



TOWN OF CHAPEL HILL

Town Council Meeting Agenda

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Mayor Pam Hemminger
Mayor pro tem Karen Stegman
Council Member Jessica Anderson
Council Member Camille Berry
Council Member Tai Huynh

Council Member Paris Miller-Foushee
Council Member Michael Parker
Council Member Amy Ryan
Council Member Adam Searing

Wednesday, January 26, 2022 7:00 PM
Virtual Meeting

Virtual Meeting Notification

Town Council members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend. The Town of Chapel Hill wants to know more about who participates in its programs and processes, including Town Council business meetings and work sessions. Please participate in an voluntary demographic survey <https://www.townofchapelhill.org/demosurvey> before accessing the Zoom webinar registration. After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 824 1633 1020

View Council meetings live at <https://chapelhill.legistar.com/Calendar.aspx> – and on Chapel Hill Gov-TV (townofchapelhill.org/GovTV).

OPENING

ROLL CALL

PUBLIC COMMENT FOR ITEMS NOT ON PRINTED AGENDA AND PETITIONS FROM THE PUBLIC AND COUNCIL MEMBERS

Petitions and other similar requests submitted by the public, whether written or oral, are heard at the beginning of each regular meeting. Except in the case of urgency and unanimous vote of the Council members present, petitions will not be acted upon at the time presented. After receiving a petition, the Council shall, by simple motion, dispose of it as follows: consideration at a future regular Council meeting; referral to another board or

committee for study and report; referral to the Town Manager for investigation and report; receive for information. See the Status of Petitions to Council webpage to track the petition. Receiving or referring of a petition does not constitute approval, agreement, or consent.

ANNOUNCEMENTS BY COUNCIL MEMBERS

CONSENT

Items of a routine nature will be placed on the Consent Agenda to be voted on in a block. Any item may be removed from the Consent Agenda by request of the Mayor or any Council Member.

1. Approve all Consent Agenda Items. [\[22-0055\]](#)

By adopting the resolution, the Council can approve various resolutions and ordinances all at once without voting on each resolution or ordinance separately.

2. Authorize the Town Manager to Negotiate and Execute a Sole Source Contract for Critical Hardware Upgrade with Cubic Transportation Systems Inc. [\[22-0056\]](#)

By adopting the resolution, the Council authorizes the Town Manger to negotiate and execute a sole source contract to purchase hardware upgrade with Cubic Transportation Systems Inc. to maintain Transit's real time passenger information systems.

3. Adopt the 2021 General Standards and Program Retention and Disposition Schedules. [\[22-0057\]](#)

By adopting the resolution, the Council updates the General Standards and Program Schedules Records Retention and Disposition Schedules.

4. Amend the 2021-22 Council Calendar. [\[22-0058\]](#)

By adopting the resolution, the Council amends the 2021-21 Council calendar to schedule a February Work Session and move the Council Retreat and February 16 Regular meetings to alternate dates.

5. Call a Legislative Hearing for the Future Consideration of a Parking Payment-in-Lieu System, Land Use Management Ordinance Text Amendment, and Associated Policy on February 9, 2022. [\[22-0059\]](#)

By adopting the resolution, the Council calls a legislative hearing for the future consideration of a Parking Payment-in-Lieu system, Land Use Management Ordinance text amendment, and associated policy on February 9, 2022.

- 6.** Adopt Minutes from September 30, 2020, and May 5, 19, and June 2, 2021 Meetings. [\[22-0060\]](#)

By adopting the resolution, the Council approves the summary minutes of past meetings which serve as official records of the meetings.

INFORMATION

- 7.** Receive Upcoming Public Hearing Items and Petition Status List. [\[22-0061\]](#)

By accepting the report, the Council acknowledges receipt of the Scheduled Public Hearings and Status of Petitions to Council lists.

DISCUSSION

- 8.** Consider Implementing the Class & Compensation Study. [\[22-0062\]](#)

PRESENTER: Maurice Jones, Town Manager

RECOMMENDATION: That the Council approve the new Pay Plan, approve an additional \$500,000 appropriation from the FY 2021 excess fund balance to bring all employees to the new minimums and to provide increases to all regular employees to address our longtime compression issues.

- 9.** Discuss a Draft Memorandum of Understanding (MOU) For Redevelopment of Police Station Property at 828 Martin Luther King Jr., Boulevard. [\[22-0063\]](#)

PRESENTER: Laura Selmer, Economic Development Manager
Mark Moshier, Legacy Property Group

RECOMMENDATION: That Council discuss a Memorandum of Understanding (MOU) with Belmont-Sayre regarding a redevelopment project at 828 Martin Luther King Jr. Blvd. and identify key issues ahead of a February vote to execute.

- 10.** Consider Adopting the OneOrange Countywide Racial Equity Framework. [\[22-0064\]](#)

PRESENTER: Shenekia Weeks, Diversity, Equity and Inclusion Officer

RECOMMENDATION: That the Council receive and adopt the One Orange Countywide Racial Equity Framework: Catalyst for Moving Forward.

- 11.** Receive the Second Quarter Fiscal Year (FY) 2022 Affordable Housing and Public Housing Reports. [\[22-0065\]](#)

PRESENTERS: Sarah Osmer Viñas, Affordable Housing and
Community Connections Director
Nate Broman-Fulks, Affordable Housing Manager
Stacey Todd, Public Housing Management Analyst

RECOMMENDATION: That the Council receive this Fiscal Year 2022
second quarter report and provide feedback on the draft Public
Housing Quarterly Report.

APPOINTMENTS

- 12.** Appointments to the Housing Advisory Board. [\[22-0066\]](#)
- 13.** Appointments to the Justice in Action Committee. [\[22-0067\]](#)

REQUEST FOR CLOSED SESSION TO DISCUSS ECONOMIC DEVELOPMENT, PROPERTY ACQUISITION, PERSONNEL, AND/OR LITIGATION MATTERS



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 1., **File #:** [22-0055], **Version:** 1

Meeting Date: 1/26/2022

Approve all Consent Agenda Items.

Staff:

Sabrina M. Oliver, Director/Town Clerk
Amy T. Harvey, Deputy Town Clerk

Department:

Communications and Public Affairs

Overview: Items of a routine nature to be voted on in a block. Any item may be removed from the Consent Agenda by the request of the Mayor or any Council Member.



Recommendation(s):

That the Council adopt the various resolutions and ordinances.

Fiscal Impact/Resources: Please refer to each agenda item for specific fiscal notes.



Attachments:

- Resolution

**A RESOLUTION ADOPTING VARIOUS RESOLUTIONS AND ENACTING VARIOUS ORDINANCES
(2022-01-26/R-1)**

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the following resolutions and ordinances as submitted by the Town Manager in regard to the following:

2. Authorize the Town Manager to Negotiate and Execute a Sole Source Contract for Critical Hardware Upgrade with Cubic Transportation Systems Inc. (R-2)
3. Adopt the 2021 General Standards and Program Retention and Disposition Schedules. (R-3)
4. Amend the 2021-22 Council Calendar. (R-4)
5. Call a Legislative Hearing for the Future Consideration of a Parking Payment-in-Lieu System, Land Use Management Ordinance Text Amendment, and Associated Policy on February 9, 2022. (R-5)
6. Adopt Minutes from September 30, 2020 and May 5, and 19, and June 2, 2021 Meetings. (R-6)

This the 26th day of January, 2022.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council can approve various resolutions and ordinances all at once without voting on each resolution or ordinance separately.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 2., **File #:** [22-0056], **Version:** 1

Meeting Date: 1/26/2022

Authorize the Town Manager to Negotiate and Execute a Sole Source Contract for Critical Hardware Upgrade with Cubic Transportation Systems Inc.

Staff:

Brian Litchfield, Transit Director Nicholas Pittman,
Transit Planning Manager
Kathryn McMillan, Procurement Specialist

Department:

Transit

Overview: A critical upgrade is needed to the Cubic/Next Stop Hardware to maintain Transit's real-time passenger information systems.



Recommendation(s):

That the Council authorize the Town Manger to negotiate and execute a sole source contract to purchase a hardware upgrade with Cubic Transportation Systems Inc.

Background

In 2005, Chapel Hill Transit contracted with NextBus Inc, now part of Cubic Information Systems, Inc., following an issuance of a Request for Proposals (RFP) (#P06-103). Since that time, Cubic has been the sole provider of real-time passenger information for Transit's fixed route bus services.

Transit's real-time passenger information system provides customers with live up-to-the minute arrival information that can be accessed for all bus stops throughout the system. Through customer surveys, customers have indicated that over 65% of our riders use the NextBus system.

Cubic recently notified staff that AT&T will be sunseting 3G cellular services which will affect the Driver Control Unit (DCU) utilized to communicate predictive real-time route estimates and communication with NextBus signs at stop locations. The only recourse is to update the DCU to a later model that has upgraded cellular access for \$3,000 per unit. Without the hardware upgrades, the real-time passenger information system will no longer operate.

Fiscal Impact/Resources: The estimated cost for this purchase is \$300,000. The purchase will be funded using Transit's Operating Budget.



Attachments:

- Resolution

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND EXECUTE A SOLE SOURCE CONTRACT FOR CRITICAL HARDWARE UPGRADE WITH CUBIC TRANSPORTATION SYSTEMS INC. (2022-01-26/R-2)

WHEREAS, the Town of Chapel Hill provides real-time passenger information to customers; and

WHEREAS, to continue meeting these requirements after the sunseting of 3G cellular used by our current equipment; and

WHEREAS, the units needed must integrate with the supporting software and Cubic Transportation Systems Inc. is the sole provider of this service for the Town; and

WHEREAS, sole source purchases must be approved by the governing board of a political subdivision of the State pursuant to [N.C.G.S. 143-129\(e\) \(6\)](http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=143-129) [<http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=143-129>](http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=143-129).

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to negotiate and execute a sole source contract to purchase critical hardware upgrade to the Driver Control Units which utilizes the 4G communication system with Cubic Transportation Systems, Inc..

This the 26th day of January, 2022.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council authorizes the Town Manger to negotiate and execute a sole source contract to purchase hardware upgrade with Cubic Transportation Systems Inc. to maintain Transit's real time passenger information systems.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 3., **File #:** [22-0057], **Version:** 1

Meeting Date: 1/26/2022

Adopt the 2021 General Standards and Program Retention and Disposition Schedules.

Staff:

Matthew DeBellis, Records Manager
Sabrina Oliver, Director

Department:

Communications and Public Affairs

Overview: The NC Department of Natural and Cultural Resources has issued an update of their Program and General Standards Retention and Disposition Schedules. Adopting these schedules allows the Town to dispose of certain records at the end of their retention periods, so long as those records are not needed for audit or legal purposes or in support of Town business. The adoption of these schedules will supersede the previous 2019 update.



Recommendation(s):

That the Council adopt the resolution to update the General Standards and Program Schedules Retention and Disposition Schedules.

Key Issues:

- The NC Department of Natural and Cultural Resources requires that all municipalities adopt their Retention Schedules to dispose of records after their use in Town business has expired.

Fiscal Impact/Resources: There is no fiscal impact associated with this resolution.



Attachments:

- Resolution
- 2021 General Standards Retention and Disposition Schedule
- 2021 Programs Schedule Retention and Disposition Schedule
- 2021 Local General Standards Change Log
- 2021 Local Program Schedule Change Log

A RESOLUTION ADOPTING THE GENERAL STANDARDS AND PROGRAM SCHEDULES RETENTION AND DISPOSITION SCHEDULES (2022-01-26/R-3)

WHEREAS, North Carolina General Statute § 132-1 defines public records as documents, maps, photographs, recordings, and other items in various media that are made or received in connection with the transaction of public business; and

WHEREAS, North Carolina General Statute § 121-5 prohibits disposal of any public record without the consent of the North Carolina Department of Natural and Cultural Resources; and

WHEREAS, the Department of Cultural Resources' General Standards and Program Schedules Retention and Disposition Schedules identifies how long certain records must be retained in accordance with state and federal laws, rules, and regulations; and

WHEREAS, municipalities that adopt the General Standards and Program Schedules Retention and Disposition Schedules may lawfully dispose of certain records at the end of those records' retention periods, so long as those records are not needed for audit or legal purposes or in support of Town business.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council adopts the 2021 General Standards and Program Schedules Retention and Disposition Schedules. including the added locally defined administrative values of records as presented in the January 26, 2022 meeting materials, and that these Schedules supersede the Schedules adopted by the Town Council in 2019.

This the 26th day of January, 2022.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council updates the General Standards and Program Schedules Records Retention and Disposition Schedules.

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

Approval	iv
Front Matter	
Executive Summary	v
Legend for Records Schedule	vii
Records Retention and Disposition Schedule	
Standard 1: Administration and Management Records	1
Standard 2: Budget, Fiscal, and Payroll Records	23
Standard 3: Geographic Information System Records	36
Standard 4: Human Resources Records	43
Standard 5: Information Technology Records	61
Standard 6: Legal Records	67
Standard 7: Public Relations Records	75
Standard 8: Risk Management Records	80
Standard 9: Workforce Development Records	86
Appendix	
Managing Public Records in North Carolina	A-1
Audits, Litigation, and Other Official Action	A-5
Transitory Records	A-6
Destruction of Public Records	A-8
Sample Destructions Log	A-10
Electronic Records: E-mail, Born Digital Records, and Digital Imaging	A-11
Geospatial Records	A-13
Security Preservation Copies of Records	A-15
Disaster Assistance	A-17
Staff Training	A-18
Request Forms	
Request for Change in Records Schedule	A-19
Request for Disposal of Unscheduled Records	A-20
Request for Disposal of Original Records Duplicated by Electronic Means	A-21
File Plan	A-22
Related Records Series in Program Schedules	A-23
Index	A-30

2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

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.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

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.

Electronic Records

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.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

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*.”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

² Ibid.

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 previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager

Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body

Title: _____



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only 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 approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.

- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).


Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.01	ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>sworn in office</u> <i>Retention Note: Official record maintained permanently by the County Board of Elections.</i>	Authority: G.S. 163-300
1.02	ACCREDITATION RECORDS Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records. Also includes evaluations of the agency by outside entities.	Destroy in office 5 years after superseded or obsolete.	Authority: 10A NCAC 48B
1.03	ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES @ Records documenting requirements or directives promulgated by the agency for the conduct of a business or activity on agency premises or under agency authority.	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.04	AUDITS: PERFORMANCE @ Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices. b) Destroy in office PCI attestation reports after 3 years. c) Destroy in office remaining audit reports after 10 years. d) Destroy in office documentation of corrective measures 2 years after their implementation. e) Destroy in office working papers and remaining records when superseded or obsolete.	
1.05 	BLUEPRINTS AND SPECIFICATIONS @ Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility. b) Retain in office as-built drawings for life of structure and then destroy. c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.06	BONDS Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), and Projects (below).	Destroy in office 5 years after expiration or cancellation.	
1.07	BULLETINS Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.	Destroy in office when superseded or obsolete.	
1.08	BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office all documentation 3 years after most recent recertification. b) If certification was never issued, destroy in office all documentation when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	
1.09	BUSINESS DEVELOPMENT SUBJECT FILE	Destroy in office after 3 years.	
1.10	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
1.11	CENSUS PROJECT RECORDS Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>census is published</u>	

<i>ITEM #</i>	<i>STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.12	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
1.13	COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency. SEE ALSO: Data Warehouses (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	Destroy in office when superseded or obsolete.	If data contains confidential information, abide by relevant restrictions.


ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.14	<p>CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS @</p> <p>Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by constituents requesting action as well as routine requests for service. Also includes requests for reasonable accommodation to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964; including constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, correspondence (including e-mail), and resolutions.</p> <p>SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS).</p>	<p>a) Transfer records as applicable to Litigation Case Records (STANDARD 6: LEGAL RECORDS).</p> <p>b) Destroy in office comments, complaints, petitions, and requests 1 year after resolution.*</p> <p>c) Destroy in office accommodation requests 2 years after resolution.*</p>	<p>Authority: 42 USC 12132</p>
1.15	<p>CONSTITUENT SURVEYS</p> <p>Surveys and related records addressing agency services, policies, and other concerns.</p>	<p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>3 years</u></p>	


ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.16	<p>CORRESPONDENCE AND MEMORANDA</p> <p>Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.</p> <p>For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS, page A-11. SEE ALSO: Public Bodies: Correspondence (below) and Legal Correspondence (STANDARD 6: LEGAL RECORDS).</p>	<p>a) Transfer correspondence (including e-mail) with historical value to History Records (below), after 3 years.</p> <p>b) Destroy routine administrative correspondence and memoranda after 1 year.</p> <p>c) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently.</i></p>	
1.17	<p>CUSTOMER CALL CENTER RECORDINGS @</p> <p>Recordings of calls to customer service centers made for quality assurance and training purposes.</p>	Destroy in office after 30 days.	
1.18	<p>EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS @</p> <p>Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties.</p> <p>SEE ALSO: Grants (below), and System Maintenance Records: Hardware Repair or Service (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.*</p> <p>b) Destroy in office records documenting all other maintenance and repairs after 3 years.*</p> <p>c) Destroy in office warranties 1 year after expiration.</p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.19	EQUIPMENT AND VEHICLE REFERENCE RECORDS Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
1.20	EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
1.21	FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records documenting maintenance, repair, and inspection of agency-owned facilities, including warranties on said repairs. Also includes any real property owned by the agency. SEE ALSO: Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS), Property Management Records (below).	a) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years. b) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year. c) Destroy in office warranties 1 year after expiration.	
1.22	FORMS AND TEMPLATES Blank forms, templates, and letterhead used to create agency records.	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.23	GRANT PROPOSALS Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.	a) Transfer records concerning approved grants to Grants (below). b) Destroy in office rejected or withdrawn grant proposals when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u>	
1.24	GRANTS[@] Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes any required certifications and disclosures, documentation about grants issued by the agency, and research records generated as part of a grant project. SEE ALSO: Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant after 1 year. <i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i>	Retention: 09 NCAC 03M .0703 2 CFR 200.333

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.25	HISTORICAL DESIGNATIONS RECORDS Records concerning the awarding of historical markers by the agency. Includes applications, review materials, and list of markers.	a) Retain in office permanently the list of historical markers along with the accepted applications. b) Destroy in office after 1 year rejected applications. c) Destroy in office remaining materials after 3 years.	
1.26	HISTORY RECORDS (AGENCY AND EMPLOYEES) Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	
1.27	IMPROPER CONDUCT INVESTIGATIONS Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office.	Destroy in office 3 years after resolution.*	
1.28	INDICES @ Listings of where specific information can be found.	Destroy in office when superseded or obsolete.	
1.29	INTERAGENCY PROGRAMS Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.30	INVENTORIES @ Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records.	a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years.	
1.31	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>law is codified</u>	
1.32	LOGISTICS MATERIALS Records concerning scheduled plans of agency personnel and activities. Includes routine notices, task lists, and arrangements.	Destroy in office when superseded or obsolete.	
1.33	MAIL: UNDELIVERABLE/RETURNED Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing e-mail returned for any reason.	Destroy in office after 30 days. <i>Retention Note: If notification is necessary for a particular process, reference the relevant case file for disposition instructions (e.g., tax notifications).</i>	
1.34 	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	Confidentiality: G.S. 132-1.12 G.S. 132-1.13

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.35	MEMBERSHIP RECORDS Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.	Destroy in office when superseded or obsolete.	
1.36	MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding free government-issued business permits, burning, special events, and landscape establishment.	a) Destroy in office 1 year after expiration of license/permit. b) Destroy in office applications for which a license/permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>2 years</u>	
1.37	 OFFICE AND PROPERTY SECURITY RECORDS Records concerning the security of agency offices, facilities, vehicles, equipment, property, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings. SEE ALSO: Employee Security Records (STANDARD 8: RISK MANAGEMENT).	a) If the recording necessitates law enforcement action, transfer to the appropriate agency. b) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to Disciplinary Actions (STANDARD 4: HUMAN RESOURCES RECORDS), or Litigation Case Records (STANDARD 6: LEGAL RECORDS). c) Destroy in office recordings not required to support known investigations or litigation after 30 days. d) Destroy in office remaining records after 1 year.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.38	<p>ORDINANCES Includes code of ordinances.</p> <p>See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.</p>	<p>a) Retain in office official copy permanently.</p> <p>b) Destroy in office ordinance development records when ordinance is no longer in effect.</p> <p>c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u></p>	
1.39	<p>PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency.</p> <p>SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).</p>	Destroy in office after 3 years.*	
1.40	<p>PHONE LOGS Records documenting calls placed and received in the course of conducting agency business.</p> <p>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Voice over Internet Protocol (VoIP) Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	Destroy in office after 1 year.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.41	<p>POLICIES AND PROCEDURES @</p> <p>Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.</p> <p>SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS), Electronic Records Policies and Procedures (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
1.42	<p>POLL LIST/REGISTRATION LIST/ROSTER/ AUTHORIZATION TO VOTE (ATV) @</p> <p>Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.</p>	Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.	<p>Authority:</p> <p>G.S. 163 Art. 15A</p> <p>G.S. 163-166.7</p> <p>08 NCAC 10B .0103</p> <p>52 USC Chap. 205</p>
1.43	PRICE QUOTATIONS	<p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>reference value ends</u></p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.44	PROCLAMATIONS AND ORDERS Proclamations and orders issued by the governing board.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	
1.45	PROJECTS @ Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation. SEE ALSO: Project Documentation (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
1.46	PROPERTY MANAGEMENT RECORDS Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps. SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.47	PUBLIC BODIES: AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation and exhibits submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel. SEE ALSO: Public Bodies: Minutes (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	
1.48	PUBLIC BODIES: APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	
1.49	PUBLIC BODIES: APPOINTMENT REPORTS Includes annual appointment reports filed with the NC Department of the Secretary of State.	Destroy in office after 2 years.	Authority: G.S. 143-157.1
1.50	PUBLIC BODIES: AUDIO AND VIDEO RECORDINGS OF MEETINGS SEE ALSO: Public Bodies: Minutes (below).	Destroy in office after approval of official written minutes. <i>NOTE: If these serve as the official minutes, as allowed by G.S. 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.</i>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.51	PUBLIC BODIES: CORRESPONDENCE Records documenting internal and external communications of governing and advisory board members. Includes correspondence (including e-mail) related to decision-making, policy development, and other high-level planning as well as logistical communications.	a) Transfer correspondence (including e-mail) with historical value to History Records (above), after 3 years. b) Destroy in office remaining records after 3 years.	
1.52	PUBLIC BODIES: MEETING NOTICES Includes notices and regular meeting schedules. SEE ALSO: Affidavits of Publication (STANDARD 6: LEGAL RECORDS), Publicity Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year.	
1.53	PUBLIC BODIES: MEMBER FILES Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers. SEE ALSO: Oaths of Office (STANDARD 6: LEGAL RECORDS), Public Bodies: Applications for Appointment (above).	a) Retain in office records with historical value permanently. b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments. c) Destroy in office remaining records 1 year after service ends.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.54	<p>PUBLIC BODIES: MINUTES Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.</p> <p>SEE ALSO: Ordinances (above), Public Bodies: Agenda and Meeting Packets (above), Public Bodies: Audio and Video Recordings of Meetings (above), Resolutions (below).</p>	<p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions.</p> <p>b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.±</p> <p>Agency Policy: Destroy in office after <u>3 years</u></p>	<p>Authority: G.S. 143-318.10</p>
1.55	<p>RATE AND FEE SCHEDULES @ Records relating to rates, fees, and regulations concerning agency services.</p>	<p>Destroy in office when superseded or obsolete.</p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.56	REBATE PROGRAM RECORDS Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that residents may opt into.	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when reference value ends.± Agency Policy: Destroy in office after <u>3 months from denial</u>	
1.57	RECORDS MANAGEMENT Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.	a) Retain in office documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
1.58	REFERENCE (READING) FILE Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.59	<p>REPORTS AND STUDIES @</p> <p>Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency.</p> <p>SEE ALSO: Accident/Incident Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Audits: Performance (above), Budget Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Civil Rights Records (STANDARD 6: LEGAL RECORDS), Financial Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Grants (above), Lost, Stolen, or Damaged Property Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Projects (above), Public Bodies: Appointment Reports (above), Strategic Plan (below), and Unemployment Compensation Reports (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	<p>a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency.</p> <p>b) Retain in office permanently reports and studies prepared by request of an agency's governing body or a court.</p> <p>c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually.</p> <p>d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis.</p> <p>e) Destroy in office when superseded or obsolete reports required to be submitted to the agency.</p> <p>f) Destroy in office remaining reports and studies when reference value ends.±</p> <p>Agency Policy: Destroy in office after <u>3 years</u>.</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.60	REQUESTS FOR INFORMATION Requests received and responses issued by the agency. SEE ALSO: Public Records Requests (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year after resolution.	
1.61	REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency. Also includes notices and evaluations produced by the agency. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Price Quotations (above).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>5 years</u>	
1.62	RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures. See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.	a) Retain in office permanently one copy of final resolution. b) Retain in office permanently resolution development records with historical value. c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.± Agency Policy: Destroy in office after <u>1 year</u>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.63	STAFF MEETINGS FILE Records concerning meetings of internal committees, groups, or task forces along with external meetings attended by agency personnel. Includes minutes, agendas, meeting packets, visual aids, presentations, notes, recordings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 1 year.	
1.64	STRATEGIC PLAN @ Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of strategic plan and all background surveys, studies, and reports. Also includes business plans as well as mission statements, goals, and objectives.	a) Retain in office strategic plans permanently. b) Destroy in office background surveys, studies, and reports 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office remaining records when superseded or obsolete.	
1.65	SURPLUS PROPERTY Inventories and reports of agency property to be surplus.	Destroy in office 3 years after disposition of property.*	
1.66	TRACKING MATERIALS Records intended to verify the receipt of information, such as certified mail receipts.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.67	TRAVEL REQUESTS Requests and authorizations for travel. Includes forms and itineraries. SEE ALSO: Price Quotations (above), Travel Reimbursements (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	Destroy in office after 1 year.*	
1.68	VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet. SEE ALSO: Vehicle Titles (STANDARD 6: LEGAL RECORDS).	Destroy in office when superseded.	
1.69	WORK ORDERS Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles.	a) If this is the only record documenting completed work, follow disposition instructions for Facility Maintenance, Repair, and Inspection Records (above), or Equipment and Vehicle Maintenance, Repair, and Inspection Records (above). b) Destroy in office remaining records 1 year after work is completed.*	

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.



Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.01	ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices.	a) Destroy in office 5 years after payment documentation of reimbursement for business expenses to employees. b) Destroy in office all remaining records 3 years after payment.*	Retention: 04 NCAC 24D .0501(a)(3)(I)
2.02	ACCOUNTS RECEIVABLE @ Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.	Destroy in office 3 years after collection.*	G.S. 105A

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.03	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.	Destroy in office 3 years after account is determined to be uncollectable.*	
2.04	ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval. SEE ALSO: Budget Reports (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 3 years. <i>Retention Note: Annual budgets should be entered into the minutes of the governing board.</i>	Authority: G.S. 159-11
2.05	ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*	Authority: 26 CFR 1.148-3
2.06	AUDITS: FINANCIAL @ Records concerning internal and external audits. Includes reports, working papers, and related records. SEE ALSO: Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded or obsolete.*	Authority: G.S. 159-34
2.07	AUTHORIZATION FORMS Authorization to purchase materials.	Destroy in office after 3 years.*	


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.08	BANK STATEMENTS AND RECONCILIATIONS Includes bank statements, canceled checks, deposit slips, and reconciliation reports.	Destroy in office after 3 years.*	
2.09	BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction. SEE ALSO: Accounts Receivable (above).	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	Authority: G.S. 153A-176
2.10	BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Transfer records to Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS) when bid is approved. b) Destroy in office bid records not awarded or opened after 1 year.*	Authority: G.S. 143 Article 8
2.11	BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds.	Destroy in office 6 years after final maturity.*	Authority: G.S. 159 Article 7


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.12	BOND REGISTER Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	Authority: G.S. 159-130
2.13	BONDS, NOTES, AND COUPONS	Destroy in office 1 year from date of payment.	Authority: G.S. 159-139
2.14	BUDGET ADMINISTRATION RECORDS Records of budget administration. Includes research, correspondence (including e-mail), and other related records.	Destroy in office after 2 years.*	
2.15	BUDGET EXECUTION RECORDS Records of authorizations to move funds between budget codes.	Destroy in office when released from audits.	
2.16	BUDGET REPORTS Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. SEE ALSO: Annual Budget (above).	a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.*	
2.17	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Destroy in office after 3 years.*	Authority: G.S. 159-10


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.18	BUDGET RESOLUTIONS AND ORDINANCES Includes project ordinances, budget resolutions, and amendments. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain official copies in the minutes of the governing board. b) Destroy in office remaining copies when reference value ends.± Agency Policy: Destroy in office after <u>5 years</u>	Authority: G.S. 159-8 G.S. 159-13 G.S. 159-13.2 G.S. 159-15
2.19	COST ALLOCATION PLANS Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.	Destroy in office after 3 years.*	
2.20	 CREDIT/DEBIT/PROCUREMENT CARD RECORDS Records of assignation of agency credit cards and purchasing cards along with authorization logs.	Destroy in office when superseded or obsolete.*	Confidentiality: G.S. 132-1.2(2)
2.21	DONATIONS AND SOLICITATIONS Records concerning requests made to agency by outside organizations. Includes applications and other related records. SEE ALSO: Fund Drive and Event Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
2.22	 ELECTRONIC FUNDS TRANSFERS (EFT) Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 14-113.20

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.23	ESCHEATS AND UNCLAIMED PROPERTY Records containing information required to be included in holder reports submitted to the State Treasurer's office.	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed on or after July 16, 2012.*	Authority: G.S. 116B-60 Retention: G.S. 116B-73
2.24	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
2.25	FINANCIAL REPORTS	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution repots generated to track transactions when released from audits.	
2.26	GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 years after employee ceases employment.</u>	


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.27	<p>GRANTS: FINANCIAL @</p> <p>Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records.</p> <p>SEE ALSO: Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy records supporting the expenditure of federal funds passed through NC Dept. of Health and Human Services on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p>	<p>Retention: 09 NCAC 03M .0703 2 CFR 200.333</p>
2.28	<p>INVESTMENTS</p> <p>Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.</p>	<p>a) Destroy in office transaction schedules after 2 years.*</p> <p>b) Destroy in office performance investment reports when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u></p> <p>c) Destroy in office all remaining records after 3 years.*</p>	<p>Authority: G.S. 159-30</p>


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.29	LOAN RECORDS Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.	Destroy in office 5 years after satisfaction or cancellation of loan.*	
2.30	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	Authority: G.S. 159-33
2.31	LONGEVITY PAY	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.32	PAYMENT CARD DATA  Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency.	Destroy in office after processed.*	Confidentiality: G.S. 132-1.2(2) G.S. 132-1.10(b)(5)

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.33 	PAYROLL AND EARNINGS RECORDS Records containing information such as the name, Social Security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Also includes employer contributions (e.g., retirement, healthcare) along with individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. SEE ALSO: Payroll Deduction Records (below), Time Sheets, Cards, and Attendance Records (below); for 401(k) and other retirement plan payouts, see Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. b) Destroy in office remaining records after 5 years.*	Authority: 29 CFR 516.30(a) Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) 29 CFR 516.5(a) 29 CFR 1627.3(a)

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.34 	PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), retirement and deferred compensation, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). SEE ALSO: Payroll and Earnings Records (above), Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office tax withholding forms 4 years after termination of deduction.* b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction. c) Destroy in office remaining records 3 years after termination of deduction.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: IRS Publication 15 29 CFR 516.6(c)(1)
2.35	POWELL BILL RECORDS Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records.	Destroy in office after 3 years.	
2.36	PURCHASE ORDERS Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. SEE ALSO: Grants: Financial (above).	Destroy in office after 3 years.* <i>Retention Note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i>	
2.37	QUALIFIED PRODUCTS LISTS (QPL) Records identifying products approved for purchase by the agency.	Destroy in office 3 years after superseded or obsolete.*	

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.38	REQUISITIONS Requests for payment or to acquire goods or services. SEE ALSO: Inventories (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 1 year.*	
2.39	SCHOLARSHIP RECORDS Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.	a) Destroy in office after 3 years records documenting the awarding of scholarships. b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.	
2.40	SHIFT PREMIUM PAY Authorizations and other related records concerning employees receiving shift premium pay.	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.41	STATEMENTS OF BACK PAY Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.	Destroy in office 3 years after payment.*	

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.42 	TAX FORMS Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction.	Destroy in office 5 years after submitted to taxpayer and/or IRS.*	Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) IRS Publication 15
2.43	TAX RETURNS Tax returns filed by the agency.	Destroy in office 6 years after filed.*	
2.44	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. SEE ALSO: Payroll and Earnings Records (above).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a) 29 CFR 516.6(a)(1)

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.45	TRAVEL REIMBURSEMENTS Includes requests and authorizations for reimbursement for travel and related expenses. SEE ALSO: Grants: Financial (above), Travel Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.46 	VENDORS Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

Official records received and created by agency geographic information system programs. See G.S. 132-10 for information about providing public access to GIS databases.

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.01	GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently. <i>Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council. See also GEOSPATIAL RECORDS, page A-13.</i>	
3.02	GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA) Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.03	GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.	Retain in office permanently.	
3.04	GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
3.05	GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
3.06	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.07	LAYERS: ADDRESS POINTS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	
3.08	LAYERS: CORPORATE LIMITS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.09	LAYERS: EXTRATERRITORIAL JURISDICTIONS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	
3.10	LAYERS: ORTHOIMAGERY See also GEOSPATIAL RECORDS , page A-13.	Create a snapshot of dataset when created. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	


ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.11	<p>LAYERS: STREET CENTERLINE</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
3.12	<p>MAPPING PROJECT RECORDS</p> <p>Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	


ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.13	<p>MAPS: PARCEL</p> <p>Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures.</p> <p>See also GEOSPATIAL RECORDS, page A-13, and Property Management Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>Paper: Destroy in office upon State Archives approval.</p> <p>GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
3.14	<p>MAPS: PARKS</p> <p>Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems.</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	


ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.15	MAPS: ALL OTHER @ Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc. Also includes paper maps.	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.± <i>Retention note: Contact the State Archives of North Carolina before destroying any tax maps, watershed maps, or zoning maps.</i> Agency Policy: Destroy in office after <u>retain permanently</u>	

STANDARD 4: HUMAN RESOURCES RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. 115C Article 21A (LPSUs), G.S. 122C-158 (area authorities), G.S. 130A-45.9 (public health authorities), G.S. 153A-98 (county), G.S. 160A-168 (municipal), G.S. 161E-257.2 (public hospitals), and G.S. 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.01	ABOLISHED POSITIONS Records concerning positions that have been abolished.	Destroy in office after 1 year.	
4.02 	ADMINISTRATIVE INVESTIGATIONS Records concerning the investigation of conduct problems among agency personnel. SEE ALSO: Disciplinary Actions (below).	a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation. b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated. c) Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court. d) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to Personnel Records (Official Copy) (below).	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.03 	APPLICATIONS FOR EMPLOYMENT Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to Personnel Records (Official Copy) (below) or Seasonal and Contract Worker Records (below). b) Destroy in office after 2 years unsolicited application materials from individuals hired. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31
4.04	APPRENTICESHIP PROGRAM RECORDS Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.	Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later.	Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.05 	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. Includes civil service examinations. SEE ALSO: Employment Selection Records (below).	Destroy in office after 2 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)
4.06	ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos. SEE ALSO: Bloodborne Pathogen Training (below), Hazardous Materials Training Records (below).	a) Destroy in office employee-specific records 1 year after separation. b) Destroy in office remaining records when superseded or obsolete.	Retention: 29 CFR 1910.1001(m)(4)


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.07	BENEFITS RECORDS Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act).	a) Destroy in office approved claims forms after 2 years.* b) Destroy in office rejected requests 6 months after decision. c) Destroy in office 3 years after employee returns or eligibility expires notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. d) Destroy in office remaining records 1 year after plan is terminated.	Retention: 29 CFR 1627.3(b)(2)
4.08	BLOODBORNE PATHOGEN TRAINING Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. SEE ALSO: Asbestos Training (above), Hazardous Materials Training Records (below).	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)
4.09	DIRECTORIES, ROSTERS, OR INDICES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.10	DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.	a) Transfer original forms to Local Government Employees' Retirement System (LGERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received. b) Destroy in office remaining records after 3 years.	
4.11	DISCIPLINARY ACTIONS Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to Personnel Records (Official Copy) (below). b) Destroy in office all remaining records 2 years after resolution of all actions.	Authority: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 Subject to the public information provision delineated in the above authorities.


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.12	DUAL EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with another local government agency. SEE ALSO: Secondary Employment (below).	a) Destroy in office approved requests and related records 1 year after employee terminates additional employment. b) Destroy in office denied requests and related records after 6 months.	
4.13	 EDUCATIONAL LEAVE AND REIMBURSEMENT Includes records requesting educational leave and tuition assistance, reimbursements, and other related records. SEE ALSO: Leave Records (below).	a) Transfer records documenting approved leave requests to Personnel Records (Official Copy) (below). b) Destroy in office records concerning denied requests 6 months after denial.* c) Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.14	 EMPLOYEE ASSISTANCE PROGRAMS Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records.	Destroy in office after 3 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.15 	EMPLOYMENT ELIGIBILITY RECORDS Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms.	a) I-9 forms have mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor. c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation. d) Destroy in office remaining records 1 year after employee separation.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 8 USC 1324a(b)(3)
4.16 	EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records. SEE ALSO: Applications for Employment (above), Aptitude and Skills Testing Records (above).	a) Destroy in office background and criminal history checks after 5 years. b) Destroy in office remaining records 2 years after hiring decision.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.17 	EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency.	Destroy in office after 1 year.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.18 	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA, and other related records. SEE ALSO: Leave Records (below).	Destroy in office 3 years after leave ends.*	Authority: 29 CFR 825.110 Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 825.500(b)

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.19 	GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition. SEE ALSO: Disciplinary Actions (above), Personnel Records (Official Copy) (below).	Destroy in office after 2 years.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.20	HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. May also include documentation of loans of radioactive materials for the purpose of training exercises. SEE ALSO: Asbestos Training (above), Bloodborne Pathogen Training (above).	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15
4.21	INTERNSHIP PROGRAM Records concerning interns and students who work for the agency.	Destroy in office after 2 years.	
4.22	LAW ENFORCEMENT TRAINING Records concerning internal training for law enforcement personnel.	Retain in office permanently.	


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.23 	LEAVE RECORDS Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, etc. Also includes records documenting leave without pay. SEE ALSO: Educational Leave and Reimbursement (above), Family Medical Leave Act (FMLA) Records (above), Military Leave (below).	a) Destroy in office approved requests 3 years after return or separation of employee.* b) Destroy in office denied requests after 6 months.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.24 	MEDICAL RECORDS Records for employees, contractors, and volunteers concerning asbestos, toxic substances, and bloodborne pathogen exposure; physical examinations required by the employer in connection with any personnel action, including health or physical examination reports, or certificates created in accordance with the Americans with Disabilities Act (ADA); and records of injury or illness. (Does not include worker's compensation or health insurance claim records.) SEE ALSO: Benefits Records (above), Workers' Compensation Program Claims (below).	a) Destroy in office exposure records 30 years after date of exposure.* b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years. c) Provide medical records to employees who have worked for less than 1 year at time of separation. d) Destroy in office after 1 year records concerning physical examinations or health certificates. e) Destroy in office remaining records 30 years after employee separation. <i>Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a worker's compensation claim, follow disposition for Workers' Compensation Program Claims (below).</i>	Authority: 29 CFR 1910.1020(e) Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii) Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.25	MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). SEE ALSO: Leave Records (above).	Destroy in office 3 years after leave ends or employee separates from agency.*	Authority: 5 CFR 1208
4.26 	PERFORMANCE REVIEWS Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. SEE ALSO: Personnel Records (Official Copy) (below).	Destroy in office after 3 years.	Confidentiality (applies only to performance evaluations): G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 60A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.27	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.	Transfer records to Personnel Records (Official Copy) (below).	Subject to the public information provision delineated in relevant General Statutes.


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.28 	PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each permanent and temporary agency employee that is eligible for benefits. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file. SEE ALSO: Medical Records (above), Seasonal and Contract Worker Records (below).	a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal. b) Destroy in office information necessary to verify benefits 30 years after date of separation. c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in this Records Retention and Disposition Schedule.	Authority/ Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.29 	PERSONNEL RECORDS (SUPERVISOR COPY) Personnel jacket that is often maintained by supervisors.	a) Transfer records as applicable to Personnel Records (Official Copy) (above). b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>3 years after</u> employee ceases employment	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.30	POLICIES AND PROCEDURES (PERSONNEL) Official internal agency personnel policies and procedures. Also includes agreements and authorizations required of employees, orientation materials, and informational data. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), and Workers' Compensation Program Administration (below).	a) Retain in office internal agency personnel policies and procedures permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.31	 POLYGRAPH RECORDS Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 801.30

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.32	POSITION CLASSIFICATION, CONTROL, AND HISTORY Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers. SEE ALSO: Position Descriptions (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.33	POSITION DESCRIPTIONS Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years after superseded.	Retention: 29 CFR 1620.32
4.34	POSITION EVALUATIONS Forms used to evaluate the primary purpose of a position.	Destroy in office after 1 year.	
4.35	RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 1 year from date of record.	Retention: 29 CFR 1627.3(b)

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.36	RETIREMENT RECORDS Includes descriptive information about retirement systems along with plans and related records outlining the terms of employee pension and other deferred compensation plans, including 401(k). SEE ALSO: Payroll and Earnings Records; Payroll Deduction Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy in office descriptive information about retirement plans 1 year after plan is terminated. b) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* c) Transfer Local Governmental Employees' Retirement System (LGRS) forms to Department of State Treasurer. d) Transfer applicable records to Personnel Records (Official Copy) (above).	Retention: 29 CFR 1627.3(b)(2)
4.37	 SEASONAL AND CONTRACT WORKER RECORDS Records concerning seasonal or contractual employees who are not provided with or eligible for benefits. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 5 years after date of separation.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.38	SECONDARY EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with a private entity. SEE ALSO: Dual Employment (above.)	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office denied requests and related records after 6 months.	

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.39	SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 2 years from date of record creation or the personnel action involved.	
4.40	SUGGESTIONS AND SURVEYS Recommendations and feedback submitted by agency employees.	Destroy in office after 1 year.	
4.41	TRAINING AND EDUCATIONAL RECORDS Records concerning the delivery of training to agency personnel. Includes training manuals, syllabi and course outlines, and other related records. Also includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees. SEE ALSO: Conferences and Workshops (STANDARD 7: PUBLIC RELATIONS RECORDS), Educational Leave and Reimbursement (above). Other required trainings are handled in Asbestos Training (above), Bloodborne Pathogen Training (above), Hazardous Materials Training Records (above), Law Enforcement Training (above).	a) Transfer records as applicable to Personnel Records (Official Copy) (above), if such training and testing is required for the position held or could affect career advancement. b) Destroy in office certifications and other qualifications 5 years after expiration or employee separation. c) Destroy in office general training materials when superseded or obsolete. d) Destroy in office remaining employee-specific records after 1 year.	Retention: 29 CFR 1627.3(b)(1)(iv)


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.42 	UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases.	Destroy in office after 5 years.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a)
4.43	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with NC Division of Employment Security.	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
4.44	UNEMPLOYMENT INSURANCE Forms submitted to the Department of Commerce to report wage records of terminated employees.	Transfer to the N.C. Department of Commerce, Division of Employment Security.	
4.45	VERIFICATION OF EMPLOYMENT RECORDS Inquiries and responses concerning verification of an employee's prior or current employment with the agency.	Destroy in office after 1 year.	
4.46	VOLUNTEER RECORDS Records concerning individuals who volunteer to assist with various agency activities.	Destroy in office 2 years after completion of assignment.	


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.47	WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office after 1 year.	
4.48	WORKERS' COMPENSATION PROGRAM ADMINISTRATION Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.49 	WORKERS' COMPENSATION PROGRAM CLAIMS Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. Includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, claim cost reports, reference copies of medical invoices, and other related records. <i>Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. 97-92(a).</i>	Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency.*	Confidentiality: G.S. 8-53 G.S. 97-92(b)



STANDARD 5: INFORMATION TECHNOLOGY (IT) RECORDS


Information technology encompasses all activities undertaken by agency to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." (G.S. 132-6.1 (c))

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.01 	AUDITS: IT SYSTEMS Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity.	a) Destroy in office 1 year after superseded or obsolete fixity check documentation. b) Destroy in office remaining records after disposition of record.*	Confidentiality: G.S. 132-6.1(c)
5.02	COMPUTER AND NETWORK USAGE RECORDS Records documenting usage of electronic devices and networks. Includes login files, system usage files, individual program usage files, and records of use of the Internet by employees.	Destroy in office after 1 year.	
5.03	DATA DOCUMENTATION RECORDS Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data.	Destroy in office 3 years after system is discontinued and/or replaced.	

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.04	DATA MIGRATION RECORDS Technical records documenting data migrations. <i>Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.</i>	Destroy in office 1 year after completion of data migration.	
5.05	DATA WAREHOUSES Federated data gathered by the agency from other sources for the purposes of comparison and distribution. SEE ALSO: Collected Data (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	Maintain confidentiality consistent with any restrictions placed on the data provider.
5.06	DIGITIZATION AND SCANNING RECORDS Records concerning data entry and imaging operations. Includes quality control records. See also REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS , page A-21.	Destroy in office 10 days after digitization. <i>Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.</i>	
5.07 	ELECTRONIC RECORDS POLICIES AND PROCEDURES Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. 132-1.7(b) G.S. 132-6.1(c)

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.08	INFORMATION TECHNOLOGY ASSISTANCE RECORDS Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	
5.09 	NETWORK AND SYSTEM SECURITY RECORDS Records documenting cybersecurity efforts. Includes records concerning firewalls, anti-virus programs, intruder scanning logs, and other related records.	a) Destroy in office finalized cyber incident reports 5 years after resolution. b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems. c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records.	Confidentiality: G.S. 132-6.1(c)
5.10 	NETWORK DIAGRAMS Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-6.1(c)

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.11	PROJECT DOCUMENTATION Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records. SEE ALSO: Projects (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently records with historical value. b) Destroy in office remaining records 3 years after completion of project.	
5.12	SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.	Destroy in office 1 year after software is superseded or obsolete.	
5.13	SYSTEM ACCESS RECORDS Records documenting access requests and authorizations, system access logs, and other related records.	Destroy in office 1 year after superseded or obsolete.	
5.14	 SYSTEM DOCUMENTATION RECORDS Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. 132-1.1(g) G.S. 132-6.1(c)

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.15	<p>SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE</p> <p>Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records.</p> <p>SEE ALSO: Equipment and Vehicle Maintenance, Repair, and Inspection Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year.</p> <p>b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment.</p>	
5.16	<p>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</p> <p>Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.</p> <p>See also Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.</p>	<p>Destroy in office in accordance with your office's established, regular backup plan and procedures.±</p> <p>Agency Policy: Destroy in office after <u>1 year</u></p>	
5.17	<p>TECHNICAL PROGRAM DOCUMENTATION</p> <p>Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.</p>	<p>Destroy in office 1 year after superseded or obsolete.</p>	

<i>ITEM #</i>	<i>STANDARD 5: INFORMATION TECHNOLOGY RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
5.18	VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS Records concerning line registrations, calls logs, and voicemail records.	a) Destroy in office records concerning line registration when superseded or obsolete. b) Destroy in office call logs after 1 year. c) Destroy in office voicemail records after 30 days.	
5.19	WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications. SEE ALSO: Website (Electronic) (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office when superseded or obsolete.	

STANDARD 6: LEGAL RECORDS

Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.



ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.01	AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc. SEE ALSO: Public Bodies: Meeting Notices (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently if record provides sole evidence of publication. b) Destroy in office remaining records after 3 years.*	Authority: G.S. 1-600
6.02	ANNEXATION RECORDS Records concerning annexation of property into the city. Includes petitions, reports, correspondence (including e-mail), maps, ordinances, and public hearings.	a) Destroy in office withdrawn petitions after 1 year. b) Retain remaining records in office permanently. <i>Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office and the office of the Secretary of State (G.S. 160A-29, G.S. 160A-58.61 and G.S. 160A-58.90). A map must also be filed with the county board of elections (G.S. 163-288.1).</i>	
6.03	AUTHENTICATIONS Certificates of authentication issued by the agency.	Retain in office permanently.	


ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.04	<p>CIVIL RIGHTS CASE RECORDS</p> <p>Records concerning discrimination complaints by employees or former employees and employee requests for reasonable accommodation. Includes equal opportunity (EO) complaints.</p> <p>SEE ALSO: Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Personnel Records (Official Copy) (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	<p>a) Destroy in office requests for reasonable accommodation 2 years after they become obsolete.</p> <p>b) Destroy in office discrimination complaints 1 year after final disposition of the charge or the action.*</p> <p><i>Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as "the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated."</i></p>	<p>Retention: 29 CFR 1602.14 29 CFR 1602.31</p>

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.05	<p>CIVIL RIGHTS RECORDS</p> <p>Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans.</p> <p>SEE ALSO: Civil Rights Case Records (above), Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	Destroy in office 3 years after superseded or obsolete.	<p>Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4</p> <p>Retention: 29 CFR 1602.30 29 CFR 1602.32 34 CFR 104.6(c)(2)</p>
6.06	<p>CONDEMNATION RECORDS</p> <p>Settled and pending condemnation cases.</p> <p>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records.</p>	Retain in office permanently.	

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.07	CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.	Destroy in office 1 year after completion of term or separation.	
6.08	CONTRACTS, LEASES, AND AGREEMENTS @ Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding. SEE ALSO: Software License and Copyright Provisions Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office sealed contract records 10 years after expiration of contract.* c) Destroy in office all records related to capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.* d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.* e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*	Retention: G.S. 1-47(2) G.S. 1-50(a)(5) 45 CFR 164.316 G.S. 1-52
6.09	DECLARATORY RULINGS Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.	Retain in office permanently.	

<i>ITEM #</i>	<i>STANDARD 6: LEGAL RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
6.10	DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.	Destroy in office 1 year after superseded or obsolete.	
6.11	EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records; LOCAL PROGRAM SCHEDULE, Excavation Permits and Right-of-Way Acquisition Working Records (STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS).	Destroy in office 10 years after expiration of agreement.	
6.12	ENCROACHMENTS Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.	a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private residents to encroach upon agency property.	
6.13	EXPUNCTIONS Expunction orders received by local agencies.	Destroy in office when record is expunged.	

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.14	INVESTIGATION AND HEARING RECORDS Records concerning complaints, fraud allegations, contestments, grievances, and inquiries against individuals and other entities. Includes summaries, charges, reports, assessments and findings, hearing transcripts and evidence, decisions and sanctions, referrals, correspondence, and other related records.	Destroy in office 3 years after completion.*	
6.15	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
6.16 	LEGAL CORRESPONDENCE Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions.	Destroy in office after 5 years. For information on handling e-mail, see ELECTRONIC RECORDS , page A-11.	Confidentiality: G.S. 132-1.1(a)
6.17	LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
6.18 	LEGAL REVIEW RECORDS Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. SEE ALSO: Legal Opinions (above).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a)

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.19 	LITIGATION CASE RECORDS Civil suits to which the agency is a party. Includes affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain in office cases having precedential or historical value permanently. b) Destroy in office adjudicated cases 6 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a) G.S. 132-1.9
6.20	OATHS OF OFFICE SEE ALSO: Public Bodies: Member Files (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Transfer official copy of oath of office to the municipal clerk or the county clerk to the board of commissioners or the clerk of the governing board for permanent retention. <i>Retention Note: The Clerk should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording.</i>	Authority: G.S. 105-349 G.S. 153A-26 G.S. 160A-61 G.S. 160A-68 G.S. 160A-284 Retention: G.S. 7A-103(2)
6.21	PERMISSIONS Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency.	a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.	

<i>ITEM #</i>	<i>STANDARD 6: LEGAL RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
6.22	PRE-TRIAL RELEASE PROGRAM RECORDS Records documenting supervision for defendants who do not pose a risk to the community as they await trial.	Destroy in office 3 years after trial.	
6.23	RELEASE FORMS Records documenting consent and waiving the individual's right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.	Destroy in office 5 years after termination of release/waiver.	
6.24	SETTLEMENTS Records concerning pre-litigation or informal settlements.	Destroy in office 10 years after expiration.	Authority: G.S. 132-1.3
6.25	VEHICLE TITLES Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	Authority: G.S. 20-72

STANDARD 7: PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public relations programs operated by the agency.

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.01	AGENCY PUBLICATIONS Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.	a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	
7.02	AUDIO-VISUAL RECORDINGS @ Recordings (including digital) and films produced by or for the agency. This does not include recordings of public meetings or security videos. SEE ALSO: Public Bodies: Audio and Video Recordings of Meetings (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>3 years from publication</u>	
7.03	COMMUNITY AWARDS @ Records concerning awards by the agency recognizing community contributions.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.04	<p>CONFERENCES AND WORKSHOPS @</p> <p>Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations.</p> <p>SEE ALSO: Training and Educational Records (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
7.05	<p>EDUCATIONAL MATERIALS</p> <p>Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.</p>	<p>Destroy in office when superseded or obsolete.</p>	
7.06	<p>FUND DRIVE AND EVENT RECORDS</p> <p>Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs.</p> <p>SEE ALSO: Donations and Solicitations (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.07	INVITATIONS Invitations sent and received concerning agency and external functions.	Destroy in office after event occurs.	
7.08	MEDIA FILE Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>reference value ends</u>	
7.09	POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.10	PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	


ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.11	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* <i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i>	
7.12	PUBLICITY RECORDS @ Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	
7.13	SOCIAL MEDIA SEE ALSO: Website (Electronic) (below).	See APPENDIX (page A-12) for guidance in handling social media.	
7.14	SPEECHES Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>3 years from event</u>	

<i>ITEM #</i>	<i>STANDARD 7: PUBLIC RELATIONS RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
7.15	<p>WEBSITE (ELECTRONIC) Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency's presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records.</p> <p>SEE ALSO: Web Management and Operations Records: Structure (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	<p>a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	

STANDARD 8: RISK MANAGEMENT RECORDS

Official records created and accumulated to manage risks in the agency.

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.01	ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) SEE ALSO: Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Transfer records resulting in workers' compensation to Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS). b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office adult non-employee reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
8.02	DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY	Retain in office permanently.	Authority: G.S. 166A-19.22

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.03 	DISASTER AND EMERGENCY MANAGEMENT PLANS @ Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-1.7
8.04	DISASTER RECOVERY Administrative records documenting and recovery efforts for emergencies of a short duration as well as disasters inflicting widespread destruction and having long-term consequences for the agency. Includes documents coordinating activities with federal, state, and local emergency management, incident reports, inventories, and disaster relief allocations.	a) Retain in office permanently records documenting major agency disaster recovery efforts and records evaluating emergency response and efficacy. b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.	
8.05	EMERGENCY DRILLS AND EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.	Destroy in office when superseded or obsolete.	
8.06	EMERGENCY NOTIFICATIONS Notifications and alerts sent to residents by Emergency Management or other agency staff regarding a current emergency.	Destroy in office after 1 year.	

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.07	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees. SEE ALSO: Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	
8.08	FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.	a) Destroy in office inspection reports after 7 years. b) Destroy in office safety audits after 3 years. c) Destroy in office remaining records when superseded or obsolete.	
8.09	FIXED NUCLEAR FACILITIES PLANS FILE Records concerning emergency plans for county fixed nuclear facilities.	Destroy in office when superseded or obsolete.	
8.10	FUEL OIL STORAGE TANK RECORDS	Destroy in office closure records 3 years after completion of permanent closure.	Authority: 40 CFR 280.34 Retention: 40 CFR 280.74

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.11	<p>HAZARDOUS MATERIALS MANAGEMENT</p> <p>Records documenting agency efforts to prevent and mitigate exposure to hazardous materials. Includes risk assessments, management plans, and abatement/removal records.</p> <p>SEE ALSO: Safety Data Sheets (below).</p> <p><i>Note: Title 10A of the NC Administrative Code provides guidelines about the records requirements for persons who receive, possess, use, transfer, own or acquire any sources of radiation within the State of North Carolina.</i></p>	<p>a) Retain in office permanently records documenting hazardous waste disposal sites on agency property and documenting the use of pathogens and biological toxins (select agents) at the agency.</p> <p>b) Destroy in office asbestos records 1 year after building is demolished. <i>(Note: If building is sold, transfer records to new owner.)</i></p> <p>c) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials.</p> <p>d) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans.</p> <p>e) Destroy in office records documenting environmental and hazardous waste remediation projects 5 years after project completion.</p> <p>f) Destroy in office remaining records after 30 years.</p>	<p>Retention: 29 CFR 1910.1001(j)(3)(ii)</p>

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.12	INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers.	a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete.	
8.13	LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when superseded or obsolete.	
8.14	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Includes reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property.	Destroy in office after 2 years.*	
8.15	NATIONAL FLOOD INSURANCE PROGRAM RECORDS Records concerning the participation of a local government agency in FEMA's National Flood Insurance Program (NFIP). Includes floodplain management ordinances, maps, and other related records.	a) Retain in office permanently floodplain management ordinances. b) Destroy in office copies of flood insurance rate maps, elevation certificates, and elevation information when superseded or obsolete.	

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.16	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
8.17	SAFETY DATA SHEETS Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.</i>	Retention: 29 CFR 1910.1020(d)(1)(ii)(B)

STANDARD 9: WORKFORCE DEVELOPMENT RECORDS

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

ITEM #	STANDARD 9: WORKFORCE DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.01	AUDIT/AUDIT RESOLUTIONS Records concerning reports from financial and compliance audits conducted on Workforce Investment Act programs in accordance with OMB Circular A-133. Includes audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.	Destroy in office after 3 years.	Authority: OMB Circular A-133 29 CFR 97.26
9.02	LOCAL AREA JOB TRAINING PLAN RECORDS Records concerning the local board's bid process for contracting workforce development programs.	Destroy in office when superseded or obsolete.	Authority: 20 CFR 652.8
9.03	PARTICIPANT RECORDS Records concerning applicants, registrants, eligible applicants/registrants, participants, terminees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. Includes applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and Workforce Investment Act follow-up questionnaires.	Destroy in office 3 years after close of audit/final year expenditure.*	Authority: 20 CFR 652.8

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-19) can be used for such requests.

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:
- “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the

transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. *Is any person allowed to see my records?*

- A.** Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at ± times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. *What about my confidential records?*

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. *Am I required to make available to the public copies of drafts that have not been approved?*

- A.** Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. *What do I do with permanent records?*

- A.** Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**” (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records

available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.

- Adoptions, marriages, and divorces document changes in familial relationships. Though adoptions are confidential (not available for public inspection), they document changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. What is historical value?

- A.** 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 constituents. Two criteria for determining historical value are inherent interest and extraordinary documentation:
- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
 - Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of residents and organizations?
- Do they have a long-term impact on residents and organizations?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

- A.** We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on page A-22. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. May I store our unused records in the basement, attic, shed, etc.?

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all our old records at the State Archives of North Carolina?

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I found some really old records. What should I do with them?

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I call with questions?

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See Audits: Performance (STANDARD 1: ADMINISTRATIVE AND MANAGEMENT RECORDS) and Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”³

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the *General Records Schedule: Local Government Agencies*, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the *General Records Schedule: Local Government Agencies* or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

³ Society of American Archivists, *Dictionary of Archives Terminology*.

- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at: <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-signatures>

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. Am I required to tell anyone about the destructions?

- A.** We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/rm-tools>).

Destructions Log

County/Municipality					
Division		Section		Branch	
Location(s) of Records					

[illegible]

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

- A.** E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009),
available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](#)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

- A.** We do not recommend printing e-mail for preservation purposes. Important metadata is lost when e-mail is printed.
-

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

- A.** The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.
-

Q. We have an imaging system. Are we required to keep the paper?

- A.** You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's [Human-Readable Preservation Duplicate Policy](#) (N.C. Gen. Stat. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years (see Leave Records, STANDARD 4: HUMAN RESOURCES RECORDS).

GEOSPATIAL RECORDS

Q. Why should geographic information system (GIS) datasets be retained and preserved?

- A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

- A.** The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes

For more information, see **STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS**.

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

- A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. What data formats, compression formats, and media should be used to preserve the data?

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <https://it.nc.gov/about/boards-commissions/gicc>.

Q. *Who should be responsible for creation and long-term storage of archived data?*

- A.** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

- A.** Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

- A.** The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.
-

Q. How do I start the process of backing up the above listed records?

- A.** We have three processes for creating backup film copies of these records. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Records for Security Preservation Copy** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in "[Transfer of Minutes in Digital Formats for Microfilming](#)" or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

- A.** Contact the Records Management Analyst in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

Q. Can I obtain digital copies of the security preservation records?

- A.** Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 250-3103. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

- A.** We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:
- Managing public records in North Carolina
 - Disaster preparedness and recovery
 - Confidentiality
 - Organizing paper and digital files
 - Digital communications

Q. Will you design a workshop especially for our office?

- A.** Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public. To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst (<https://archives.ncdcr.gov/government/local/analysts>).

Q. Is there a fee for workshops?

- A.** Not at this time.

Q. Are the workshops available in an online format?

- A.** We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see <https://archives.ncdcr.gov/government/training/webinars>. You can also find several online tutorials available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/training/online-tutorials-and-resources>).

Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name _____

Location and Agency [e.g., County/Municipality + Department of Social Services] _____

Phone and email _____

Mailing Address _____

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

- ☐ Add a new item
☐ Delete an existing item
☐ Change a retention period

Standard Number _____ Page _____ Item Number _____
 Standard Number _____ Page _____ Item Number _____

Title of Records Series in Schedule or Proposed Title: _____

Inclusive Dates of Records: _____

Proposed Retention Period: _____

Description of Records: _____

Justification for Change: _____

Requested by: _____

Signature

Title

Date

Approved by: _____

Signature

Requestor's Supervisor

Date

Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

In accordance with the provisions of N.C. Gen. Stat. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Concurred by:

Signature

Assistant Records Administrator
State Archives of North Carolina

Date

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	Email:	
County/Municipality:	Office:	
Mailing address:		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by:

Signature	Title	Date
-----------	-------	------

Approved by:

Signature	Requestor's Supervisor	Date
-----------	------------------------	------

Concurred by:

Signature	Assistant Records Administrator State Archives of North Carolina	Date
-----------	---	------

File Plan

County/Municipality					
Division		Section		Branch	

[illegible]

Related Records Series Found in Local Agency Program Schedules

In some limited cases, records series with similar names and/or functions that are created and maintained by local government entities have not been superseded by the *General Records Schedule: Local Government Agencies*. These records series are described as unique records series in one of the local program retention schedules issued separately by DNCR for use by specific local agencies. This duplication occurs when records with similar names and/or functions have different retention guidance due to statutory, legal, evidentiary, or fiscal requirements. An example of this is the accounts receivable records series. In the *General Records Schedule*, the Accounts Receivable records series has a disposition instruction of “Destroy in office 3 years after collection.” In the *Local Health Departments Schedule*, the Accounts Receivable: Clinical Services records series also includes the disposition instruction, “Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.” In both cases, the records series documents the money received by the local agency, however, the retention requirements for the Accounts Receivable: Clinical Services differ due to specific retention requirements concerning the management and dispersal of grant funds.

The purpose of this table is to provide a source for determining if the general records series item listed in the *General Records Schedule: Local Government Agencies* covers the function and/or retention requirements associated with the records created by your agency or if a specific program schedule applies. This table provides pointers to the relevant records series that can be found in one or more of the local agency program schedules.

Here’s how to use the table:

- The records series found in the left-most column are listed and described in the *General Records Schedule: Local Government Agencies* and appear in this schedule with a @ beside them.

ACCOUNTS RECEIVABLE @

Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.

- The middle column lists similar records series from one or more of the schedules that have been issued separately for use by specific local agencies.
- The right-hand column lists the local agency program schedule that includes the records series listed in the middle column. The agencies represented in the right column include, but are not limited to, local health departments, Registers of Deeds, Sheriff’s offices, local social services agencies, and tax offices.

If you need further information, please contact a Records Management Analyst.

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Accounts Receivable	Accounts Receivable: Clinical Services	Local Health Departments Schedule

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Accounts Receivable (cont.)	Accounts Receivable – Client Services	LME Schedule LME-MCO Schedule
Administrative Directives, Regulations, and Rules	State Board of Elections Numbered Memos	County Board of Elections Schedule
Audits: Financial	Clinical Record Audits	Local Health Departments Schedule
	Clinical Record Audits	LME Schedule
	Clinical Record Audits	LME-MCO Schedule
Audits: Performance	Pharmacy Audit Records	Local Health Departments Schedule
Blueprints and Specifications	Blueprints and Specifications Project Records – Core	Local Government Agencies Program Schedule
Community Awards	Student Awards and Honors Records	Local Public School Unit Schedule
Conferences and Workshops	Health Promotion Training Records	Local Health Departments Schedule
Constituent Comments, Complaints, Petitions, and Service Requests	Animal Complaint Records Illegal Dumping File Violations: Building and Housing Violations: Solid Waste Management Complaints (Law Enforcement)	Local Government Agencies Program Schedule
	Complaints	County Sheriff's Office
	Complaints: All Service Areas	County Social Services Agencies Schedule
	Animal Complaints	Local Health Departments Schedule
	Complaints File	LME Schedule
	Complaints File	LME-MCO Schedule
	School Health Provider Contracts	Local Health Departments Schedule
	Petroleum Leases Register	Register of Deeds Schedule
Disaster and Emergency Management Plans	Public Health Emergency Preparedness and Response Records	Local Health Departments Schedule
Equipment and Vehicle Maintenance, Repair, and Inspection Records	Equipment and Instrument Maintenance and Repair File	Local Health Departments Schedule
	Autopsy and Surgical Pathology: Instrument Maintenance Records	Public Hospitals Schedule
	Clinical Laboratory Records: Instrument Maintenance Records	
	Cytology Records: Instrument Maintenance Records File	
	Instrument Maintenance File	

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Grants Grants: Financial	CDBG Records CDBG Outstanding Loan Balances CDBG Subject to Reversion of Assets Provisions or Change of Use of Real Property Continuum of Care Records Emergency Solutions Grants Records Home Investment Partnerships Program Records Housing Assistance for Persons with Disabilities Housing Opportunities for Persons with AIDS Records	Local Government Agencies Program Schedule
Indices	Board of Adjustment Case Files and Indexes Conditional Use Permit Records and Index Rezoning Records and Indexes	Local Government Agencies Program Schedule
	Master Client Identification File (Master Client Index)	LME Schedule LME-MCO Schedule
	Master Patient Index	Public Hospital Schedule
	Armed Forces Discharges and Index Chattel Mortgages and Index Corporations (Incorporations) Records and Index Deeds, Record of and Index Deeds of Trust (Mortgages), Record of and Index Highway Right-of-Way Maps and Index Land Sold for Taxes and Index Merchant Returns and Index Mineral Rights Records and Index Notaries Public Records and Index Official Record Book and Index Partnerships and Assumed Names Records and Index Plats, Maps, and Index Registration of Titles (Torrens Act) and Index Surveys, Record of and Index Timber Marks and Index Vital Records: Births and Index Vital Records: Deaths and Index Vital Records: Delayed Births and Index	Register of Deeds Schedule
Inventories	Drug Inventories	Local Health Departments Schedule

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Inventories (cont.)	Drugs Inventories	Public Hospitals Schedule
Maps: All Other	Utilities: Maps (Utility Installations & Distributions)	Local Government Agencies Program Schedule
	Plats, Maps, and Index	Register of Deeds Schedule
	Maps (Utility Installations and Distributions)	Water and Sewer Authorities and Sanitary Districts Schedule
Policies and Procedures	Clinical Policies and Procedures Laboratory Procedures Manual Behavioral Health Program Policy and Procedure Records	Local Health Departments Schedule
	Laboratory Procedures/Protocol File	Public Hospitals Schedule
Poll List/Registration List/Roster/Authorization to Vote (ATV)	Poll List/Registration List/Roster/Authorization to Vote (ATV)	County Board of Elections Schedule
Projects	Appraisal Project File Project Records – Cancelled Project Records – Core Project Records – Engineering & Compliance	Local Government Agencies Program Schedule
	State Board of Elections Correspondence and Reports	County Board of Elections Schedule
	Water and Wastewater System Project Records	Waste and Sewer Authorities and Sanitary Districts Schedule
Publicity Records	Student Publicity Records	Local Public School Unit Schedule
Rate and Fee Schedules	Fee Schedules	Local Health Departments Schedule
	Fee Schedules	LME Schedule
	Fee Schedules	LME-MCO Schedule
Recordings: Customer Call Center Recordings Audio-Visual Recordings	Traffic Video Recordings and Data Law Enforcement Audio and Video Recordings Communication Records Electronic Recordings of Interrogations	Local Government Agencies Program Schedule
	Audio and Video Recordings Communication Records Electronic Recordings of Interrogations (Juvenile and Homicide)	County Sheriff's Office

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Reports and Studies	Land Development and Planning Studies and Reports Ambulance Call Reports/Patient Care Reports North Carolina Fire Incident Report Pool Records Environmental: Customer Usage Records Environmental: Discharge Monitoring Reports Environmental: Landfill Monitoring Reports Environmental: Reports Submitted to U.S. Environmental Protection Agency Utilities: Daily Water and Wastewater Facility Operators Logs Utilities: Service Interruption Records Utilities: Wastewater Maintenance Operation Reports Water Quality: Pretreatment Program Records Water Quality: Public Water Sanitary Survey Records Appraisal Reports Traffic Analysis Project Records – Core Project Records – Engineering & Compliance Alarm Call Reports Arrest Reports Chemical Analysis Records Crime Analysis Records Detention Facility Incident Reports Detention Facility Physical Force Records Incident Response Reports Inmate Death Reports Laboratory Case Records Multiple Firearms Sales Reports Multiple Firearms Sales Reports Destruction Records Traffic Accident Reports	Local Government Agencies Program Schedule
(continued on following page)		

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Reports and Studies (cont.)	Daily Store Reports	Alcoholic Beverage Control Boards Schedule
	Monthly Law Enforcement Activity Reports	
	Monthly Operating Report to Board	
	Receiving Report	
	Sales Reports	
	Stock Difference Reports	
	Weekly Warehouse Reports	
	Campaign Contribution and Expenditure Reports	County Board of Elections Schedule
	Ballot Reports	
	State Board of Elections Correspondence and Reports	
	Voter Registration Lists and Reports	
	Alarm Call Reports	County Sheriff's Office
	Arrest Reports	
	Detention Facility Incident Reports	
	DWI Reports	
Incident Response Reports		
Inmate Death Reports		
Traffic Accident Reports		
Program Time and Activity Reports	Local Health Departments Schedule	
Medicare Disbursement Reports		
Communicable Disease Reports		
Test Reports		
Adverse Drug Reaction Reports		
Intravenous Hood Performance Reports		
Medication Storage Inspection Reports		
Medicare Disbursement Reports	LME Schedule LME-MCO Schedule	
Admission/Discharge/Transfer Reports	Public Hospitals Schedule	
Communicable Disease Reports		
Call-In Reports		
Adverse Drug Reaction Reports		
Intravenous Hood Performance Reports		
Medication Storage Inspection Reports		
(continued on following page)		

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Reports and Studies (cont.)	Certified Facility Operators Logs and Reports Discharge Monitoring Reports Periodic Inspection Reports of Industrial Facilities Wastewater Maintenance Operation Reports	Waste and Sewer Authorities and Sanitary Districts Schedule
Strategic Plan	Land Development and Planning Studies and Reports Parks Planning File Comprehensive Plan and Amendments Environmental: Comprehensive Solid Waste Management Plan and Amendments Planning File (Street Maintenance)	Local Government Agencies Program Schedule

