



Legislation Details (With Text)

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**File created:** 11/5/2021      **In control:** Board of Commissioners

**On agenda:** 12/2/2021      **Final action:** 12/2/2021

**Title:** ADOPT 2021 GENERAL RECORDS AND PROGRAM RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENT AGENCIES

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2021\_General Records Schedule\_LGA.pdf, 2. 2021\_General Records Schedule\_LGA\_Change Logs, 3. 2021\_Program Records Schedule\_LGA.pdf, 4. 2021\_Program Records Schedule\_LGA\_Change Log

Date	Ver.	Action By	Action	Result
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**TITLE**

**ADOPT 2021 GENERAL RECORDS AND PROGRAM RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENT AGENCIES**

**SPONSOR**

Robin Keller

**BACKGROUND**

N.C.G.S 121-5 (c) and 132-8 direct local government to adopt and adhere to records retention and disposition schedules that are created and managed by the NC Department of Cultural Resources (NC DCS). These schedules serve as an agreement between the local government office/department and NC DCS, and provide guidance on the types of records to be maintained and for how long.

The 2021 General Records Schedule for Local Government Agencies will supersede the 2019 version, upon adoption, and includes updated records standards for the following programs:

- |                             |                       |
|-----------------------------|-----------------------|
| Administration & Management | Budget/Fiscal/Payroll |
| GIS                         | Human Resources       |
| Information Technology      | Legal                 |
| Public Relations            | Risk Management       |

The new schedule, along with a log outlining substantial changes between the 2021 and 2019 schedules, are attached for review.

The 2021 Program Records Schedule for Local Government Agencies is a new retention schedule created from the former County Management (last updated in 2013) and Municipal (last updated in 2012) retention schedules, and includes updated records standards for the following programs:

Airport Authority	Animal Services
Code Enforcement/Inspection	EMS/Fire Department
Parks & Recreation	Planning & Development
Law Enforcement	Tax

The 2021 Program Records schedule does contain standards for Law Enforcement and Tax records, and County Sheriff's and Tax Administration offices will utilize the 2021 Program Records schedule, in combination with their standalone retention schedules, to remain compliant with records standards. The new schedule, along with a log outlining substantial changes between the new document and prior County Management and Municipal schedules, are attached for review.

Staff request the Board approve the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies issued by NC DCS to ensure compliance with statutory guidelines.

**BUDGET IMPACT**

**NO ADDITIONAL COUNTY FUNDS REQUIRED**

**REQUESTED ACTION**

Pursuant to NCGS 121-5 (c) and 132-8, approve the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies issued by the NC Department of Cultural Resources, as presented.