15.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.  See also <b>COMPREHENSIVE PLAN</b> item 19, page 4.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____  b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.  c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.
16.	<b>DISPATCH FILE</b> Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.
17.	<b>DISPATCH RECORDINGS</b> Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.
18.	<b>EMERGENCY NOTIFICATIONS</b> Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

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<b>STANDARD-9: LAW ENFORCEMENT RECORDS</b>		
<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>
<b>134.</b>	<b>WORK RELEASE EARNINGS REPORTS</b> Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*
<b>135.</b>	<b>WRECKER SERVICE RECORDS</b> Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file b) If record is made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 1 page 64.
<b>136.</b>	<b>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.  Does not include <b>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)</b> item 44, page 71.  See also <b>MOBILE UNIT VIDEO TAPES</b> item 81, page 80.	a) Destroy in office after 30 days if not made part of a case file.* b) If records are made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 1 page 64.

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