1

1099 FORMS. *SEE* TAX FORMS

A

ABOLISHED POSITIONS, 43
 ABSTRACTS OF MUNICIPAL ELECTIONS, 1
 ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE), 80
 ACCOUNTS PAYABLE, 23
 ACCOUNTS RECEIVABLE, 23
 ACCOUNTS UNCOLLECTABLE, 24
 ACCREDITATION RECORDS, 1
 ADDRESS POINTS, 38
 ADMINISTRATION AND MANAGEMENT RECORDS, 1
 ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES, 1
 ADMINISTRATIVE INVESTIGATIONS, 43
 AFFIDAVITS OF PUBLICATION, 67
 AGENCY PUBLICATIONS, 75
 AMBULANCE SERVICE BILLS AND RECORDS FOR EMERGENCY MEDICAL SERVICE. *SEE* ACCOUNTS PAYABLE
 ANNEXATION FILE, 67
 ANNUAL BUDGET, 24
 APPLICATIONS FOR EMPLOYMENT, 44
 APPRENTICESHIP PROGRAM RECORDS, 44
 APTITUDE AND SKILLS TESTING RECORDS, 45
 ARBITRAGE RECORDS, 24
 ASBESTOS MANAGEMENT PLAN. *SEE* HAZARDOUS MATERIALS MANAGEMENT
 ASBESTOS TRAINING, 45
 AUDIO-VISUAL RECORDINGS, 75
 AUDITS
 FINANCIAL, 24
 IT SYSTEMS, 61
 PERFORMANCE, 2
 AUTHENTICATIONS, 67
 AUTHORIZATION FORMS, 24

B

BANK STATEMENTS, 25
 BANK STATEMENTS AND RECONCILIATIONS, 25
 BENEFITS RECORDS, 46
 BENEFITS REIMBURSEMENT PLAN. *SEE* BENEFITS RECORDS
 BIDS FOR DISPOSAL OF PROPERTY, 25
 BIDS FOR PURCHASE, 25
 BIOGRAPHICAL DATA. *SEE* HISTORY RECORDS

INDEX

BLOODBORNE PATHOGEN TRAINING, 46
 BLUEPRINTS AND SPECIFICATIONS, 2
 BOND CLOSING RECORDS, 25
 BOND REGISTER, 26
 BONDS, 3
 BONDS, NOTES, AND COUPONS, 26
 BUDGET ADMINISTRATION RECORDS, 26
 BUDGET EXECUTION RECORDS, 26
 BUDGET REPORTS, 26
 BUDGET REQUESTS AND WORKING PAPERS, 26
 BUDGET RESOLUTIONS AND ORDINANCES, 27
 BUDGET, FISCAL, AND PAYROLL RECORDS, 23
 BULLETINS, 3
 BUSINESS CERTIFICATION RECORDS, 3
 BUSINESS DEVELOPMENT SUBJECT FILE, 3

C

CALENDARS OF EVENTS AND APPOINTMENTS, 3
 CALL CENTER RECORDINGS. *SEE* CUSTOMER CALL CENTER RECORDINGS
 CANCELED CHECKS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
 CASH REPORTS. *SEE* ACCOUNTS RECEIVABLE
 CENSUS PROJECT RECORDS, 3
 CHARTER RECORDS, 4
 CHECK REGISTERS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
 CHECK STUBS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
 CITIZEN COMPLAINTS. *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
 CIVIL RIGHTS CASE RECORDS, 68
 CIVIL RIGHTS RECORDS, 69
 COLLECTED DATA, 4
 COMMUNITY AWARDS, 75
 COMPLAINTS (CONSTITUENTS). *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
 COMPUTER AND NETWORK USAGE RECORDS, 61
 CONDEMNATION RECORDS, 69
 CONFERENCES AND WORKSHOPS, 76
 CONFLICTS OF COMMITMENT, 70
 CONFLICTS OF INTEREST, 70
 CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, 5
 CONSTITUENT SURVEYS, 5
 CONTRACT BUDGET REPORTS, 26
 CONTRACT WORKER RECORDS, 57
 CONTRACTS, LEASES, AND AGREEMENTS, 70

CORE DATA (GIS RECORDS). *SEE* GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA
 CORPORATE LIMITS, 38
 CORRESPONDENCE (LEGAL), 72
 CORRESPONDENCE AND MEMORANDA, 6
 COST ALLOCATION PLANS, 27
 CREDIT/DEBIT/PROCUREMENT CARD RECORDS, 27
 CUSTOMER CALL CENTER RECORDINGS, 6

D

DAILY DETAIL REPORTS. *SEE* BUDGET REPORTS
 DATA DOCUMENTATION (METADATA) (GIS RECORDS). *SEE* GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)
 DATA DOCUMENTATION RECORDS, 61
 DATA MIGRATION RECORDS, 62
 DATA WAREHOUSES, 62
 DEBIT CARD PAYMENTS. *SEE* PAYMENT CARD DATA
 DEBT FINANCING. *SEE* LOAN RECORDS
 DECLARATORY RULINGS, 70
 DELEGATION OF AUTHORITY RECORDS, 71
 DEPOSITS. *SEE* ACCOUNTS RECEIVABLE
 DESTRUCTIONS LOG, 10
 DETAIL REPORT. *SEE* FINANCIAL REPORTS
 DIGITIZATION AND SCANNING RECORDS, 62
 DIRECT DEPOSIT FORMS. *SEE* ELECTRONIC FUNDS TRANSFERS
 DIRECTORIES, ROSTERS, OR INDICES, EMPLOYEE, 46
 DISABILITY SALARY CONTINUATION CLAIMS, 47
 DISASTER AND EMERGENCY MANAGEMENT PLANS, 81
 DISASTER RECOVERY, 81
 DISCIPLINARY ACTIONS, 47
 DONATIONS AND SOLICITATIONS, 27
 DRUG AND ALCOHOL PROGRAMS FILE. *SEE* EMPLOYEE ASSISTANCE PROGRAMS
 DUAL EMPLOYMENT, 48

E

EASEMENTS AND RIGHT-OF-WAY AGREEMENTS, 71
 EDUCATIONAL ASSISTANCE, EMPLOYEE, 48
 EDUCATIONAL LEAVE AND REIMBURSEMENT, 48
 EDUCATIONAL MATERIALS, 76
 EDUCATIONAL RECORDS, EMPLOYEE, 58
 ELECTRONIC FUNDS TRANSFERS, 27
 ELECTRONIC RECORDS POLICIES AND PROCEDURES, 62
 EMERGENCY DRILLS AND EQUIPMENT RECORDS, 81
 EMERGENCY NOTIFICATIONS, 81
 EMPLOYEE ASSISTANCE PROGRAMS, 48

EMPLOYMENT ELIGIBILITY RECORDS, 49
 EMPLOYMENT SELECTION RECORDS, 49
 ENCROACHMENTS, 71
 EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS, 6
 EQUIPMENT INVENTORIES, 10
 EQUIPMENT REFERENCE RECORDS, 7
 EQUIPMENT USAGE RECORDS, 7
 ESCHEATS AND UNCLAIMED PROPERTY, 28
 EXIT INTERVIEW RECORDS, EMPLOYEE, 50
 EXPENDITURE REPORTS. *SEE* BUDGET REPORTS
 EXPUNCTIONS, 71
 EXTRATERRITORIAL JURISDICTIONS, 39

F

FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS, 7
 FACILITY SERVICE AND MAINTENANCE AGREEMENTS. *SEE* CONTRACTS, LEASES, AND AGREEMENTS
 FACILITY USAGE RECORDS, 7
 FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, 50
 FEE SCHEDULES, 17
 FILE PLAN, 22
 FINANCIAL JOURNALS AND LEDGERS, 28
 FINANCIAL REPORTS, 28
 FIRE EXTINGUISHER RECORDS. *SEE* EMERGENCY DRILLS AND EQUIPMENT RECORDS
 FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS, 82
 FIXED ASSETS. *SEE* INVENTORIES
 FIXED NUCLEAR FACILITIES PLANS FILE, 82
 FORMS AND TEMPLATES, 7
 FUEL OIL STORAGE TANK RECORDS, 82
 FUND DRIVE AND EVENT RECORDS, 76

G

GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA, 36
 GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA), 36
 GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES, 37
 GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS, 37
 GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS, 37
 GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS, 37
 GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS, 36

GOVERNING AND ADVISORY BODY MEMBER FILES.
SEE PUBLIC BODIES: \MEMBER FILES
 GOVERNMENT EMPLOYEES RETIREMENT SYSTEM
 MONTHLY REPORTS, 28
 GRANT PROPOSALS, 8
 GRANTS, 8
 FINANCIAL, 29
 GRIEVANCES, 51

H

HAZARDOUS MATERIALS MANAGEMENT, 83
 HAZARDOUS MATERIALS TRAINING RECORDS, 51
 HEALTH CERTIFICATES, EMPLOYEE. *SEE* MEDICAL
 RECORDS
 HISTORICAL DESIGNATIONS RECORDS, 9
 HISTORY RECORDS (AGENCY AND EMPLOYEES, 9

I

I-9 FORMS. *SEE* EMPLOYMENT ELIGIBILITY RECORDS
 IMAGING RECORDS, 62
 IMPROPER CONDUCT INVESTIGATIONS, 9
 INDICES, 9
 INFORMATION TECHNOLOGY (IT) RECORDS, 61
 INFORMATION TECHNOLOGY ASSISTANCE RECORDS,
 63
 INSPECTION RECORDS. *SEE* EQUIPMENT AND
 VEHICLE MAINTENANCE, REPAIR, AND
 INSPECTION RECORDS
 INSPECTION RECORDS, FACILITY, 7
 INSURANCE POLICIES, 84
 INTERAGENCY PROGRAMS, 9
 INTERNAL STANDARDS AND PROCEDURES (GIS
 RECORDS) \T, 37
 INTERNSHIP PROGRAM, 51
 INVENTORIES, 10
 INVESTIGATION AND HEARING RECORDS, 72
 INVESTMENTS, 29
 INVITATIONS, 77
 INVOICES. *SEE* ACCOUNTS PAYABLE
 IT DISASTER PREPAREDNESS AND RECOVERY PLANS.
 SEE DISASTER AND EMERGENCY MANAGEMENT
 PLANS

L

LAND OWNERSHIP RECORDS, 72
 LAW ENFORCEMENT TRAINING, 51
 LEAVE RECORDS, 52
 LEGAL OPINIONS, 72
 LEGAL RECORDS, 67
 LEGAL REVIEW RECORDS, 72

LEGISLATION AND REGULATORY RECORDS, 10
 LGERS MONTHLY REPORTS. *SEE* GOVERNMENT
 EMPLOYEES RETIREMENT SYSTEM MONTHLY
 REPORTS
 LITIGATION CASE RECORDS, 73
 LOAN RECORDS, 30
 LOCAL GOVERNMENT COMMISSION FINANCIAL
 STATEMENTS, 30
 LOGISTICS MATERIALS, 10
 LONGEVITY PAY, 30
 LOSS CONTROL INSPECTION REPORTS, 84
 LOST, STOLEN, OR DAMAGED PROPERTY REPORTS,
 84

M

MAIL, UNDELIVERABLE/RETURNED, 10
 MAILING AND DISTRIBUTION RECORDS, 10
 MAINTENANCE RECORDS. *SEE* EQUIPMENT AND
 VEHICLE MAINTENANCE, REPAIR, AND
 INSPECTION RECORDS
 MAINTENANCE RECORDS, FACILITY, 7
 MANAGEMENT STUDIES. *SEE* REPORTS AND STUDIES
 MAPPING PROJECT RECORDS, 40
 MAPS
 \ALL OTHER, 42
 \PARCEL, 41
 \PARKS, 41
 MAPS (PAPER). *SEE* MAPS: ALL OTHER
 MEDIA FILE, 77
 MEDICAL RECORDS, EMPLOYEE, 52
 MEMBERSHIP RECORDS, 11
 METADATA (GIS RECORDS). *SEE* GEOGRAPHIC
 INFORMATION SYSTEM (GIS) DATA
 DOCUMENTATION (METADATA)
 MILITARY LEAVE, 53
 MINUTES OF PUBLIC BODIES. *SEE* PUBLIC BODIES:
 MINUTES
 MISCELLANEOUS (NON-BUILDING) APPLICATIONS,
 LICENSES, AND PERMITS, 11
 MONITORING RECORDS (GIS RECORDS). *SEE*
 GEOGRAPHIC INFORMATION SYSTEM (GIS)
 MONITORING RECORDS

N

NATIONAL FLOOD INSURANCE PROGRAM RECORDS,
 84
 NETWORK AND SYSTEM SECURITY RECORDS, 63
 NETWORK DIAGRAMS, 63
 NEWSPAPER CLIPPINGS. *SEE* HISTORY RECORDS
 NOTICES OF PUBLIC MEETINGS. *SEE* PUBLIC BODIES:
 \MEETING NOTICES

O

OATHS OF OFFICE, 73
 OCCUPATIONAL SAFETY AND HEALTH
 ADMINISTRATION (OSHA), 85
 OFFICE AND PROPERTY SECURITY RECORDS, 11
 OPERATIONAL RECORDS (GIS RECORDS). *SEE*
 GEOGRAPHIC INFORMATION SYSTEM (GIS)
 OPERATIONAL RECORDS
 ORDINANCE DEVELOPMENT RECORDS, 12
 ORDINANCES, 12
 ORTHOIMAGERY, 39
 OSHA, 85

P

PARKING. *SEE* SECURITY RECORDS, EMPLOYEE
 PAYMENT CARD DATA, 30
 PAYROLL AND EARNINGS RECORDS, 31
 PAYROLL DEDUCTION RECORDS, 32
 PENSION PLAN ENROLLMENT FORMS, EMPLOYEE.
SEE RETIREMENT RECORDS
 PERFORMANCE REVIEWS, EMPLOYEE, 53
 PERMISSIONS, 73
 PERSONNEL ACTION NOTICES, 53
 PERSONNEL RECORDS, 43
 PERSONNEL RECORDS (OFFICIAL COPY), 54
 PERSONNEL RECORDS (SUPERVISOR COPY), 54
 PEST CONTROL, 12
 PETITIONS (CONSTITUENT). *SEE* CONSTITUENT
 COMMENTS, COMPLAINTS, PETITIONS, AND
 SERVICE REQUESTS
 PETTY CASH. *SEE* ACCOUNTS RECEIVABLE
 PHONE LOGS, 12
 POLICIES AND PROCEDURES, 13
 POLICIES AND PROCEDURES (PERSONNEL), 55
 POLL LIST, 13
 POLYGRAPH RECORDS, EMPLOYEE, 55
 POPULAR ANNUAL FINANCE REPORT, 77
 POSITION CLASSIFICATION, 56
 POSITION CONTROL, 56
 POSITION DESCRIPTIONS, 56
 POSITION EVALUATIONS, 56
 POSITION HISTORY, 56
 POSITION REQUISITION AND ANALYSIS RECORDS.
SEE POSITION CLASIFICATION, CONTROL, AND
 HISTORY
 POWELL BILL RECORDS, 32
 PRE-TRIAL RELEASE PROGRAM RECORDS, 74
 PRICE QUOTATIONS, 13
 PROCEDURES (GIS RECORDS). *SEE* GEOGRAPHIC
 INFORMATION SYSTEM (GIS) INTERNAL
 STANDARDS AND PROCEDURES

PROCLAMATIONS AND ORDERS, 14
 PROJECT DOCUMENTATION (INFORMATION
 TECHNOLOGY), 64
 PROJECT RECORDS (GIS RECORDS). *SEE* GEOGRAPHIC
 INFORMATION SYSTEM (GIS) PROJECT RECORDS
 PROJECTS, 14
 PROPERTY INVENTORIES, 10
 PROPERTY MANAGEMENT RECORDS, 14
 PUBLIC BODIES
 \AGENDA AND MEETING PACKETS, 15
 \APPLICATIONS FOR APPOINTMENT, 15
 \APPOINTMENT REPORTS, 15
 \AUDIO AND VIDEO RECORDINGS OF MEETINGS,
 15
 \CORRESPONDENCE, 16
 \MEETING NOTICES, 16
 \MEMBER FILES, 16
 \MINUTES, 17
 PUBLIC HEARINGS, 77
 PUBLIC RECORDS REQUESTS, 78
 PUBLIC RELATIONS RECORDS, 75
 PUBLICATIONS RECEIVED. *SEE* REFERENCE (READING)
 FILE
 PUBLICITY RECORDS, 78
 PURCHASE ORDERS, 32

Q

QUALIFIED PRODUCTS LISTS, 32

R

RATE SCHEDULES, 17
 REBATE PROGRAM RECORDS, 18
 RECONCILIATIONS (FINANCIAL), 25
 RECORDS BACKUPS, SYSTEM MAINTENANCE
 RECORDS, 65
 RECORDS MANAGEMENT, 18
 RECRUITMENT RECORDS, 56
 REFERENCE (READING) FILE, 18
 REFUND REPORTS. *SEE* FINANCIAL REPORTS
 REGULATORY RECORDS (EXTERNAL). *SEE*
 LEGISLATION AND REGULATORY RECORDS
 RELEASE FORMS, 74
 REPAIR RECORDS. *SEE* EQUIPMENT AND VEHICLE
 MAINTENANCE, REPAIR, AND INSPECTION
 RECORDS
 REPAIR RECORDS, FACILITY, 7
 REPORTS AND STUDIES, 19
 REQUEST FOR CHANGE IN LOCAL GOVERNMENT
 RECORDS SCHEDULE, 19
 REQUEST FOR DISPOSAL OF ORIGINAL RECORDS
 DUPLICATED BY ELECTRONIC MEANS, 21

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS, 20
 REQUESTS FOR INFORMATION, 20
 REQUESTS FOR PROPOSALS, 20
 REQUISITIONS, 33
 RESOLUTION DEVELOPMENT RECORDS, 20
 RESOLUTIONS, 20
 RESPIRATOR PROGRAM RECORDS. *SEE* EMERGENCY DRILLS AND EQUIPMENT RECORDS
 RETIREMENT RECORDS, EMPLOYEE, 57
 RETURNED CHECKS. *SEE* ACCOUNTS UNCOLLECTABLE
 RISK MANAGEMENT RECORDS, 80

S

SAFETY DATA SHEETS, 85
 SALES AND USE TAX REPORTS. *SEE* TAX RETURNS
 SALES INFORMATION. *SEE* ACCOUNTS RECEIVABLE
 SCANNING RECORDS. *SEE* DIGITIZATION AND SCANNING RECORDS
 SCHOLARSHIP RECORDS, 33
 SEASONAL WORKER RECORDS, 57
 SECONDARY EMPLOYMENT, 57
 SECURITY RECORDS, EMPLOYEE, 82
 SECURITY VIDEO RECORDINGS. *SEE* OFFICE AND PROPERTY SECURITY RECORDS
 SELF-INSURER CERTIFICATIONS. *SEE* INSURANCE POLICIES
 SERVICE AWARDS AND COMMENDATIONS, 58
 SERVICE REQUESTS (CONSTITUENT). *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
 SETTLEMENTS, 74
 SHIFT PREMIUM PAY, 33
 SOCIAL MEDIA, 78, 12
 SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, 64
 SPACE NEED STUDIES. *SEE* REPORTS AND STUDIES
 SPECIAL EVENT RECORDS. *SEE* FUND DRIVE AND EVENT RECORDS
 SPEECHES, 78
 STAFF MEETINGS FILE, 21
 STANDARDS (GIS RECORDS), 37
 STATE AND OTHER COUNTY PROGRAMS. *SEE* REFERENCE (READING) FILE
 STATE OF EMERGENCY, 80
 STATEMENTS OF BACK PAY, 33
 STOLEN PROPERTY REPORTS, 84
 STRATEGIC PLAN, 21
 STREET CENTERLINE, 40
 SUGGESTIONS, EMPLOYEE, 58
 SURPLUS PROPERTY, 21
 SURVEYS, EMPLOYEE, 58

SYSTEM ACCESS RECORDS (INFORMATION TECHNOLOGY), 64
 SYSTEM DOCUMENTATION RECORDS, 64
 SYSTEM MAINTENANCE RECORDS
 \HARDWARE REPAIR OR SERVICE, 65
 \RECORDS BACKUPS, 65

T

TAX FORMS, 34
 TAX RETURNS, 34
 TECHNICAL PROGRAM DOCUMENTATION, 65
 TEMPORARY EMPLOYEE RECORDS. *SEE* PERSONNEL RECORDS (OFFICIAL COPY)
 TEXT MESSAGES, 12
 TIME SHEETS, CARDS, AND ATTENDANCE RECORDS, 34
 TRACKING MATERIALS, 21
 TRAINING RECORDS, EMPLOYEE, 58
 TRAVEL REIMBURSEMENTS, 35
 TRAVEL REQUESTS, 22
 TSERS MONTHLY REPORTS. *SEE* GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS

U

UNEMPLOYMENT COMPENSATION CLAIMS, 59
 UNEMPLOYMENT COMPENSATION REPORTS, 59
 UNEMPLOYMENT INSURANCE, 59
 UTILITY USAGE LOG. *SEE* EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS
 UTILITY USAGE LOGS. *SEE* PHONE LOGS
 UTILITY USAGE LOGS AND BILLS. *SEE* ACCOUNTS PAYABLE

V

VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS. *SEE* EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS
 VEHICLE MILEAGE LOG. *SEE* EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS
 VEHICLE REFERENCE RECORDS, 7
 VEHICLE REGISTRATION CARDS, 22
 VEHICLE TITLES, 74
 VEHICLE USAGE RECORDS, 7
 VENDORS, 35
 VERIFICATION OF EMPLOYMENT RECORDS, 59
 VETERANS COMMISSION QUARTERLY REPORTS. *SEE* REPORTS AND STUDIES
 VOIP RECORDS, 66

VOLUNTEER RECORDS, 59
 VOUCHERS. *SEE* ACCOUNTS RECEIVABLE

W

W-2 FORMS. *SEE* TAX FORMS
 W-4 FORMS. *SEE* TAX FORMS
 WARRANTIES. *SEE* EQUIPMENT AND VEHICLE
 MAINTENANCE, REPAIR, AND INSPECTION
 RECORDS
 WEB MANAGEMENT AND OPERATIONS RECORDS
 STRUCTURE, 66
 WEBSITE (ELECTRONIC), 79
 WORK ORDERS, 22

WORK SCHEDULES AND ASSIGNMENT RECORDS,
 EMPLOYEE, 60
 WORKERS' COMPENSATION PROGRAM
 ADMINISTRATION, 60
 WORKERS' COMPENSATION PROGRAM CLAIMS, 60
 WORKFORCE DEVELOPMENT
 \LOCAL AREA JOB TRAINING PLAN RECORDS, 86
 WORKFORCE DEVELOPMENT
 \AUDIT/AUDIT RESOLUTIONS, 86
 WORKFORCE DEVELOPMENT
 \PARTICIPANT RECORDS, 86
 WORKFORCE DEVELOPMENT RECORDS, 86
 WORKSHOPS, 76

RECORDS RETENTION AND DISPOSITION SCHEDULE

PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

<u>Approval</u>	iv
Front Matter	
<u>Executive Summary</u>	v
<u>Legend for Records Schedule</u>	vi
Records Retention and Disposition Schedule	
<u>Standard 10: Airport Authority Records</u>	1
<u>Standard 11: Animal Services Records</u>	3
<u>Standard 12: Code Enforcement and Inspection Records</u>	5
<u>Standard 13: Emergency Medical Services and Fire Department Records</u>	12
<u>Standard 14: Parks and Recreation Records</u>	16
<u>Standard 15: Planning and Regulation of Development Records</u>	19
<u>Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records</u>	25
<u>Standard 17: Public Transportation Systems Records</u>	31
<u>Standard 18: Public Utilities and Environmental/Waste Management Records</u>	34
<u>Standard 19: Street Maintenance, Public Works, and Engineering Records</u>	46
<u>Standard 20: Law Enforcement Records (excluding Sheriff's Office)</u>	53
<u>Standard 21: Tax Records (for municipalities)</u>	73
Appendix	
<u>Managing Public Records in North Carolina</u>	A-1
<u>Audits, Litigation, and Other Official Actions</u>	A-5
<u>Transitory Records</u>	A-6
<u>Destruction of Public Records</u>	A-8
<u>Sample Destructions Log</u>	A-10
<u>Electronic Records: E-mail, Born Digital Records, and Digital Imaging</u>	A-11
<u>Geospatial Records</u>	A-13
<u>Security Preservation Record Copies</u>	A-15
<u>Disaster Assistance</u>	A-17
<u>Staff Training</u>	A-18
Request Forms	
<u>Request for Change in Records Schedule</u>	A-19
<u>Request for Disposal of Unscheduled Records</u>	A-20
<u>Request for Disposal of Original Records Duplicated by Electronic Means</u>	A-21
<u>File Plan</u>	A-22
<u>Index</u>	A-23

Program Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

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.

Destructions

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

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.

