

CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution – Adoption of the 2021 General Records Schedule: Local Government Agencies and the 2021 Program Records Schedule: Local Government Agencies

From: City Clerk's Office

Meeting Date: February 21, 2022

Public Hearing: N/A

Advertising Date /

Advertised By: N/A

Attachments: N/A

PURPOSE:

To adopt the pertinent record retention schedules in order for the City to legal and properly dispose of records in accordance with Chapters 121 and 132 of the General Statutes of North Carolina.

BACKGROUND:

According to G. S. §121-5 and G.S. §132-3, a municipality may only dispose of public records 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 adoption of this schedule, city staff would be obligated to obtain the State Archives of North Carolina's permission to destroy any records.

The 2021 Program Records Schedule for Local Government Agencies is a new retention schedule created from the former Municipal Retention Schedules last updated in 2012. This schedule contains specific functions of government at the county and municipal level and contains a standard for Law Enforcement records and it also contains a Tax Records standard.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to approve this resolution adopting the 2021 General Records Schedule: Local Government Agencies and the 2021 Program Records Schedule: Local Government Agencies.

**RESOLUTION
OF THE HIGH POINT CITY COUNCIL
ADOPTING THE 2021 GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT
AGENCIES AND
THE 2021 PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES**

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published new Records Retention & Disposition Schedules (General Records Schedule and Program Records Schedule) on October 1, 2021; and

WHEREAS, these newly published schedules replace the previous schedule adopted by City Council on September 10, 2012 with subsequent revisions on August 20, 2013, January 5, 2015, October 1, 2016, March 6, 2017, and March 18, 2019; and

WHEREAS, these schedules supersede all previous Municipal Records Retention and Disposition Schedules with amendments; and

WHEREAS, in accordance with Chapters 121 and 132 of the North Carolina General Statutes, 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 City of High Point or official having custody of the records without further reference to or approval of either party to this agreement; and

WHEREAS, 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; and

WHEREAS, these schedules shall remain in effect from the date of approval by the High Point City Council until such time as they are reviewed and updated by the North Carolina Department of Cultural Resources.

NOW, THEREFORE, BE IT RESOLVED THAT THE HIGH POINT CITY COUNCIL accepts and approves the new Municipal Records Retention and Disposition Schedules issued by the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section dated October 1, 2021.

Adopted by the High Point City Council
This 21st day of February 2022.

Jay W. Wagner, Mayor

Attest:

Lisa B Vierling, MMC
City Clerk