

04-24-2019 Town Council Meeting
Responses to Council Questions

ITEM #5: Adopt the 2019 Municipal Retention and Disposition Schedule

Council Question: On the 2019 version of the Municipal Retention and Disposition Schedule, what has changed?

Staff Response: *The new additions to this Retention Schedule are listed below. Everything else retains the same schedule that was approved by Council in 2014.*

- *History Records (Agency And Employees)*
- *Interagency Programs*
- *Price Quotations*
- *Reference (Reading) File*
- *Tracking Materials*
- *Government Employees Retirement System Monthly Reports*
- *Maps: All Other*
- *System Maintenance Records: Records Backups*
- *Personnel Records (Supervisor Copy)*
- *Community Awards*
- *Media File*
- *Annexations*

Council Question: Does Item #5 under Standard 1 on p.33 of the Records Retention and Disposition Schedule affect the time window for retention of applications for appointment to an advisory board?

Staff Response: *Yes. The NC Department of Natural and Cultural Resources (DNCR) gives the Town authority to destroy records concerning appointed individuals to advisory boards 1 year after the expiration of term.*

Council Question: When it says, “destroy in office” in the municipal and disposition schedule, does this just mean destruction of physical papers or does it include destruction of files on computers that hold the given records?

Staff Response: *“Destroy in Office” would include the original copy of any given record, whether electronic, paper or otherwise.*

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Council Question: On p. 42 of the Municipal and Retention Schedule, does Item #42, subsection (c) under disposition instructions also pertain to committees or subcommittees of Town Council?

Staff Response: *Yes, "if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board."*

Council Question: "Records with historical value" is referenced throughout the Municipal and Retention Schedule. What is the definition of "records with historical value"?

Staff Response: *Definition from the NC DNCR: Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens.*