Electronic Records

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.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, N.C. Gen. Stat. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

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*.”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.


Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

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. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

² Ibid.

APPROVAL RECOMMENDED


Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

County/Municipality: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the *General Records Schedule: Local Government Agencies* and, therefore, are not listed separately here.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only 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 approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.
- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) (page A-19) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or Includes confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page A-5.

STANDARD 10: PROGRAM OPERATIONAL RECORDS – AIRPORT AUTHORITY RECORDS

Official records and materials created and accumulated incidental to the operation of a county or municipal airport.

ITEM #	STANDARD 10: AIRPORT AUTHORITY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.01	ACCESS CONTROL RECORDS Records concerning employee or contractor access to facilities or resources.	Destroy in office 1 year after expiration.	
10.02	AIR SPACE CONSTRUCTION Applications to construct structures which may obstruct flight space. Includes correspondence and related records.	Destroy in office after 5 years.	
10.03	AIRFIELD INSPECTION Records concerning airfield inspections on runway conditions, fueling agents, fire and rescue facilities, ground vehicle control and other airport condition information.	Destroy in office after 1 year.	Authority/Retention: 14 CFR 139.301
10.04	AIRPORT MASTER RECORD Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports.	Destroy in office when superseded or obsolete.	



ITEM #	STANDARD 10: AIRPORT AUTHORITY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.05	LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
10.06	RADIO LOGS Records of radio calls received and placed.	Destroy in office after 1 year.	

STANDARD 11: PROGRAM OPERATIONAL RECORDS – ANIMAL SERVICES RECORDS

Records created and received during the conduct of animal services programs.

NOTE: Some records are covered by General Records Schedule: Local Government Agencies and, therefore, are not listed separately here. See Reference (Reading) File and Reports and Studies (Administration and Management Records).


ITEM #	STANDARD 11: ANIMAL SERVICES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.01	ANIMAL ABUSE AND CRUELTY RECORDS Includes complaints, citations and/or compliance orders, and other related records.	Destroy in office after 5 years.*	See G.S. 14-360 for definition of animal cruelty.
11.02	ANIMAL COMPLAINT RECORDS Includes complaints of animal nuisances.	Destroy in office after 3 years.*	
11.03	ANIMAL CONTROL RECORDS Records of animal control calls. Includes information regarding animal bites, animals received from residents, strays caught, animals taken to shelter or returned to owner, use of tranquilizer guns, and other related records. Also includes citations and/or compliance orders issued to animal owners for violations of government ordinances.	a) Destroy in office records concerning dangerous animals when known dead or after 10 years. b) Destroy in office animal control citations and compliance orders after 3 years.* c) Destroy in office remaining records after 1 year.	

ITEM #	STANDARD 11: ANIMAL SERVICES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.04 	ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals. Includes owner and animal information and record of fees paid.	Destroy in office after 3 years.*	Confidentiality: G.S. 132-1.2 (2)
11.05 	ANIMAL SHELTER RECORDS Records of animals impounded at the shelter, including date of impoundment, length of impoundment, disposition of animal, and any other information required by rules adopted by the State Board of Agriculture. Also includes certificates of animal release (e.g., adoption, reclaim, transfer, return to field) and owner contact records.	Destroy in office 3 years after date of impoundment.	Authority/Retention: G.S. 19A-32.1(j) Confidentiality (for specific counties): G.S. 132-1.15
11.06	CONTROLLED SUBSTANCE EUTHANASIA LOG Includes amount of controlled substances used.	Destroy in office after 2 years.	Retention: 21 CFR 1304.04
11.07	HISTORIES OF PET OWNERS Records concerning information for each animal owner who violates government ordinances. Includes complaint forms and other related records.	Destroy in office after 3 years.*	
11.08	RABIES VACCINATION RECORDS Includes rabies vaccination certificates submitted to agency by area veterinarians.	Destroy in office after 3 years.	Authority: G.S. 130A-189

STANDARD 12: PROGRAM OPERATIONAL RECORDS – CODE ENFORCEMENT AND INSPECTION RECORDS


Official records and materials created and accumulated during the conduct of local government code enforcement and inspection programs.

NOTE: Some records are covered by the General Records Schedule: Local Government Agencies and, therefore, are not listed separately here.

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.01	AIR POLLUTION SOURCE INFORMATION Includes records for facilities which are no longer operational.	Destroy in office after 2 years.*	
12.02	 BLUEPRINTS AND SPECIFICATIONS Records concerning blueprints and specifications of local government owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. Includes as-built plans and related records concerning approved changes or used in determining code compliance and enforcement of building code. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain agency blueprints and specifications for life of structure. b) Destroy in office commercial blueprints and specifications 1 year after completion of project. c) Destroy in office residential blueprints and specifications when reference value ends.± Agency Policy: Destroy in office after <u>life of structure</u>	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.03	BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS Records documenting applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Includes permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, correspondence (including e-mail), and contractor change forms.	a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive). b) Destroy in office Certificate of Occupancy 6 years after permit is expired. c) Destroy in office remaining records, including applications for which a permit was never issued, when reference value ends.± Agency Policy: Destroy in office after <u>6 years</u>	
12.04	CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS Records concerning decontamination compliance.	Destroy in office 3 years after documented decontamination is complete.	
12.05	DROUGHT CONTINGENCY PLANS Includes water conservation plans in the event of a drought.	Destroy in office when superseded or obsolete.	
12.06	EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES Includes settled legal matters and penalties. SEE ALSO: Violations: Building and Housing, below.	Destroy in office 6 years after settlement.*	

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.07	EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans as well as revisions and addenda.	a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years.	
12.08	EXEMPTION (VARIANCE) RECORDS Records concerning exemptions and variances concerned with the installation of water, sewer, gas, or electric lines.	a) Destroy in office 5 years after expiration.* b) Destroy in office records for which an exemption or variance was not issued after 3 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.09	GOING-OUT-OF-BUSINESS LICENSES Records concerning licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year expiration.	
12.10	GROUNDWATER MONITORING RECORDS Includes all groundwater monitoring wells and associated groundwater surface elevations.	Destroy in office after 5 years.*	Authority: 15 NCAC 2C .0100
12.11	ILLEGAL DUMPING FILE Records concerning illegal dumping complaints received. SEE ALSO: Violations: Solid Waste Management, below.	Destroy in office after 5 years.*	
12.12	INSPECTIONS Inspections conducted by local government agencies concerning enforcement of state and local laws, codes, and ordinances.	Destroy in office after 6 years.*	

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.13	LEAD AND COPPER COMPLIANCE RECORDS Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years.*	Retention: 40 CFR 141.91
12.14	LANDFILL TONNAGE AND COST FILE	Destroy in office after the 5 year reporting period is complete.	
12.15	PERMITS: CONSTRUCTION Records documenting applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Miscellaneous (Non-Building) Applications, Licenses, and Permits (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>6 years</u>	
12.16 	PERMITS: PUBLIC UTILITIES PROJECTS Records documenting permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.	a) Retain in office approval letters and supporting documentation permanently. b) Destroy in office permits 6 years after expiration, cancellation, revocation, or denial.*	Authority: 40 CFR 122.28 15A NCAC 18C .0300 Confidentiality: 15A NCAC 02H .0115

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.17	RECREATIONAL VEHICLE REGISTRATION RECORDS Records concerning issuance of registrations/decals for recreational vehicles. Includes, but is not limited to, golf carts, canoes, and mopeds as well as proof of insurance and renewals.	Destroy in office 1 year after expiration.*	
12.18	UNSAFE BUILDINGS FILE Records documenting inspections and notifications to owners of unsafe conditions relative to a particular structure. SEE ALSO: Violations: Building and Housing, below.	Destroy in office after 6 years provided all issues have been resolved.*	
12.19	VALVE OPERATION FILE	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>3 years, if generated</u>	
12.20	VIOLATIONS: BUILDING AND HOUSING Records documenting violations of building and fire code, minimum housing, and erosion and sediment control. Includes complaints, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. SEE ALSO: Water Analysis, below.	a) Destroy building code violations in office 6 years after verification of correction. b) Destroy remaining records in office 3 years after verification of correction.*	



ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.21	VIOLATIONS: SOLID WASTE MANAGEMENT Includes complaints, notices of violations, citations, investigation records, court documents, and other related records issued by solid waste environmental enforcement programs.	Destroy in office 7 years after resolution of case.*	
12.22	VIOLATIONS: WATER CONSERVATION Records concerning notices of water conservation violations.	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>3 years, if generated</u>	
12.23	WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS	Destroy in office after 5 years.*	Authority: 15A NCAC 2B .0505
12.24	WASTEWATER QUALITY ANALYSIS RECORDS	a) Destroy in office analysis reports after 3 years.* b) Destroy in office monitoring and calculation sheets after 1 year.*	Authority: 15A NCAC 2B .0505


ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.25	WATER ANALYSIS Records concerning bacteriological, chemical, radiological, and physical analyses and climatological observations as well as records of actions taken to correct violations. SEE ALSO: Violations: Building and Housing and Violations: Water Conservations, above.	a) Destroy in office records of chemical and radiological analysis after 10 years. b) Destroy in office records of bacteriological and turbidity analysis after 5 years. c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken. d) Destroy in office remaining records after 5 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.26	WATER SYSTEM OPERATIONS RECORDS Records concerning the operations of water supply, treatment, distribution, and collection. Includes backflow prevention reports, flow reports, capacity studies, pump station reports, and similar records that summarize	Destroy in office after 10 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.27	WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE	Destroy in office after 5 years.*	


STANDARD 13: PROGRAM OPERATIONAL RECORDS – EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS


Official records documenting the primary functions of emergency services programs and fire departments.

Footage from body-worn cameras is scheduled by the content captured or the purpose of the footage rather than by its format. Recordings may fit under FIRE INVESTIGATION CASE FILES, DISPATCH RECORDS AND RECORDINGS, PUBLICITY RECORDS (General Schedule), TRAINING AND EDUCATIONAL RECORDS (General Schedule), and other items as appropriate. Footage is only confidential if it fits within an item where confidentiality is conferred by state or federal statute.

ITEM #	STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.01 	911 COMMUNICATION RECORDS AND RECORDINGS Records documenting any communications made by the public with 911. Includes transcripts and recordings of 911 calls received, transcripts of text messages received by 911, and computer-aided dispatch (CAD) reports. SEE ALSO: Dispatch Records and Recordings, below AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS)	Destroy in office after 30 days, if not made part of a case file.*	Confidentiality: G.S. 132-1.5 G.S. 132-1.4(c)(4) Retention: G.S. 132-1.4(i)
13.02 	AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR) Records concerning equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc.	a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy original in office after 3 years.*	Confidentiality: G.S. 130A-12

ITEM #	STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.03	BUILDING AND FIRE SAFETY SYSTEM PLANS Records concerning plans and fire safety systems of commercial, industrial, and government-owned properties.	Destroy in office when superseded or obsolete.	
13.04	 DISPATCH RECORDS AND RECORDINGS Records and recordings concerning activities during an emergency services dispatch. Includes company run reports and fire journals as well as ambulance dispatch and service run records. Also includes footage from body-worn cameras of EMS and Fire Department personnel when responding to an emergency if not otherwise included in a separate item. SEE ALSO: 911 Communication Records and Recordings, above AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS).	Destroy in office after 30 days, if not made part of a case file.*	Confidentiality: G.S. 132-1.4 G.S. 143-518 45 CFR 164.501 42 U.S.C. 1395x
13.05	FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE Records documenting licenses and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
13.06	FIRE DISPATCH FILE Records concerning fire dispatch zones. Includes maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	


ITEM #	STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.07	FIRE INVESTIGATION CASE FILES Records concerning investigations of fire. Includes reports, photographs, evidence, and other related records.  SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Case File: Felonies AND Case File: Misdemeanors (STANDARD 20: LAW ENFORCEMENT RECORDS).	a) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.* b) Destroy in office after 10 years when arson is involved.* c) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs.*	Confidentiality: G.S. 132-1.4
13.08	FIRE SAFETY INSPECTIONS AND PERMITS Records documenting inspections of and permits issued for fire protection measures and procedures for systems and buildings.	a) Destroy in office inspections with no defects after 3 years. b) Destroy in office inspections with noted defects 3 years after defects are corrected.* c) Destroy in office permits 3 years after expiration.	
13.09	NORTH CAROLINA FIRE INCIDENT REPORT Includes report required by state statute to document certain fire incidents. <i>For retention of copies of fire incident reports filed with other agencies, see: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Reports (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</i>	Retain original report permanently.	Authority/Retention: G.S. 58-79-45

<i>ITEM #</i>	<i>STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
13.10 	PHARMACEUTICAL AND NARCOTICS RECORDS Records documenting the administration of pharmaceuticals and narcotics to patients as required by the Drug Enforcement Agency.	Destroy in office after 3 years.*	Authority: 21 CFR 1310.03 Confidentiality: G.S. 130A-12 Retention: 21 CFR 1310.04

STANDARD 14: PROGRAM OPERATIONAL RECORDS – PARKS AND RECREATION RECORDS

Records created and received by Parks and Recreation departments.

ITEM #	STANDARD 14: PARKS AND RECREATION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.01	ADMISSION RECORDS Records of admissions to parks or recreation facilities.	Destroy in office after 3 years.*	
14.02	CITATIONS RECORDS Citations issued by park personnel to persons who violate park rules and regulations.	Destroy in office after 2 years.	
14.03	OFFICIALS FILE Records concerning individuals who officiate games. Includes schedule and correspondence (including e-mail). SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) or Seasonal and Contract Worker Records (STANDARD 4: HUMAN RESOURCES RECORDS) for disposition of payment records.	Destroy in office after 3 years.	

ITEM #	STANDARD 14: PARKS AND RECREATION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.04	<p>PARKS PLANNING FILE Records concerning master plans and working plans for each park property and recreational facility which show layout, topography, and proposed developments and improvements. Includes drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS) AND GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Parks (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS (GIS) RECORDS).</p>	<p>a) If an element of the Strategic Plan, destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u></p> <p>b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.</p>	
14.05	<p>POOL RECORDS Records concerning monthly reports indicating operational data, chemicals used, chlorination levels and other information relating to pool construction, maintenance, and health and safety.</p>	Destroy in office after 1 year.	
14.06	<p>RECREATION PROGRAMS Records concerning athletic and recreation programs. Includes staff notes, lesson plans, course descriptions, instruction manuals, schedules, team rosters, reservation records, copies of receipts for fees paid, age verification records, and concession operators list.</p> 	<p>a) Destroy in office program records after 3 years.</p> <p>b) Destroy age verification records when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u></p>	Confidentiality: G.S. 132-1.12

<i>ITEM #</i>	<i>STANDARD 14: PARKS AND RECREATION RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
14.07	TICKET STUBS	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>1 year</u>	

STANDARD 15: PROGRAM OPERATIONAL RECORDS – PLANNING AND REGULATION OF DEVELOPMENT RECORDS

Official records and materials created and accumulated during the conduct of local government planning, regulation of development, and zoning programs.

Community Development Block Grants (CDBG) records are found in Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records.

NOTE: Some records are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here.

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.01	BOARD OF ADJUSTMENT CASE FILES AND INDEXES Cases submitted to the board requesting variances from current zoning ordinances. Includes indexes to cases reviewed by the board.	a) Retain indices in office permanently. b) Destroy in office case files after 6 years.*	Retention: G.S. 1-50(5)

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.02	CERTIFICATES OF APPROPRIATENESS Certificates submitted by the Historic Preservation Commission allowing alterations to exterior portions of building and structures on or within historic landmarks and districts. Includes applications and other related records.	a) Retain in office certificates for life of structure and then destroy. b) Destroy in office denied applications when reference value ends. ± Agency Policy: Destroy in office after <u>6 years</u> c) Destroy in office remaining records when reference value ends. ± Agency Policy: Destroy in office after <u>6 years</u>	Authority: G.S. 160A-400.9
15.03	COMPREHENSIVE PLAN AND AMENDMENTS Official copies of comprehensive plan and all background surveys, studies, reports, draft versions of plans, and supporting documentation. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently adopted plan and amendments. b) Destroy in office remaining records 3 years after adoption of plan.	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.04	CONDITIONAL USE PERMIT RECORDS AND INDEX Records concerning applications for conditional use permits. Permits allow for the construction of buildings, on the condition that impacts on neighborhoods are mitigated. Includes original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence (including e-mail). Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment.	a) Destroy in office 3 years after discontinuance of use. b) Destroy in office applications for which a permit was never issued when reference value ends. ± Agency Policy: Destroy in office after <u>6 years</u>	
15.05	DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>6 years</u>	Authority: G.S. 47C-2-103
15.06	ENVIRONMENTAL IMPACT STUDIES Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
15.07	OPEN SPACE CLASSIFICATION CASE FILE	Retain in office permanently.	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.08	PERMITS: TEMPORARY MANUFACTURED HOME Records created to temporarily authorize the location of a manufactured home on the same lot as a single family residence.	Destroy in office 6 years after permit expires.	Retention: G.S. 1-50(5)
15.09	PERMITS: ZONING COMPLIANCE For residential uses, non-residential uses, and accessory structures.	a) Retain in office permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently. b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry. c) Destroy in office any other permits and related records 6 years after last entry.	Retention: G.S. 1-50(5)
15.10	PETITION & REGULATION RECORDS	Destroy in office after 5 years.*	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.11	PLANNING REVIEW CASE FILE For required review of site plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, municipal or county planning action, or other required review; including, but not limited to, maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence (including e-mail), and record of final determination.	a) Retain plan reviews and related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently. b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry. c) Destroy in office any other mandatory reviews and related records 6 years after last entry.	Retention: G.S. 1-50(c)
15.12	REZONING RECORDS AND INDEXES Records concerning applications to rezone property within the county or municipality. Includes original applications, review forms, maps of areas involved, copies of investigative reports, copies of relevant planning board minutes, notices of hearings, and development agreements.	Retain in office permanently.	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.13	SUBDIVISION RECORDS Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. Also includes preliminary subdivision and group development site plans. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Plats (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS RECORDS).	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>6 years</u>	
15.14	VARIANCES Includes zoning variances, watershed variances, and subdivision variances.	Retain official copies permanently in the minutes of the Board of Adjustment or other governing body.	
15.15	VIOLATIONS: ZONING Records concerning notices of zoning violations.	Destroy in office after 6 years.*	Retention: G.S. 1-50(5)


STANDARD 16: PROGRAM OPERATIONAL RECORDS – PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS


Official records and materials created and received by public housing authorities, redevelopment commissions, and entitlement communities operated by local government agencies. Where there is a local funding match required to qualify for grant programs, all records should be retained according to the grant requirements listed below.

NOTES: Some records, such as those for Section 8 assistance, are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here. See Bond Closing Records (Budget, Fiscal, and Payroll Records), Grants (Administration and Management Records), and Grants: Financial (Budget, Fiscal, and Payroll Records). 24 CFR Parts 50-58 lay out the environmental review responsibilities of entities but do not establish specific retention requirements, so these records should be handled in accordance with the requirements of the funding source.

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.01	APPRAISAL PROJECT FILE Evaluations of properties and structures within proposed projects. File includes financial assessments of the worth of real estate and building within proposed project areas. File may also include assessments of architectural and historical significance and condition of the involved structures and real estate.	a) Retain records with historical value permanently. b) Destroy in office remaining records 5 years after completion of abandonment of project.*	

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.02	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS Records concerning the administration of projects funded under the Community Development Block Grant (CDBG) program, including both direct grants and regrants. Includes applications, reports, audits, certificates, maps, and other related records.	a) Retain records with historical value permanently. b) Destroy in office rejected applications after 1 year. c) Destroy in office remaining records 4 years after execution of the closeout agreement for the grant.	Retention: 24 CFR 570
16.03	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: OUTSTANDING LOAN BALANCES Records concerning individual activities under the Community Development Block Grant (CDBG) program for which there are outstanding loan balances, other receivables, or contingent liabilities. Includes reports, audits, and other related records.	a) For recipients, destroy in office 3 years after the receivables or liabilities have been satisfied. b) For subrecipients, destroy in office after such receivables or liabilities have been satisfied.	Retention: 24 CFR 570.502(a)(7)(i)(B)
16.04	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY Records concerning real property which was acquired or improved in whole or in part using Community Development Block Grant (CDBG) funds. Includes reports, audits, and other related records.	a) For recipients, destroy in office 3 years after these provisions no longer apply to the activity. b) For subrecipients, destroy in office when these provisions no longer apply to the activity.	Authority: 24 CFR 570.503(b)(7) 24 CFR 570.505 Retention: 24 CFR 570.502(a)(7)(i)(B)

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.05	CONTINUUM OF CARE RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes required Federal compliance records, program records, financial records, and other related records.	a) Destroy in office records documenting the acquisition, new construction, or rehabilitation of a project site 15 years after the date site is first occupied/used. b) Destroy in office program participant records 5 years after the expenditure of all funds from the grant under which the program participant was served. c) Destroy in office all remaining records after 5 years.	Retention: 24 CFR 578.103(c)
16.06 	CRIMINAL RECORDS CHECKS Records received by the local agency to screen applicants for admission to covered housing programs and for lease enforcement or eviction.	Destroy in office once the purpose for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation.	Confidentiality/ Retention: 24 CFR 5.903(g) 24 CFR 5.905(c)

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.07 	EMERGENCY SOLUTIONS GRANTS (ESG) RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes case management records for program participants, required federal compliance records, program records, financial records, and other related records.	a) Destroy records supporting the expenditure of federal funds passed through NC Department of Health and Human Services (DHHS) on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records documenting renovation of an emergency shelter 10 years after the date that ESG funds are first obligated for the renovation. c) Destroy in office participant records 5 years after the expenditure of all funds from the grant under which the program participant was served. d) Destroy in office all remaining records after 5 years.	Confidentiality: 24 CFR 576.500(x) Retention: 24 CFR 576.500(y)
16.08	FAÇADE PROJECT FILES Records documenting the re-granting of funds received by the agency to restore exteriors of architecturally important structures in project areas. Includes contracts, photographs, and correspondence.	Retain in office permanently.	

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.09	HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes records concerning designation as a participating jurisdiction, program records, project records, Community Housing Development Organizations records, financial records, program administration records, records concerning other federal requirements, and other related records.	a) Destroy in office rental assistance records 5 years after termination of assistance.* b) Destroy in office written agreements 5 years after termination.* c) Destroy in office 5 years after the affordability period terminates records of individual tenant income verifications, projects rents and inspections, and documents imposing recapture/resale restrictions. d) Destroy in office records covering displacements and acquisition 5 years after final payment.* e) Destroy in office remaining records after 5 years.*	Authority/Retention: 24 CFR 92.508
16.10	HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes verifications of disability, grant agreements, performance reports, and other related records.	Destroy in office 5 years after the end of the grant term.	Retention: 24 CFR 582.301(c) 24 CFR 583.305(c)

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.11	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes grant agreements, performance reports, and other related records.	Destroy in office after 5 years.	Authority/Retention: 24 CFR 574 24 CFR 5.106(d)
16.12	LANDLORD MONITORING RECORDS Records documenting monitoring of landlords of properties used in affordable or subsidized housing programs. Includes certifications and forms and other compliance-related records.	Destroy in office after 5 years.	
16.13	REDEVELOPMENT PLANS Records concerning redevelopment projects. Includes documentation of the review and certification process.	a) Retain in office permanently records concerning approved redevelopment projects. b) Destroy in office remaining records 2 years after rejection.	

STANDARD 17: PROGRAM OPERATIONAL RECORDS – PUBLIC TRANSPORTATION SYSTEMS RECORDS

Records received and created by area transit systems and authorities necessary to meet all statutory requirements.

NOTE: Some records are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here.

Comply with requirements of the Federal Transit Administration's **Best Practice Procurement Manual**, Master Agreement MA(11) Section 8 manual.

