

CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution Approving the New Records Retention & Disposition Schedule (General Schedule for Local Government Agencies) as published by the N.C. Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section on March 1, 2019

From: Lisa Vierling, City Clerk

Meeting Date: March 18, 2019

Public Hearing: N/A

Advertising Date:

Advertised By:

Attachments: Amendment

PURPOSE:

To adopt a Resolution Approving the new Records Retention & Disposition Schedule (General Schedule for Local Government Agencies) as published by the N.C. Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section on March 1, 2019. This new schedule replaces the previous schedule adopted September 10, 2012 with subsequent revisions on August 29, 2013, January 5, 2015, and October 1, 2016.

BACKGROUND:

The Department of Natural and Cultural Resources is requesting that the City Council approve the new Records Retention and Disposition Schedule (General Records Schedule for Local Government Agencies). In accordance with the provisions set forth in Chapters 121 and 132 of the North Carolina General Statutes, public records may only be destroyed with the consent of the Department of Natural and Cultural Resources (DCNR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. Without approving this schedule, agencies would be obligated to obtain permission from the State Archives of North Carolina to destroy any record, no matter how insignificant.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to Adopt a Resolution Approving the new Records Retention & Disposition Schedule (General Schedule for Local Government Agencies) as published by the N.C. Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section on March 1, 2019.

**RESOLUTION
OF THE HIGH POINT CITY COUNCIL
ADOPTING THE NEW RECORDS RETENTION AND DISPOSITION SCHEDULE
(GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES)
AS PUBLISHED ON MARCH 1, 2019**

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published a new Records Retention & Disposition Schedule (General Records Schedule for Local Government Agencies) on March 1, 2019; and

WHEREAS, this newly published schedule replaces the previous schedule adopted by City Council on September 10, 2012 with subsequent revisions on August 29, 2013, January 5, 2015, and October 1, 2016.

WHEREAS, this schedule supersedes 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, this schedule is to remain in effect from the date of approval by the High Point City Council until such time as it is 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 Schedule issued by the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section dated March 1, 2019.

Adopted by the High Point City Council
This 18th day of March 2019

Jay W. Wagner, Mayor

Attest:

Lisa B. Vierling, MMC
City Clerk