

**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

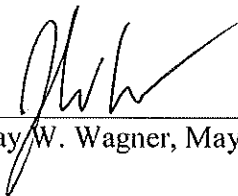
WHEREAS, in accordance with Chapters 121 and 132 of the North Carolina General Statutes, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein, and are authorized to be 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.

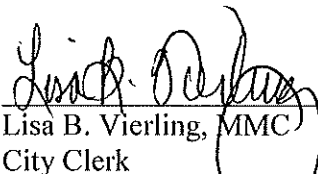
NOW, THEREFORE, BE IT RESOLVED THAT THE HIGH POINT CITY COUNCIL accepts and approves the new Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section dated March 1, 2019.

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

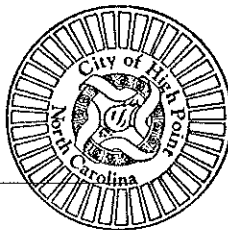


Jay W. Wagner, Mayor

Attest:



Lisa B. Vierling, MMC
City Clerk



2019 Local Government Agencies General Records Retention and Disposition Schedule

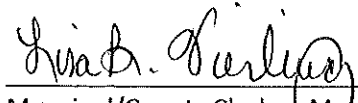
The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use 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. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, 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. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

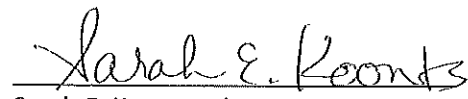
All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed 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.*"

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.

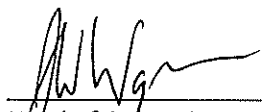
It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.


APPROVAL RECOMMENDED


Municipal/County Clerk or Manager
Title: City Clerk


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


Head of Governing Body
Title: Mayor


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: City of High Point