ITEM #	STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.01	AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS Includes driver's daily assignments, dispatch records, logs of passenger pick-ups and drop-offs, manifests, trip requests, and appeal forms.	Destroy in office after 5 years.*	Authority: 2 CFR 200.333
17.02	AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS Vouchers submitted by private transportation companies for reimbursement for alternative transportation of public transit clients.	Destroy in office after 5 years.*	Authority: 2 CFR 200.333
17.03	AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS	Destroy in office after 1 year.	Authority: 2 CFR 200.333

ITEM #	STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.04	APPLICATIONS FOR ART-IN-TRANSIT Applications and supporting documentation submitted by regional and national artists for exhibit on agency property.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u>	
17.05	APPLICATIONS FOR DISCOUNT PASSES Applications, certificates of disability, and supporting documentation used to apply for discount passes.	Destroy in office 3 years after service is terminated or denied.	
17.06	APPLICATIONS FOR TRANSIT SERVICE Includes customer applications, eligibility assessment records, correspondence (including e-mail), health information, riders' guides, and related records.	Destroy in office 3 years after service is terminated or denied.	
17.07	CUSTOMER (RIDER) IDENTIFICATION RECORDS Records concerning customer identification, approvals, denials, and related information.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>client deceases</u>	
17.08	DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS Includes company's articles of incorporation, financial statements, signed affidavits, letters of reference, declarations, Federal Schedule A or B, and related correspondence (including e-mail).	a) Destroy in office company-specific records 5 years after company is removed from certified list. b) Destroy in office related DBE program records, including Federal Transit Administration reports, 5 years from date record was created.	Authority: 2 CFR 200.333
17.09	OPERATOR SHIFT INSPECTION RECORDS Reports and similar records of operator's inspections of vehicle at the beginning and end of shift.	Destroy in office after 5 years.	Authority: 2 CFR 200.333

ITEM #	STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.10	ROUTE HISTORY RECORDS Includes descriptions of routes, bus stops, passenger lists, and other related records.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>10 years</u>	
17.11	SEAT BELT AND RESTRAINT SYSTEM RECORDS Records concerning the use and installation of seat belts and other restraint systems in vehicles.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 years, if generated</u>	
17.12	TRANSIT SCHEDULES Printed route schedules and related information used to generate schedules.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>6 months</u>	
17.13	VANPOOL DRIVER APPLICATIONS Applications and supporting records submitted by persons operating vanpool vehicles.	a) Destroy in office accepted applications 3 years after person leaves program. b) Destroy in office applications for persons not accepted for program after 1 year.	

STANDARD 18: PROGRAM OPERATIONAL RECORDS – PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS

Official records and materials created and accumulated for use by municipal and county sanitation, water, sewage, electrical, and gas operations. Also contains environmental management records accumulated for use by erosion and sediment control, flood control, and monitoring of pollution. Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public infrastructure detailed plans and drawings.



ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.01	ENVIRONMENTAL: COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>3 years once superseded or obsolete.</u> b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.	Authority: G.S. 130A-309.09A
18.02	ENVIRONMENTAL: CUSTOMER USAGE RECORDS Includes reports, plans or similar records submitted by industrial users or publicly-owned treatment works concerning intended or actual use of the wastewater treatment system.	Destroy in office after 3 years.*	Retention: 40 CFR 403.12(o)(3)
18.03	ENVIRONMENTAL: DAILY DISPOSAL TICKETS Record and/or receipts concerning the disposal of materials at the landfill.	Destroy in office after 3 years.*	


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.04	ENVIRONMENTAL: DISCHARGE MONITORING REPORTS Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System (NPDES) permits.	a) Destroy in office NPDES reports 5 years from date of submission.* b) Destroy in office annual reports 5 years from date of submission.* c) Destroy in office daily reports after 3 years.	Retention: 40 CFR 122.41(3)(j)(2) 15A NCAC 2B .0506
18.05	ENVIRONMENTAL: LANDFILL MONITORING REPORTS Gas and groundwater monitoring records and reports. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	Retention: 15A NCAC 13B .1626(10)
18.06	ENVIRONMENTAL: LANDFILL OPERATIONAL PLAN Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law.	Destroy when superseded or obsolete.*	Authority: G.S. 130A-309.09D

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.07	ENVIRONMENTAL: LANDFILL PERMITS Permits and related records of landfills owned or operated by agency. Includes amendments and hazardous waste management permits.	a) Retain construction and operation permit for life of system and then destroy. b) Destroy in office all other permits and related records after the 5-year reporting period is complete.	Retention: G.S. 130A-294 (b1) (4)
18.08	ENVIRONMENTAL: NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE Notices issued by agency concerning improper non-stormwater discharge or disposal. Includes improper disposal of waste or products, chlorinated pool discharge, vehicle maintenance facility runoff, food service waste, and other unregulated commercial and industrial discharges.	Destroy in office one year after resolution.	
18.09	ENVIRONMENTAL: OUTSIDE WASTE CLEARANCE RECORDS Records allowing parties outside the operator's jurisdiction to dispose of waste at landfill.	Destroy in office 3 years after expiration of agreement.	
18.10	ENVIRONMENTAL: REPORTS SUBMITTED TO U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)	Destroy in office after 2 years.*	
18.11	EROSION CONTROL: EROSION AND SEDIMENT AFFIDAVITS Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.	Destroy in office after 6 years.	


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.12	EROSION CONTROL: EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>record expires.</u>	
18.13	EROSION CONTROL: EROSION AND SEDIMENT CONTROL INSPECTIONS Inspections conducted by agency. Includes inspection requests, notices of violations, denial reports, sketches, plans, correspondence (including e-mail), and similar records concerning the construction, modification or demolition of existing and new roads and construction sites.	Destroy in office 6 years after final site inspection.*	
18.14	EROSION CONTROL: EROSION AND SEDIMENT CONTROL PERMITS Records concerning permits, including permit logs, issued for site construction.	a) Destroy in office records concerning approved permits 3 years after expiration of permit. b) Destroy in office non-approved permits after 3 years.	
18.15	EROSION CONTROL: EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans submitted to agency. Includes revisions, addendums, and records delineating who is financially responsible for the project.	a) Destroy approved plans in office 3 years after expiration. b) Destroy non-approved plans after 3 years.	Authority: 15A NCAC 04B .0118

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.16	EROSION CONTROL: TROUT BUFFER VARIANCES Includes denials and waivers. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Variances (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).	a) Destroy in office 6 years after approval of permit. b) Destroy in office after 3 years plans for which a permit was not issued.	Authority: 15A NCAC 04B .0125
18.17	FLOOD CONTROL: FLOOD CERTIFICATIONS Records concerning lot reviews for construction projects submitted to agency. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Permits: Zoning Compliance (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).	Destroy in office when superseded or obsolete.	
18.18	FLOOD CONTROL: FLOOD STUDIES Reviews of stream crossings for construction projects submitted to agency.	Retain in office for life of structure and then destroy.*	
18.19	UTILITIES: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS Records concerning water distribution and treatment.	a) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.* b) Destroy in office records concerning the operation of water treatment facilities after 3 years.*	Authority: 15A NCAC 18C .1301

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.20 	UTILITIES: ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS Includes authorizations to construct, building plans, and specifications of privately owned utilities. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>retain permanently</u> . b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-1.7
18.21	UTILITIES: ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute and issued by agency.	a) Destroy in office permits 5 years after expiration, cancellation, revocation or denial.* b) Retain approval letters and supporting documentation permanently.	
18.22	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS Records documenting installation, location, specifications, and maintenance history of meters, lines, pipes, pumps, and similar system equipment.	Destroy in office 3 years after equipment is no longer owned and/or operational.	
18.23 	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Retain in office for life of system and then destroy.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.24	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS	a) Retain project pre-approval and final approval letters for life of system and then destroy. b) Destroy in office remaining records 5 years after project is completed.	
18.25	UTILITIES: LANDLORD AGREEMENTS Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property.	Destroy in office 3 years after expiration of agreement.	
18.26 	UTILITIES: MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS) Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, etc., throughout the system. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps, All Other (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS).	Retain for life of system and then destroy.	Authority: 15A NCAC 18C .0300 Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.27	UTILITIES: METER INSTALLATION, TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS) Includes records concerning the installation or planned installation of meters and connecting any facility to utility system owned or operated by the agency.	a) Destroy in office records verifying installation of meter 3 years after equipment is no longer owned and/or operational. b) Destroy in office notice to property owners of approval of utility installation after 2 years. c) Destroy in office remaining records after reference value ends.± Agency Policy: Destroy in office after <u>3 years</u>	
18.28	UTILITIES: PUBLIC UTILITIES INSPECTION FORMS Records relating to the inspection of sanitation, electric, water, gas and sewer utilities submitted to or conducted by agency.	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.29 	UTILITIES: PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS Includes records documenting installation, authorizations to construct, building plans, location, specifications, and maintenance history, for hydrants, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records.	a) Retain in office as built plans and specifications for life of system and then destroy. b) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. c) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred. d) Destroy in office background surveys, studies, reports, drafts, and other records when superseded or obsolete.	Authority: 15A NCAC 18C .0300 15A NCAC 2H .0115 Confidentiality: G.S. 132-1.7
18.30	UTILITIES: RECYCLING WATER RECORDS Backwash recycling groundwater records.	Destroy in office when superseded or obsolete.	Authority: 40 CFR 141.76(d)
18.31	UTILITIES: SERVICE INTERRUPTION RECORDS Includes reports, logs, or similar records documenting service interruptions.	Destroy in office after 3 years.*	

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.32	UTILITIES: TAP AND HOOK UP RECORDS Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office denied applications and remaining records when reference value ends. ± Agency Policy: Destroy in office after <u>3 years</u>	Confidentiality: G.S. 132-1.1(c)
18.33	UTILITIES: WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute for systems owned or operated by agency. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.	a) Retain approval letters and supporting documentation permanently. b) Destroy in office permits and other records 5 years after expiration, cancellation, revocation or denial.*	Retention: 15A NCAC 18C .0300 15A NCAC 2H .0115 40 CFR 122.28
18.34	UTILITIES: WASTEWATER MAINTENANCE OPERATION REPORTS	Destroy in office after 3 years.	


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.35	<p>WATER QUALITY: LABORATORY OPERATIONS RECORDS Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification obtained by agency.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy in office samples, raw data, analysis reports and related documentation after 5 years.*</p> <p>b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.*</p>	<p>Authority: 15A NCAC 02H .0805(7)(G) 15A NCAC 02H .1100</p>
18.36	<p>WATER QUALITY: PRETREATMENT PROGRAM RECORDS Includes annual pretreatment reports, records of monitoring activities and results, water quality records and other related documentation.</p>	<p>a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.*</p> <p>b) Destroy in office remaining records after 3 years.*</p>	<p>Retention: 15A NCAC 02H .0908(f)(1) 40 CFR 503.17</p>
18.37	<p>WATER QUALITY: PUBLIC WATER SANITARY SURVEY RECORDS Includes reports, summaries, studies, correspondence (including e-mail), and other related records documenting the sanitary condition of system.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy in office 10 years after completion of survey.*</p> <p>b) Destroy in office documentation of corrective measures 2 years after their implementation.</p>	<p>Retention: 40 CFR 141.33 15A NCAC 18C .1526</p>


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.38	WATER QUALITY: SEWER JETTING AND VECTORING RECORDS Records documenting the routine cleaning of wastewater lines.	Destroy in office after 3 years.	
18.39	WATER QUALITY: SLUDGE TREATMENT RECORDS Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans and other related documentation conducted by or for agency.	Destroy in office after 5 years.*	Retention: 40 CFR 503.17
18.40	WATER QUALITY: STORMWATER DEVIATION PERMITS Permits issued to single lots. Includes applications, certifications of installations, and related records.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office inspections submitted by owner when superseded or obsolete.	
18.41	WATER QUALITY: VIOLATION RECORDS Includes all documentation of actions taken to correct federal, state or local violations of water and wastewater management standards by agency.	Destroy in office after 5 years.*	Retention: 40 CFR 141.33 15A NCAC 18C .1526
18.42	WATER QUALITY: WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years.	


STANDARD 19: PROGRAM OPERATIONAL RECORDS – STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS

Official records and materials created and accumulated for constructing and maintaining municipal and county-maintained streets and other public works projects, and engineering records.


ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.01	APPRAISAL REPORTS Records appraising privately owned land for compensation in eminent domain projects. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	Destroy in office after 10 years.	
19.02	CEMETERY DEEDS Copies of deeds for the purchase of agency-owned cemetery plots. Includes applications or deed slips.	a) Retain 1 copy of deed in office permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>retain permanently</u> .	
19.03	CEMETERY INTERMENT RECORDS Includes name of deceased, date of interment, and location of plot.	Retain in office permanently. <i>Retention Note: If these records are maintained as an electronic database, a copy should be maintained on paper or microfilm and updated regularly.</i>	

ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.04	EXCAVATION PERMITS Applications, permits, and billing information for individuals and contractors requesting to work in the county or municipal right-of-way for demolitions or excavations.	a) Destroy in office billing records after 3 years.* b) Destroy in office applications and permits 1 year after expiration. c) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after <u>2 years</u>	
19.05	GRAVE OPENING ORDERS Authorizations to dig graves in agency-owned cemeteries.	Destroy in office after 1 year.	
19.06	INFRASTRUCTURE MAINTENANCE RECORDS Records documenting the general maintenance and upkeep of infrastructure, including roads, traffic lights, and other public works.	Destroy in office after 3 years.	
19.07	PLANNING FILE Includes long-range and immediate plans for paving streets and other projects.	Destroy in office 5 years after superseded or obsolete.	
19.08 	PROJECT RECORDS - CANCELLED Background information for public works and engineering projects explored but not undertaken. Records are used as a reference file and include maps, project information, and the reason that the project failed.	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after <u>3 years</u>	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.09 	PROJECT RECORDS – CORE Records used to document the design and construction of public works and engineering projects. Includes final as-built plans and specifications; certificate of completion/closure; policy correspondence (including e-mail), covenants; final estimates and budgetary summaries; geo-technical reports; environmental mitigation agreements; permits for right-of-way use, photographs documenting key aspects of construction as-built; final specifications; and as-built structural calculations.	Destroy originals after life of structure ends.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.10	<p> PROJECT RECORDS – ENGINEERING & COMPLIANCE Records used to document the engineering and technical areas of a public works and engineering project, as well as compliance with regulatory requirements. Includes superseded plans and specifications, agreements for construction and finance, billing information, change orders, force orders, work orders, construction claims, contract documentation, contracts, reports, diaries and narratives, EEO information, material certifications, material testing reports, notice to proceed, permit of entry, postings, pre-construction conference records, final progress payments, punch lists, regulations, shop drawings, and subcontractor information. File also includes environmental review records and proof of compliance with any mitigation measures required as a condition of project authorization.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS.)</p>	Destroy in office 6 years after completion or termination of project.*	Confidentiality: G.S. 132-1.7

<i>ITEM #</i>	<i>STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
19.11	PROJECT SHEETS FILE Local forms listing property owners, lot or tract size, right-of-way data, tax value, and compensation.	Destroy in office after 5 years.	
19.12	RIGHT-OF-WAY ACQUISITION WORKING RECORDS Includes records of negotiations on acquisition of rights-of-way related to public works and engineering projects, such as 10-day letter of notification, notification of intent to acquire, notice of condemnation action, and other correspondence (including e-mail) relating to right-of-way acquisitions. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	Destroy in office after 3 years.*	
19.13	STREET NAME AND HOUSE NUMBER FILES Records relating to the assignment of street names and house numbers. May also include records documenting street name changes, and non-temporary street openings and closings.	Retain in office permanently.	


ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.14 	STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS Records used for maintenance, review, and analysis of permanent and temporary structures owned by third parties that extend, cross or abut the public right-of-way. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy records pertaining to structure 3 years after the end of life of the structure.	Confidentiality: G.S. 132-1.7
19.15	SURVEY FIELD RECORDS Records used to document and establish easements and rights-of-way, and to locate reference points used during street and utility projects. Records include traverse information, tie sheets, sketches, field notes, plats, interpretation of field notes, alignments, profiles of projects, plans, grade sheets, estimates, databank ties, and other miscellaneous documents used to establish grades, rights-of-way and easements. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
19.16	TRAFFIC ANALYSIS Analysis of vehicle traffic within agency jurisdiction.	Destroy in office after 5 years.	



<i>ITEM #</i>	<i>STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
19.17	TRAFFIC VIDEO RECORDINGS AND DATA Recordings and other data used to monitor traffic levels.	Destroy in office after 30 days.*	



STANDARD 20: PROGRAM OPERATIONAL RECORDS - LAW ENFORCEMENT RECORDS (EXCLUDING SHERIFF'S OFFICES)



Records received and created by any local government law enforcement agency (excluding sheriff's offices) necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of law enforcement records and G.S. §153A-98 and G.S. §160A-168 regarding confidentiality of personal information of law enforcement officers.

Please note: Records created by county sheriff's offices fall under the purview of the Records Retention Schedule of County Sheriff's Offices.

<i>ITEM #</i>	<i>STANDARD 20: LAW ENFORCEMENT RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
20.01	ALARM CALL REPORTS Reports completed by officers responding to alarm calls. Includes listings of alarm type, time received, time arrived, reason for activation, and other related information. Includes forms completed by businesses and residences naming emergency contacts, location of safe, or other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	
20.02	ALTERNATIVE SENTENCING PROGRAMS Records documenting alternative sentencing programs. Includes work release and weekender service.	Destroy in office 3 years after individual leaves program.	
20.03 	ARREST PROCESSING RECORDS Records used to track a defendant's time and activities while in arrest processing. Includes time of arrival and time to and from each workstation.	Destroy in office 1 year after date of arrest.*	Confidentiality: G.S. 132-1.4


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.04 	ARREST REPORTS Reports concerning arrests made by officers.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 5 years from date of arrest if report is not made part of a case file.	Confidentiality: G.S. 132-1.4
20.05	AUCTION RECORDS Records concerning abandoned and unclaimed articles or found property in possession of law enforcement sold at public auction. May include auction receipts of monies received for items sold.	Destroy in office after 3 years.*	
20.06 	CASE FILE: FELONIES Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure report, statements of seized and returned property, interview sheets; case status reports, photographs, court orders, correspondence; officer's notes, court dispositions, audio or video recordings, and other related records. SEE ALSO: Electronic Recordings of Interrogations, below.	a) Destroy in office records concerning solved cases 20 years after disposition of case and exhaustion of any appeals.* b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).	Confidentiality: G.S. 132-1.4



ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.07 	CASE FILE: MISDEMEANORS Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, court dispositions, audio or video recordings, and other related records.	a) Destroy in office records concerning solved malicious misdemeanor cases 3 years after disposition of case and exhaustion of any appeals.* b) Retain in office records concerning unsolved malicious misdemeanor cases until solved, and then follow disposition instructions in part (a). c) Destroy in office records concerning all misdemeanor cases not covered in (a) or (b) after 3 years.*	Confidentiality: G.S. 132-1.4
20.08 	COMMUNICATION RECORDS Recordings, printouts, and logs of telephone, radio, dispatch, 911 emergency calls or texts, and computer aided dispatch (CAD) systems incoming and/or outgoing communications. Includes time and date of call, contents of call, location of call, name of unit sent to scene, and other related information. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, 911 Communication Records and Recordings AND Dispatch Records and Recordings.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	Confidentiality: G.S. 132-1.4


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.09 	COMPLAINTS Records concerning complaints to which a unit responded. Includes logs listing name and address of victim, time, date, nature of complaint, responding officer's name, action taken, and other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 3 years after resolution if not made part of a case file.	Confidentiality: G.S. 132-1.1(a)
20.10	COMPOSITE INTERVIEWS Summaries of interviews used to determine the physical description of suspects.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>20 years</u>	
20.11 	CRIME ANALYSIS RECORDS Records used to anticipate, prevent, or monitor possible criminal activity. Includes crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>20 years</u>	Confidentiality: G.S. 132-1.4 G.S. 132-1.7(a2) Authority/ Confidentiality/ Retention 28 CFR 23.20


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.12	<p>DETENTION FACILITY INCIDENT REPORTS Detention facility incident reports. Include narratives of incidents, lists of those involved, statements and interview reports, inmates' refusal of medical treatment, inmates' refusal to press charges, and other related records.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Litigation Case Records (STANDARD 6: LEGAL RECORDS).</p>	<p>c) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>d) Destroy in office after 3 years if not made part of a case file.*</p>	Confidentiality: G.S. 132-1.1(a)
20.13	<p>DETENTION FACILITY OPERATIONAL RECORDS Records concerning all activities occurring during shifts at detention facilities. Includes end of duty (shift change reports, key and radio control lists, equipment and inmate/non-inmate housing check lists, cell inspection reports, laundry exchange and controlled property lists, tour reports, etc.) and inmate accountability (rosters, commitment and release reports, cell locations, etc.) records.</p>	<p>a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors</p> <p>b) Destroy in office when reference value ends if not made part of case file.±</p> <p>Agency Policy: Destroy in office after <u>N/A</u></p>	
20.14	<p>DETENTION FACILITY PHYSICAL FORCE RECORDS Reports made by any officer or employee of a detention facility who applies physical force to an inmate or arrestee.</p>	Destroy in office after 3 years.*	

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.15	DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES Records and logs listing entries and inquiries made against DCI-NCIC networks and concerning missing persons, wanted persons, stolen vehicles or other property, and other related topics.	Destroy in office 1 year after period covered by audit.*	Authority: 28 USC 534
20.16	DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS Requests and proofs of verification for DCI-NCIC or other law enforcement information networks.	Destroy in office after 1 year.*	Authority: 28 USC 534
20.17	DNA SAMPLING RECORDS Records documenting the collection of DNA samples from persons for qualifying offenses. Includes copies of judgments. Original samples are forwarded to the State Crime Lab.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 1 year from date sample was obtained if not made part of a case file.	Authority: G.S. 15A-266.8


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.18 	DOMESTIC VIOLENCE RECORDS Restraining orders and related records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after expiration of restraining order if not made part of a case file.	Confidentiality: G.S. 132-1.4
20.19	DRUG AND ALCOHOL TESTING RECORDS Records and reports generated when individuals suspected of being under the influence of or impaired by illegal drugs or alcohol are chemically tested. Includes reports used for persons arrested for driving while impaired by alcohol and/or drugs and breathalyzer analysis reports. SEE ALSO: Laboratory Case Records, below.	a) Transfer original Driving While Impaired (DWI) reports to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>3 years</u>	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.20 	ELECTRONIC RECORDINGS OF INTERROGATIONS Electronic recordings generated by audio and/or video recording devices of custodial interrogations in an investigation of a juvenile or any person in a criminal investigation.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>Same as a) above</u>	Authority: G.S. 15A-211 Confidentiality: G.S. 7B-3001(b) G.S. 132-1.4A
20.21 	FIELD OBSERVATIONS Records concerning field observations of suspicious persons or vehicles. Includes subject's name, address, and physical description; date, time, and location of occurrence; reason for stop; name of officer conducting interview; and other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>20 years</u>	Confidentiality: G.S. 132-1.4




ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.22 	FINGERPRINT CARDS Records used to verify a subject's identity. Includes fingerprints and all necessary information required to identify an individual. Also includes records of latent finger and palm prints that were found at the scene of a crime without identification of suspects <i>Original fingerprint records are forwarded to the State Bureau of Investigation.</i> SEE ALSO: Juvenile Case History Identification Records, below.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of case file.	Confidentiality: G.S. 132-1.4 Authority: G.S. 15A-502
20.23	FORCIBLE ENTRY RECORDS Records concerning forcible entries made by law enforcement personnel.	Destroy in office after 1 year.	
20.24	FUGITIVE WARRANTS CASE RECORDS Records concerning fugitive warrants sent to a department from another jurisdiction requesting assistance in finding an individual. Includes fugitive profile and warrant.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>Same as felonies</u> or misdemeanors.	



ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.25 	IDENTIFICATION PHOTOGRAPHS Photographs (mugshots) of persons arrested in association with formal investigations. Also includes driver's license photos or negatives. SEE ALSO: Juvenile Case History Identification Records, below.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of a case file.	Confidentiality: G.S. 132-1.4
20.26	INCIDENT RESPONSE REPORTS Reports completed by officers responding to incidents. Includes victim, suspect, and witness information; damaged and stolen property reports; statement sheets; Miranda waiver forms; and other related records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after <u>retain permanently</u>	Confidentiality: G.S. 132-1.4
20.27	INMATE CLASSIFICATION RECORDS Records concerning classification information gathered by the detention facility while inmates are incarcerated. Also includes incident reports, behavioral or disciplinary reports, interviews, classification level assigned, requested housing moves, and other related records.	Destroy in office 3 years after inmate is released or transferred from the facility.*	

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.28	INMATE COMMITMENT RECORDS Copies of judgment and commitment papers received from the Clerk of Superior Court's office used to validate time spent incarcerated.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after <u>3 years, if generated</u> .	
20.29	INMATE DEATH REPORTS Reports filed by office upon the death of an inmate. A report must be sent to the county health director and N.C. Department of Health and Human Services, within five days of the death.	Destroy in office after 3 years.*	Authority: G.S. 153A-224(b)
20.30	INMATE FINANCIAL RECORDS Records concerning individual inmate funds maintained by a detention facility for use by the inmate while incarcerated. Includes balance sheets listing inmate's name and number, amount of funds, dates of deposits and withdrawals, and other related information.	Destroy in office 3 years after inmate is released or transferred from the facility.*	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.31 	INMATE GRIEVANCE RECORDS Records concerning grievances filed by inmates and actions taken.	a) If legal action is taken and case adjudicated, destroy in office 5 years after final disposition. b) If legal action is taken and case non-adjudicated (out-of-court claims), destroy in office 5 years after final disposition or expiration of relevant statute of limitations. c) Destroy remaining records in office 3 years after inmate is released or transferred from the facility.*	Confidentiality: G.S. 132-1.1(a)
20.32	INMATE MAIL, TELEPHONE, OR VISITOR RECORDS Records concerning telephone calls and mail sent and received by inmates and individuals visiting inmates confined in county or municipal detention facilities. Includes logs listing inmate's name, date and time of call or mail, visitor's signature and address, and other related information.	Destroy in office after 1 year.*	
20.33	INMATE MEAL RECORDS Records concerning the planning and scheduling of inmate meals. Includes food service daily shift reports, daily meal sheets, food order forms, kitchen checklists, lists of inmates receiving meals and other related records. File also includes records concerning requests for special diets made by inmates.	Destroy in office after 3 years.*	Retention: 10A NCAC 14J .1723

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.34	 INMATE MEDICAL RECORDS Records concerning medical examinations, diagnoses, and treatments of inmates. Includes medical information sheets and screening forms, medical histories as provided by inmate, receipt and/or release forms for medications and medical articles, laboratory and x-ray reports, blood pressure records, sick bay transfer forms, special diet authorizations, psychological evaluation forms, suicide watch sheets, progress notes, health assessment forms, dental forms, doctors' orders, transportation records to outside clinics or hospitals, and other related records. May also include authorization records for release of medical information to detention facility staff, informed consent forms, refusal of treatment forms, and release of financial responsibility forms. SEE ALSO: Juvenile Detention Records, below.	Destroy in office 10 years after inmate's release or parole.	Confidentiality: G.S. 8-53 45 CFR 164.502
20.35	INMATE PERSONAL IDENTIFICATION RECORDS Records concerning changes to be made to an inmate's incarceration file. Includes personal identification changes, superior court calendar, long form dismissals and other related records.	Destroy in office 30 days after receipt.*	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.36	INMATE RESEARCH REQUESTS Requests filed by inmates seeking use of a facility's law library or similar collection containing research materials.	Destroy in office 1 year from date of request.	
20.37 	JUVENILE CASE FILES Includes incident and arrest reports, detention orders, disposition instructions, name and address of person having legal and/or physical custody of child, correspondence with county, municipal, or state juvenile services, and other related records.	a) Destroy in office records when juvenile reaches 21 years of age if adjudicated for an offense that would have been a Class A, B1, B2, C, D, or E felony if committed by an adult. b) Destroy in office records related to all other cases when juvenile reaches 18 years of age.	Confidentiality: G.S. 7B-3001(b) Retention:
20.38 	JUVENILE CASE HISTORY IDENTIFICATION RECORDS Includes fingerprints and photographs.	a) Transfer to the State Bureau of Investigation and Federal Bureau of Investigation. b) Destroy in office agency copies when reference value ends.*± Agency Policy: Destroy in office after <u>same for felonies and misdemeanors</u>	Confidentiality/ Retention: G.S. 7B-2102
20.39 	JUVENILE DETENTION RECORDS Records concerning medical and non-medical information gathered on juvenile inmates held in county or municipal detention facilities.	a) Destroy in office medical records when juvenile reaches 30 years of age. b) Destroy in office non-medical records when juvenile reaches 18 years of age.	Confidentiality: G.S. 7B-3001(b)

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.40 	LABORATORY CASE RECORDS Records concerning cases examined in a crime laboratory; includes reports, notes, charts, and other related records	Retain in office permanently.	Confidentiality: G.S. 132-1.4
20.41 	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include Electronic Recordings of Interrogations, above.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	Confidentiality: G.S. 132-1.4A G.S. 153A-98
20.42	MULTIPLE FIREARMS SALES REPORTS Reports received from dealers reporting the sale of multiple firearms.	Destroy in office when reference value ends, but within 20 days after receipt.± Agency Policy: Destroy in office after <u>3 years</u>	Retention: 18 USC 923(g)(3)(b)
20.43	MULTIPLE FIREARMS SALES REPORTS DESTRUCTION RECORDS Records submitted after 6 months to the U.S. Attorney General's Office certifying that all multiple firearm sales reports received from dealers have been destroyed.	Destroy in office after 1 year.	Authority: 18 USC 923(g)(3)(b)

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.44	ORDINANCE VIOLATIONS CITATIONS Citations issued for violations of municipal and county ordinances.	Destroy in office after 3 years.*	
20.45	PAWNSHOP RECORDS Pawnshop cards and property records submitted to municipal and county law enforcement offices.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 1 year if not made part of a case file.	Authority: G.S. 66-391
20.46	PERMISSION TO SEARCH RECORDS Authorizations for officers to search property, and if necessary, confiscate property deemed pertinent to an investigation.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of a case file.± Agency Policy: Destroy in office after <u>3 years</u>	

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.47 	PERMITS: CONCEALED WEAPONS AND HANDGUNS Applications and supporting documentation filed to carry concealed weapons or purchase handguns. Includes background checks and other related records.	a) Destroy in office all approved applications after 5 years. b) Destroy in office denied applications and related records 5 years from date of denial or resolution of petition filed with district court, whichever is longer. c) Destroy in office background checks and related records concerning approved applications when permit is issued.	Authority/ Confidentiality: G.S. 14-415.17 G.S. 132-1.4 G.S. 132-1.7
20.48	PRISON RAPE ELIMINATION ACT (PREA) FILE Allegation, investigation, and incident review records documenting investigations into allegations of sexual abuse or sexual harassment.	Destroy in office 6 years after inmate's release.* <i>Retention Note: If a minor is involved in the incident, records should be retained until the minor reaches age 30.</i>	Authority: 28 CFR Part 115
20.49	PRISON RAPE ELIMINATION ACT (PREA) DATA FILE Aggregated data for every allegation of sexual abuse at county or municipal lockups.	Destroy in office after 10 years.	Authority/Retention: 28 CFR Part 115.187 28 CFR 115.189(d)
20.50	PRISONER TRANSPORT RECORD Verification forms completed by receiving party of prisoner patient.	Destroy in office after 1 year.	



ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.51	PROPERTY RECORDS Records concerning confiscated property, evidence, stolen or recovered property, and unclaimed property. Includes descriptions of property and its value, serial numbers, and other related records. Records may also be filed with original incident report.	Destroy in office 3 years after final disposition of property.	
20.52	PURSUIT LOGS Logs concerning pursuits by law enforcement personnel.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of a case file.	
20.53	RIDE-ALONG PROGRAM RECORDS Records concerning a law enforcement ride-along program.	Destroy in office after 3 years.*	
20.54	SEXUAL OFFENDER RECORDS Records concerning sexual offenders living within jurisdiction.	a) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or after 90 years. b) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the state; or after 30 years or length of court order, whichever is greater; or when individual is known dead.	Authority: G.S. 14-208 Retention: G.S. 14-208.6A

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.55	TRAFFIC ACCIDENT REPORTS Records concerning traffic accidents. Includes general correspondence, property receipts, collision reports, waivers signed by involved parties agreeing to settle damages among themselves, and other related records.	a) Transfer original collision report to the N.C. Division of Motor Vehicles within 10 days of accident. b) Destroy in office after 3 years records concerning accidents not meeting N.C. Division of Motor Vehicles reporting requirements, but for which a report was made. c) Destroy in office duplicate reports when reference value ends.± Agency Policy: Destroy in office after <u>same for felonies and misdemeanors.</u>	Confidentiality: 18 USC 2721
20.56 	TRAFFIC CITATIONS AND WARNINGS Citations issued to drivers violating motor vehicle and traffic laws. Includes voided citations and warnings that do not require a fine or court appearance.	a) Transfer original citations to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy remaining records in office after 1 year.	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.57	TRESPASS RECORDS Authorizations by property owners, lessees, or managers for law enforcement officers to take action deemed appropriate to remove unauthorized persons and issue trespass warnings.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 1 year after expiration if not made part of a case file.	Authority: G.S. 14-159.12-13
20.58	VEHICLE TOWING RECORDS Includes recovery authorizations and consent forms completed by owners to have vehicle towed, removed, stored, or left at the scene.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 1 year if not made part of a case file.	


STANDARD 21: PROGRAM OPERATIONAL RECORDS - TAX RECORDS (FOR MUNICIPALITIES)

Records received and created by a municipality for the purposes of collecting taxes. For County Tax Administration records, please refer to the separate County Tax Administration Program Schedule.

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.01 	ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals by the municipality. Includes owner and animal information and record of fees paid.	Destroy in office after 3 years.*	Authority: G.S. 160A-212 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1
21.02	BEER AND WINE TAXES AND RECORDS Records concerning the levy of privilege taxes on beer and wine.	Destroy in office after 3 years.*	Authority: G.S. 105-133.77-79
21.03 	BICYCLE LICENSE PLATE RECORDS Records concerning issuance of license plates for bicycles.	Destroy in office after 1 year.*	Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1

<i>ITEM #</i>	<i>STANDARD 21: TAX RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
21.04	DELINQUENT TAXPAYER RECORDS Records concerning taxpayers who have not paid real and personal property taxes due, including unpaid notices. SEE ALSO: Delinquent Taxpayer Records: Advertisement of Tax Liens Against Real Property, below.	Destroy in office after 10 years or 3 years after final settlement or 1 year after released by governing board, whichever comes first.*	
21.05	DELINQUENT TAXPAYER RECORDS: ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY Records concerning the municipal taxation officer's publication in the newspaper of delinquent taxpayer and tax sales notices. SEE ALSO: Delinquent Taxpayer Records, above.	Destroy in office after 10 years.*	Authority: G.S. 105-369
21.06	MOTOR VEHICLE RENTAL TAX RECORDS Records concerning motor vehicle rental tax assessments.	Destroy in office after 3 years.*	
21.07	MUNICIPAL VEHICLE TAX RECORDS Records concerning municipal vehicle taxes levied annually.	Destroy in office after 3 years.*	Authority: G.S. 20-97(b)
21.08	PREPARED FOOD AND BEVERAGE TAX RECORDS Records concerning prepared food and beverage tax assessments.	Destroy in office after 3 years.*	

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.09	PRIVILEGE LICENSES, TAXES, AND FEE RECORDS Records concerning the licensing of occupations, businesses, trades, professions, and forms of amusement or entertainment and associated fees and taxes. SEE ALSO: Animal Licensing Records (above), Beer and Wine Taxes and Records (above), Municipal Vehicle Tax Records (above), Taxicab and Limousine Tax Records (below).	Destroy in office after 3 years.*	Authority: G.S. 160A-194
21.10 	ROOM OCCUPANCY TAX RECORDS Records concerning the administration of room occupancy tax records for those municipalities who have adopted room occupancy taxes.	Destroy in office after 3 years.*	Authority: G.S. 160A-215 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.11 	SCHEDULE "B" LICENSES Receipts of licenses issued by municipality in accordance with Article 2, Schedule B of the Revenue Laws of North Carolina. Applies to privilege licenses issued to attorneys-at-law and other professionals, installment paper dealers, and pawnbrokers.	a) Destroy in office 3 years after close of license tax year stubs or detailed settlement records. b) Destroy in office stubs 1 years after audit if settlement records are kept.	Authority: G.S. 105-41 G.S. 105-83 G.S. 105-88 G.S. 153A-152 G.S. 160A-211 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1
21.12	TAX ABSTRACTS AND LISTS Records concerning real and personal property in the municipality, based on assessment lists. Includes name and address of taxpayer along with descriptions of property owned and estimated value.	Destroy in office after 10 years or two revaluation cycles.	Authority: G.S. 105-309 G.S. 105-296
21.13	TAX EXEMPT PROPERTY FILE Records concerning property that is exempt from taxation.	Destroy in office 5 years after property exemption has expired or at end of life of structure, whichever comes first.	
21.14	TAX LEDGER CARDS OR SHEETS	Destroy in office 5 years after superseded or obsolete.	

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.15	TAX LEVY/SEIZURE RECORDS Inventory of property taken from property owner by the municipal tax collector to pay back taxes.	a) Destroy in office after 3 years execution forms if levy and sale of personal property is made. If levy and sale are conducted by municipal law enforcement agency, execution forms are to be retained by that agency. b) If levy, seizure, and sale are not made, destroy in office forms when reference value ends.± Agency Policy: Destroy in office after <u>3 years,</u> if generated.	Authority: G.S. 105-366 G.S. 105-367
21.16	TAX LIEN SALES Records concerning sales held to satisfy tax liens.	Destroy in office 10 years after sale.	
21.17	TAX REBATES Records concerning tax rebates given or received.	Destroy in office after 10 years.	
21.18	TAX SCROLLS Records indicating property (real estate and personal) valuation and taxes due.	Destroy in office after 10 years.	
21.19	TAXICAB AND LIMOUSINE TAX RECORDS Records concerning the levy of privilege taxes on taxicabs and limousines.	Destroy in office after 3 years.*	Authority: G.S. 20-97(d)

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-17) can be used for such requests.

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:
- “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or

characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (state or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the state or of any county, unit, special district or other political subdivision of government.

Q. Is any person allowed to see my records?

- A.** Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Am I required to make available to the public copies of drafts that have not been approved?

- A.** Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. What do I do with permanent records?

- A.** Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “*a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**”* (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.

- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
- Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. What is historical value?

- A.** 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. Two criteria for determining historical value are inherent interest and extraordinary documentation:
- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
 - Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of citizens?
- Do they have a long-term impact on citizens?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

- A.** We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on Page A-21. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. May I store our unused records in the basement, attic, shed, etc.?

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all our old records at the State Archives of North Carolina?

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I found some really old records. What should I do with them?

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I call with questions?

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See also GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance, STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS, Audits: Financial, STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”³

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General Records Schedule for Local Government Agencies, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the General Records Schedule for Local Government Agencies or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

³ Society of American Archivists, *Dictionary of Archives Terminology*.

- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g. a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at:
<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/digital-signature-policy>

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a [Request for Disposal for Unscheduled Records](#) form if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. *Am I required to tell anyone about the destructions?*

- A.** We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/rm-tools>).

Destructions Log

County/Municipality					
Division		Section		Branch	
Location(s) of Records					

[illegible]

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

- A.** E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009),
available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](#)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

- A.** We do not recommend printing e-mail for preservation purposes. Important metadata are lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

- A.** The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.

Q. We have an imaging system. Are we required to keep the paper?

- A.** You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's [Human-Readable Preservation Duplicate Policy](#) (N.C. Gen. Stat. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years. On the General Records Schedule: Local Government Agencies, see Leave Records (Standard 4: HUMAN RESOURCES RECORDS).

GEOSPATIAL RECORDS

Q. Why should geographic information system (GIS) datasets be retained and preserved?

- A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

- A.** The following types of geospatial records have been designated as having archival value:
- Parcel data
 - Street centerline data
 - Corporate limits data
 - Extraterritorial jurisdiction data
 - Zoning data, address points
 - Orthophotography (imagery)
 - Utilities
 - Emergency/E-911 themes

For more information, see **GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS**.

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

- A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. What data formats, compression formats, and media should be used to preserve the data?

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <https://it.nc.gov/about/boards-commissions/gicc>.

You should also comply with guidelines and standards issued by the State Archives of North Carolina, which are available on its website.

Q. Who should be responsible for creation and long-term storage of archived data?

- A.** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

- A.** Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

- A.** The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.
-

Q. How do I start the process of backing up the above listed records?

- A.** We have three processes for creating backup film copies of these records. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Records for Security Preservation Copy** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in "[Transfer of Minutes in Digital Formats for Microfilming](#)" or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

- A.** Contact the Records Management Analyst in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

Q. Can I obtain digital copies of the security preservation records?

- A.** Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 250-3103. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

- A.** We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:
- Managing public records in North Carolina
 - Disaster preparedness and recovery
 - Digital communications

Q. Will you design a workshop especially for our office?

- A.** Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst (<https://archives.ncdcr.gov/government/local/analysts>).

Q. Is there a fee for workshops?

- A.** Not at this time.

Q. Are the workshops available in an online format?

- A.** We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see <https://archives.ncdcr.gov/government/training/webinars>. You can also find several online tutorials available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/training/online-tutorials-and-resources>).

Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name _____

Location and Agency [e.g., County/Municipality + Department of Social Services] _____

Phone and e-mail _____

Mailing Address _____

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

☐ Add a new item

☐ Delete an existing item

Standard Number _____ Page _____ Item Number _

☐ Change a retention period

Standard Number _____ Page _____ Item Number _

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:

Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name _____

Location and Agency [e.g., County/Municipality + Department of Social Services] _____

Phone and e-mail _____

Mailing Address _____

In accordance with the provisions of N.C. GEN. STAT. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD

Requested by:

Signature _____

Title _____

Date _____

Approved by:

Signature _____

Requestor's Supervisor _____

Date _____

Concurred by:

Signature _____

Assistant Records Administrator
State Archives of North Carolina

Date _____

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	E-mail:	
County/Municipality:	Office:	
Mailing address:		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Concurred by:

Signature

Assistant Records Administrator
State Archives of North Carolina

Date

File Plan

County/Municipality					
Division		Section		Branch	

[illegible]

INDEX

- 911 COMMUNICATION RECORDS AND RECORDINGS, 12
- ADMISSION RECORDS, 16
- AFFIRMATIVE ACTION FILE (AIRPORT), 1
- AIR POLLUTION SOURCE INFORMATION, 5
- AIR SPACE CONSTRUCTION FILES, 1
- AIRFIELD INSPECTION FILES, 1
- AIRPORT ACCESS CONTROL RECORDS, 1
- AIRPORT MASTER RECORD FILES, 1
- ALARM CALL REPORTS, 53
- ALTERNATIVE SENTENCING PROGRAMS, 53
- AMBULANCE CALL REPORTS, 12
- AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS, 31
- AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS, 31
- AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS, 31
- ANIMAL ABUSE AND CRUELTY RECORDS, 3
- ANIMAL COMPLAINT RECORDS, 3
- ANIMAL CONTROL RECORDS, 3
- ANIMAL LICENSING RECORDS (ANIMAL SERVICES), 4
- ANIMAL LICENSING RECORDS (TAX), 73
- ANIMAL SHELTER RECORDS, 4
- APPRAISAL PROJECT FILE (PUBLIC HOUSING), 25
- APPRAISAL REPORTS (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING), 46
- ARREST PROCESSING TRACKING RECORDS, 53
- ARREST REPORTS, 54
- ART-IN-TRANSIT APPLICATIONS, 32
- AUCTION RECORDS, 54
- AUDIO AND VIDEO RECORDINGS (LAW ENFORCEMENT), 67
- BEER AND WINE TAXES AND RECORDS, 73
- BICYCLE LICENSE PLATE RECORDS, 73
- BLUEPRINTS AND SPECIFICATIONS, 5
- BOARD OF ADJUSTMENT CASE FILE, 19
- BUILDING AND FIRE SAFETY SYSTEM PLANS, 13
- BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS, 6
- CASE FILE - FELONIES, 54
- CASE FILE - MISDEMEANORS, 55
- CEMETERY DEEDS, 46
- CEMETERY INTERMENT RECORDS, 46
- CERTIFICATES OF APPROPRIATENESS, 20
- CERTIFICATION FILE. *See* Redevelopment Plans
- CHEMICAL ANALYSIS RECORDS. *See* DRUG AND ALCOHOL TESTING RECORDS
- CITATIONS RECORDS, 16
- COMMUNICATION RECORDS (LAW ENFORCEMENT), 55
- COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS, 26
- COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: OUTSTANDING LOAN BALANCES, 26
- COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY, 26
- COMPLAINTS (LAW ENFORCEMENT), 56
- COMPOSITE INTERVIEWS, 56
- COMPREHENSIVE PLAN AND AMENDMENTS, 20
- COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN & AMENDMENTS, 34
- CONTINUUM OF CARE RECORDS, 27
- CONTROLLED SUBSTANCE EUTHANASIA LOG (ANIMAL SERVICES), 4
- CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS, 6
- CRIME ANALYSIS RECORDS, 56
- CRIMINAL RECORDS CHECKS, 27
- CUSTOMER (RIDER) IDENTIFICATION RECORDS, 32
- CUSTOMER USAGE RECORDS, 34
- DAILY DISPOSAL TICKETS (LANDFILL), 34
- DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, AND COMMON AREAS, 21
- DELINQUENT TAXPAYER RECORDS, 74
- DELINQUENT TAXPAYER RECORDS - ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY, 74
- DESTRUCTIONS LOG, A-10
- DETENTION FACILITY INCIDENT REPORTS, 57
- DETENTION FACILITY OPERATIONAL RECORDS, 57
- DETENTION FACILITY PHYSICAL FORCE RECORDS, 57
- DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS, 32
- DISCHARGE MONITORING REPORTS, 35
- DISCOUNT PASSES APPLICATIONS, 32
- DISPATCH RECORDS AND RECORDINGS (EMS AND FIRE DEPARTMENT), 13
- DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES, 58
- DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS, 58
- DNA SAMPLING RECORDS, 58
- DOMESTIC VIOLENCE RECORDS, 59
- DROUGHT CONTINGENCY PLANS, 6
- DRUG AND ALCOHOL TESTING RECORDS, 59

- ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING & SYSTEM PLANS, 39
- ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS, 39
- ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE & REPAIR RECORDS, 39
- ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS, 39
- ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS, 40
- ELECTRONIC RECORDINGS OF INTERROGATIONS, 60
- EMERGENCY SOLUTIONS GRANTS (ESG) RECORDS, 28
- ENVIRONMENTAL IMPACT STUDIES, 21
- EROSION AND SEDIMENT AFFIDAVITS, 36
- EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES, 6
- EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS, 37
- EROSION AND SEDIMENT CONTROL INSPECTIONS, 37
- EROSION AND SEDIMENT CONTROL PERMITS, 37
- EROSION AND SEDIMENT CONTROL PLANS, 7, 37
- EXCAVATION PERMITS, 47
- EXEMPTIONS (VARIANCE) RECORDS, 7
- FAÇADE PROJECT FILES, 28
- FIELD OBSERVATIONS, 60
- FILE PLAN, 22
- FINGERPRINT CARDS, 61
- FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE, 13
- FIRE DISPATCH FILE, 13
- FIRE INVESTIGATION CASE FILES, 14
- FIRE SAFETY INSPECTIONS AND PERMITS, 14
- FLOOD CERTIFICATIONS, 38
- FLOOD STUDIES, 38
- FORCIBLE ENTRY RECORDS, 61
- FUGITIVE WARRANTS CASE RECORDS, 61
- GOING OUT OF BUSINESS LICENSES, 7
- GRAVE OPENING ORDERS, 47
- GROUNDWATER MONITORING RECORDS, 7
- HISTORIES OF PET OWNERS, 4
- HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS, 29
- HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES, 29
- HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) RECORDS, 30
- IDENTIFICATION PHOTOGRAPHS, 62
- ILLEGAL DUMPING FILE, 7
- INCIDENT RESPONSE REPORTS, 62
- INFRASTRUCTURE MAINTENANCE RECORDS, 47
- INMATE CLASSIFICATION RECORDS, 62
- INMATE COMMITMENT RECORDS, 63
- INMATE DEATH REPORTS, 63
- INMATE FINANCIAL RECORDS, 63
- INMATE GRIEVANCE RECORDS, 64
- INMATE MAIL, TELEPHONE, OR VISITOR RECORDS, 64
- INMATE MEAL RECORDS, 64
- INMATE MEDICAL RECORDS, 65
- INMATE PERSONAL IDENTIFICATION RECORDS, 65
- INMATE RESEARCH REQUESTS, 66
- INSPECTIONS, 7
- JUVENILE CASE HISTORY FILES, 66
- JUVENILE CASE HISTORY IDENTIFICATION RECORDS, 66
- JUVENILE DETENTION RECORDS, 66
- LABORATORY CASE RECORDS, 67
- LABORATORY OPERATIONS RECORDS, 44
- LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS (AIRPORT), 2
- LAND MARKETING AND DEVELOPMENT RECORDS. *See* HOME Investment Partnerships Program Records
- LANDFILL MONITORING REPORTS, 35
- LANDFILL OPERATIONAL PLAN, 35
- LANDFILL PERMITS, 36
- LANDFILL TONNAGE AND COST FILE, 8
- LANDLORD AGREEMENTS (UTILITIES), 40
- LANDLORD MONITORING RECORDS, 30
- LEAD AND COPPER COMPLIANCE RECORDS, 8
- MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS), 40
- METER TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS), 41
- MOTOR VEHICLE RENTAL TAX RECORDS, 74
- MULTIPLE FIREARMS SALES REPORTS, 67
- MULTIPLE FIREARMS SALES REPORTS DESTRUCTION RECORDS, 67
- MUNICIPAL VEHICLE TAX RECORDS, 74
- NORTH CAROLINA FIRE INCIDENT REPORT, 14
- NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE, 36
- OFFICIALS FILE, 16
- OPEN SPACE CLASSIFICATION CASE FILE, 21
- OPERATOR SHIFT INSPECTION RECORDS, 32
- ORDINANCE VIOLATIONS CITATIONS, 68
- OUTSIDE WASTE CLEARANCE RECORDS, 36
- PARKS PLANNING FILE, 17
- PATIENT CARE REPORTS, 12
- PAWNSHOP RECORDS, 68
- PERMISSION TO SEARCH RECORDS, 68
- PERMITS
 - CONSTRUCTION, 8
 - HANDGUN, 69
 - PUBLIC UTILITIES PROJECTS, 8
 - TEMPORARY MANUFACTURED HOME, 22
 - ZONING COMPLIANCE, 22
- PETITION & REGULATION RECORDS, 22
- PHARMACEUTICAL AND NARCOTICS RECORDS, 15

- PLANNING FILE (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING), 47
- PLANNING REVIEW CASE FILE, 23
- POOL RECORDS, 17
- PREPARED FOOD AND BEVERAGE TAX RECORDS, 74
- PRETREATMENT PROGRAM RECORDS, 44
- PRISON RAPE ELIMINATION ACT (PREA) DATA FILE, 69
- PRISON RAPE ELIMINATION ACT (PREA) FILE, 69
- PRISONER AND MENTAL PATIENT TRANSPORT RECORD, 69
- PRIVILEGE LICENSES, TAXES, AND FEE RECORDS, 75
- PROJECT RECORDS – CANCELLED (PUBLIC WORKS AND ENGINEERING), 47
- PROJECT RECORDS – CORE (PUBLIC WORKS AND ENGINEERING), 48
- PROJECT RECORDS – ENGINEERING & COMPLIANCE, 49
- PROJECT SHEETS FILE (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS, 50
- PROPERTY MANAGEMENT RECORDS. *See* HOME Investment Partnerships Program Records
- PROPERTY RECORDS - STOLEN AND RECOVERED, 70
- PUBLIC UTILITIES INSPECTION FORMS, 41
- PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR, RECORDS, 42
- PUBLIC WATER SANITARY SURVEY RECORDS, 44
- PURSUIT LOGS, 70
- RABIES VACCINATION RECORDS, 4
- RADIO LOGS (AIRPORT), 2
- RECREATION PROGRAMS, 17
- RECREATIONAL VEHICLE REGISTRATION RECORDS, 9
- RECYCLING WATER RECORDS, 42
- REDEVELOPMENT PLANS (PUBLIC HOUSING AND REDEVELOPMENT COMMISSION RECORDS), 30
- REHABILITATION RECORDS. *See* HOME Investment Partnerships Program Records
- RELOCATION RECORDS. *See* HOME Investment Partnerships Program Records
- REPORTS
 - DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS, 38
 - ENVIRONMENTAL PROTECTION AGENCY (EPA), 36
 - WASTEWATER MAINTENANCE OPERATIONS, 43
- REQUEST FOR CHANGE IN LOCAL GOVERNMENT RECORDS SCHEDULE, A-19
- REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS, A-21
- REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS, A-20
- REZONING RECORDS AND INDEXES, 23
- RIDE-ALONG PROGRAM RECORDS, 70
- RIGHT-OF-WAY ACQUISITION WORKING RECORDS, 50
- ROOM OCCUPANCY TAX RECORDS, 75
- ROUTE HISTORY RECORDS, 33
- SCHEDULE "B" LICENSES, 76
- SEAT BELT AND RESTRAINT SYSTEM RECORDS, 33
- SERVICE INTERRUPTION RECORDS, 42
- SEWER JETTING AND VECTORING RECORDS, 45
- SEXUAL OFFENDER RECORDS, 70
- SLUDGE TREATMENT RECORDS, 45
- SOCIAL MEDIA, A-12
- SPECIAL USE PERMIT RECORDS AND INDEX, 21
- STORMWATER DEVIATION PERMITS, 45
- STREET NAME AND HOUSE NUMBER FILES, 50
- STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS, 51
- SUBDIVISION RECORDS, 24
- SURVEY FIELD RECORDS, 51
- TAP AND HOOK UP RECORDS, 43
- TAX ABSTRACTS AND LISTS, 76
- TAX EXEMPT PROPERTY FILE, 76
- TAX LEDGER CARDS OR SHEETS, 76
- TAX LEVY AND SEIZURE RECORDS, 77
- TAX LIEN SALES, 77
- TAX REBATES, 77
- TAX SCROLLS, 77
- TAXICAB AND LIMOUSINE TAX RECORDS, 77
- TEXT MESSAGES, A-12
- TICKET STUBS, 18
- TRAFFIC ACCIDENT REPORTS, 71
- TRAFFIC ANALYSIS, 51
- TRAFFIC CITATIONS, 71
- TRAFFIC VIDEO RECORDINGS AND DATA, 52
- TRAFFIC WARNINGS, 71
- TRANSIT SCHEDULES, 33
- TRANSIT SERVICE APPLICATIONS, 32
- TRESPASS RECORDS, 72
- TROUT BUFFER VARIANCES, 38
- UNSAFE BUILDINGS FILE, 9
- VALVE OPERATION FILE, 9
- VANPOOL DRIVER APPLICATIONS, 33
- VARIANCES (PLANNING AND REGULATION OF DEVELOPMENT), 24
- VEHICLE TOWING RECORDS, 72
- VIOLATIONS
 - BUILDING AND HOUSING, 9
 - SOLID WASTE MANAGEMENT, 10
 - WATER CONSERVATION, 10
 - ZONING, 24
- WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS, 10
- WASTEWATER QUALITY ANALYSIS RECORDS, 10
- WATER & WASTEWATER PERMITS & APPROVAL RECORDS, 43
- WATER & WASTEWATER SYSTEM INSPECTIONS & TESTS, 45
- WATER ANALYSIS, 11
- WATER QUALITY VIOLATION RECORDS, 45

WATER SYSTEM OPERATIONS RECORDS, 11

WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS
FILE, 11

This change log notes all substantial changes from the 2019 to the 2021 version of the *General Records Schedule: Local Government Agencies*. For simplicity, wordsmithing, typographical corrections, pointers to other records series, and modifications to citations have not been tracked. Substantive changes are listed in the left-hand column. In the center column are the titles of new records series that have been added to the schedule. In the right-hand column are records series that have been discontinued because the records are no longer created or received by local government agencies (or in cases where these are listed in the same row as a series that was changed, these records have been combined into that broader records series). The index to the schedule also includes pointers where one series was subsumed into another.

Please note that what had been the Personnel Records standard (Standard 6) has been retitled as the Human Resources standard; alphabetization means this is now Standard 4 (and IT Records and Legal Records have been shifted to standards 5 and 6 respectively).

This updated schedule also includes in the appendix a section entitled “Related Records Series Found in Local Agency Program Schedules,” which identifies records series within the Local General Schedule (indicated with @) that have similar records series on local program schedules.

Changes	New Items	Discontinued Items
<u>Standard 1: Administration and Management Records</u>		
ACCREDITATION RECORDS Added to description outside evaluations of agency		
ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES Added description and modified disposition instructions		
AUDITS: PERFORMANCE Added disposition instructions for PCI attestation reports		
CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS Changed title from Citizen to Constituent; clarified that requests for reasonable accommodation included in this series are those from the general public; changed retention for all complaints to 1 year		

Changes	New Items	Discontinued Items
CONSTITUENT SURVEYS Changed title from Citizen to Constituent		
FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Clarified this series also includes records related to agency-owned property as well as warranties		
GRANTS Added to description any required certifications and disclosures; specified disposition for grants funded by local appropriations		
	HISTORICAL DESIGNATIONS RECORDS	
LOGISTICS MATERIALS Added agency activities to the description and modified disposition instructions		
MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Added to description free government-issued business permits		
OFFICE AND PROPERTY SECURITY RECORDS Changed title from Office Security Records; added property to the description and added disposition instructions for recordings that may necessitate action by law enforcement		
	PHONE LOGS	

Changes	New Items	Discontinued Items
Inserted PUBLIC BODIES at beginning of series titles to group together: <ul style="list-style-type: none"> • Agenda and Meeting Packets (also added exhibits to description) • Applications for Appointment • Appointment Reports • Audio and Video Recordings of Meetings • Notices of Public Meetings (renamed Meeting Notices) • Governing and Advisory Body Member File (renamed Member Files) • Minutes of Public Bodies (renamed Minutes) 		
	PUBLIC BODIES: CORRESPONDENCE	
REBATE PROGRAM RECORDS Deleted Citizen from title		
REPORTS AND STUDIES Added a specific disposition for quarterly reports		
REQUESTS FOR PROPOSALS Specified inclusion of elements created by the agency (e.g., notices, evaluations)		
STAFF MEETINGS FILE Renamed from Minutes (Staff Meetings) and added additional materials relevant to internal meetings along with materials from external that had been listed in Agenda and Meeting Packets		
STRATEGIC PLAN Renamed from Comprehensive Plan, added mission statements to the description, and clarified disposition instructions		

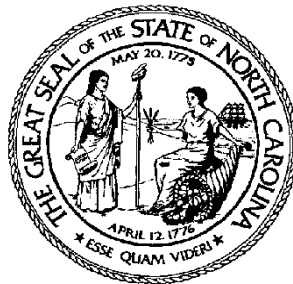
Changes	New Items	Discontinued Items
Standard 2: Budget, Fiscal, and Payroll Records		
ACCOUNTS PAYABLE Modified disposition of reimbursements to reflect DES requirements		
ACCOUNTS RECEIVABLE Modified description to add records for debt setoff program		
BOND CLOSING RECORDS Increased retention requirement to mirror state requirements		
GRANTS: FINANCIAL Specified disposition for grants funded by local appropriations		
LONGEVITY PAY Increased retention to reflect DES requirements		
PAYROLL AND EARNINGS RECORDS Increased retention to reflect DES requirements; added employer contributions to description		
PAYROLL DEDUCTION RECORDS Added retirement deductions to description		
SHIFT PREMIUM PAY Increased retention to reflect DES requirements		
TAX FORMS Increased retention to reflect DES requirements		
TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Increased retention to reflect DES requirements		
TRAVEL REIMBURSEMENTS Increased retention to reflect DES requirements		
Standard 3: Geographic Information System (GIS) Records		
MAPS: ALL OTHER Included paper maps in description		

Changes	New Items	Discontinued Items
Standard 4: Human Resources Records (previously Personnel Records)		
APPLICATIONS FOR EMPLOYMENT Added pointer in disposition to Seasonal and Contract Workers		
BENEFITS RECORDS Specified disposition for correspondence with providers		
		CERTIFICATION AND QUALIFICATION RECORDS Already covered by Training and Educational Records; Conferences and Workshops
HAZARDOUS MATERIALS TRAINING RECORDS Added to description documentation of loans of radioactive materials for training purposes		
MEDICAL RECORDS Clarified description to include records of employees, contractors, and volunteers; expanded description of health and physical examinations		
PERSONNEL RECORDS (OFFICIAL COPY) Clarified description to specify employees eligible for benefits		
POLICIES AND PROCEDURES (PERSONNEL) Added description; deleted disposition for non-internal records, which should be considered part of the Reference (Reading) File, and added disposition for HR administrative records (e.g., employee orientation materials)		

Changes	New Items	Discontinued Items
RETIREMENT RECORDS Clarified description; removed separate disposition for deferred compensation – those that are from retirement plans are covered in this item, and those that are for some sort of bonus should be treated as Payroll and Earnings Records		
TRAINING AND EDUCATIONAL RECORDS Added general training materials to description; added disposition for expired employee certifications/qualifications along with one for general training materials		
UNEMPLOYMENT COMPENSATION CLAIMS Increased retention to reflect DES requirements		
UNEMPLOYMENT COMPENSATION REPORTS Increased retention to reflect DES requirements		
Standard 5: IT Records		
Clarified retention for fixity check documentation		
Standard 6: Legal Records		
ANNEXATION RECORDS Specified disposition for withdrawn petitions		
CIVIL RIGHTS CASE RECORDS Specified disposition for employee requests for reasonable accommodations		
ENCROACHMENTS Changed description from citizens to residents		
	EXPUNCTIONS	
	INVESTIGATION AND HEARING RECORDS	
		REASONABLE ACCOMMODATIONS Already covered by Constituent Comments, Complaints, Petitions, and Service Requests
	SETTLEMENTS	

Changes	New Items	Discontinued Items
Standard 8: Risk Management Records		
DISASTER RECOVERY Clarified description and specified disposition for records evaluating the efficacy of recovery efforts		
	EMERGENCY NOTIFICATIONS Moved from the Emergency Services standard of the old County Management schedule	
FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS Added Environmental to the series title and added specific dispositions for inspection reports and safety audits		
	FIXED NUCLEAR FACILITIES PLANS FILE Moved from the Emergency Services standard of the old County Management schedule	
HAZARDOUS MATERIALS MANAGEMENT Broadened description and added numerous dispositions for particular types of hazardous materials; now includes asbestos management plans		ASBESTOS MANAGEMENT PLAN
LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Deleted citizen from description		
	NATIONAL FLOOD INSURANCE PROGRAM RECORDS Moved from the Emergency Services standard of the old County Management schedule	

CHANGE LOG FOR PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

EXECUTIVE SUMMARY

This document lists the changes that have been made from the Municipal Records Retention and Disposition Schedule issued on September 10, 2012 as well as the County Management Records Retention and Disposition Schedule issued on April 15, 2013 that are now present in the 2020 Program Records Schedule for Government Agencies. While previously adopted amendments, grammatical and alphabetization changes, wordsmithing, and the updating of citations are not listed, substantive changes are listed in the left-hand column. In the center column are the titles of new records series that have been added to the schedule. In the right-hand column are records series that have been either superseded by the *General Records Schedule: Local Government Agencies* or discontinued because the records are no longer created or received by local departments.

MUNICIPAL AND COUNTY MANAGEMENT CLARIFICATION

While some items included below were identical on the Municipal and County Management schedules, there are cases where an item was only on one schedule or had a different name on each schedule. In those cases, the item will have either an (M) or a (CM) after its title. An (M) indicates that the referenced item was only on the Municipal schedule. A (CM) indicates that the referenced item was only on the County Management schedule. When titles differ, or when multiple items from one schedule fall under a larger term in the other schedule, all previous item titles are provided.

STANDARD 10: AIRPORT AUTHORITY RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>STANDARD 10: AIRPORT AUTHORITY RECORDS</i>		
		AIRPORT CERTIFICATION MANUAL See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		COMMUNICATIONS RECORDINGS See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Audio-Visual Recordings.

STANDARD 11: ANIMAL SERVICES RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>STANDARD 11: ANIMAL SERVICES RECORDS</i>		
		ACTIVITY REPORTS (ANIMAL CONTROL) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ANIMAL ABUSE AND CRUELTY RECORDS Used the records series title from the County Management schedule; changed disposition instructions from Municipal schedule to match County Management schedule.		ANIMAL ABUSE CASES (M) ANIMAL CRUELTY RECORDS (M)
		ANIMAL BITE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ANIMAL COMPLAINT RECORDS Removed reference to abuse records, which are separately covered in "Animal Abuse and Cruelty Records."		
ANIMAL CONTROL RECORDS Removed animal abuse case disposition instructions, which are separately covered in "Animal Abuse and Cruelty Records"; added disposition instructions for animal control citations and compliance orders.		ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS DANGEROUS ANIMAL RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 11: ANIMAL SERVICES RECORDS		
	ANIMAL SHELTER RECORDS	ANIMAL ADOPTION RECORDS CERTIFICATES OF ANIMAL RELEASE IMPOUNDMENT RECORDS (M) OWNER CONTACT NOTICE RECORDS SHELTER DISPOSITION SHEETS
		RABIES CONTROL REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REFERENCE MATERIAL (ANIMAL CONTROL) (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference File.
RABIES VACCINATION RECORDS Clarified title of "Vaccination Records."		

STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS

(This standard previously encompassed STANDARD 5: BUILDING INSPECTION RECORDS (of the Municipal schedule) and STANDARD 5: CODE ENFORCEMENT AND INSPECTION RECORDS (of the County Management schedule))

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
BLUEPRINTS AND SPECIFICATIONS Disposition was amended to change “b” disposition from “1 year after permit is issued” to “1 year after completion of project.”		For agency-owned buildings, see General Records Schedule: Local Government Agencies, Standard 1, (Administration and Management Records), Blueprints and Specifications.
		BUILDING AND FIRE CODE VIOLATIONS CASES (Municipal) See Violations: Building and Housing
		BUILDING INSPECTION REPORTS (Municipal) See Building and Road Permitting and Inspection Records.
		BUILDING PERMITS AND APPLICATIONS (Municipal) See Building and Road Permitting and Inspection Records.
		BUILDING PERMIT LOG (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		BUILDING PERMIT RECEIPT BOOKS (Municipal) See Permit Receipt Books.
		BUILDING TRADES CERTIFICATIONS (Municipal) See Trades Certifications.
		BURNING PERMITS (BUILDING INSPECTIONS) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		BUSINESS CERTIFICATION RECORDS (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Business Certification Records
		CERTIFICATES OF OCCUPANCY (Municipal) See Building and Road Permitting and Inspection Records.
		CONSTRUCTION REPORTS (Municipal) See Reports: Monthly Building Permits and Construction.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		CONTRACTORS LICENSING (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		DEMOLITION FILE (Municipal) See Building and Road Permitting and Inspection Records.
		ENCROACHMENTS OF RIGHT-OF-WAY APPLICATIONS AND PERMITS (Municipal) See Permits: Encroachments of Right-of-Way.
		EROSION AND SEDIMENT CONTROL AFFIDAVITS See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Litigation Case Records.
		FACILITY MAINTENANCE, REPAIR, AND INSPECTION (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Facility Maintenance, Repair, and Inspection Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		HAZARDOUS WASTE DISPOSAL RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.
ILLEGAL DUMPING FILE Cross-reference added to Violations.		
		INSPECTIONS (Municipal) Inspection records now separated into different categories within schedule depending on kind of inspection. For records concerning violations, see Violations.
INSPECTIONS Standardized retention period for all inspections at 6 years (increasing that for Sewage Disposal Systems from 2 years and for Substandard Housing and Unsafe Buildings from 5 years)		INSPECTIONS: ELECTRIC POWER AND NATURAL GAS SYSTEM (County Management) INSPECTIONS: PERIODIC REPORTS OF INDUSTRIAL FACILITIES (County Management) INSPECTIONS: SANITARY LANDFILL (County Management) INSPECTIONS: SEWAGE DISPOSAL SYSTEM (County Management) INSPECTIONS: SUBSTANDARD HOUSING AND UNSAFE BUILDINGS (County Management) INSPECTIONS: WASTE LOADS (County Management) INSPECTIONS: WATER AND WASTEWATER SYSTEM (County Management)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		INSPECTIONS: ENVIRONMENTAL HEALTH SUMMARIES (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		INSPECTOR WORKSHEETS (Municipal) See Inspections
		LABORATORY OPERATIONS RECORDS (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		LANDFILL OPERATIONAL PLAN (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan.
		MAPS, PLATS, AND DRAWINGS (Municipal) See Program Schedule for Local Government Records, Standard 15 (Planning and Regulation of Development Records), Maps, Plats, and Drawings (Official).

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		MANUFACTURED HOME PERMITS (Municipal) See Program Schedule for Local Government Records, Standard 15 (Planning and Regulation of Development Records), Permits: Temporary Manufactured Home.
		MONTHLY BUILDING PERMITS AND CONSTRUCTION REPORTS (Municipal) See Reports: Monthly Building Permits and Construction.
		NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		PERIODIC INSPECTION REPORTS (Municipal) See Inspections
		PERMIT LOG (County Management) Record no longer applicable.
		PERMITS: BURNING (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		<p>PERMITS: FACILITIES USE (County Management)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.</p>
		<p>PERMITS: LANDFILL (County Management)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)</p>
		<p>PERMITS: MISCELLANEOUS (NON-CONSTRUCTION)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.</p>
		<p>REPORTS: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOG</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		REPORTS: DISCHARGE MONITORING See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REPORTS: ENVIRONMENTAL HEALTH (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REPORTS: LANDFILL MONITORING See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REPORTS: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		REPORTS: WASTEWATER MAINTENANCE OPERATION See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		SEWAGE DISPOSAL SYSTEM INSPECTION REPORTS (Municipal) See Inspections: Sewage Disposal Systems.
		STREET ADDRESS LOG (Municipal) See Program Schedule for Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Street Name and House Number File.
		STREET INFORMATION See Program Schedule for Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Street Name and House Number File.
		SUBSTANDARD HOUSING INSPECTION REPORTS (Municipal) See Inspections

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		TROUT BUFFER VARIANCES (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
VIOLATIONS Description expanded to describe various kinds of violations. Changed retention from 3 years to 6 years; added "b" to account for "remaining records."		
VIOLATIONS: SOLID WASTE MANAGEMENT Changed "produced" to "issued" in item description.		
		WASTE OIL, BATTERIES, AND ELECTRONICS COLLECTION FILE See General Schedule for Local Government Records, Standard 8 (Risk Management Records), Hazardous Materials Management.
WATER ANALYSIS Cross-reference added to Violations.		

STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS

The most significant change from the previous schedule is that all items pertaining to Emergency Management are now included in the General Records Schedule: Local Government Agencies. Since Emergency Management is a function carried out by various local agencies, and since Emergency Management is not necessarily an agency paired with Emergency Medical Services (EMS) and Fire Departments, it is logical to place the Emergency Management items in the General Schedule where they apply to all local agencies. **All Emergency Management specific standards will now be found in Standard 8 (Risk and Emergency Management) of the General Records Schedule: Local Government Agencies, to be reflected in the new revisions to the General Schedule for 2020.**

Clarification note added to the standard introduction concerning body-worn camera footage from EMS and Fire Department personnel that reads: *Footage from body-worn cameras is classified with the content captured or the purpose of the footage rather than by its format. Recordings may fit under FIRE INVESTIGATION CASE FILES, DISPATCH RECORDS AND RECORDINGS, PUBLICITY RECORDS (General Schedule), TRAINING AND EDUCATIONAL RECORDS, and other items as appropriate. Footage is only confidential if it fits within an item where confidentiality is conferred by state or federal statute.*

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	..	911 CALL RECORDINGS (CM) 911 TAPE RECORDINGS (M) See 911 Communication Records and Recordings.
	911 COMMUNICATION RECORDS AND RECORDINGS This item includes 911 Communication Records and 911 Call Recordings. Description explicitly includes both calls and text messages. New retention for all 911 records is retain for 30 days unless made part of a case file.	911 COMMUNICATION RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		911 FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Policies and Procedures OR General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records.
		ACCIDENT FILE (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Accident/Incident Reports (Customer and Employee).
		ACTIVITY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR) Minimum retention period now three years after case is closed rather than eleven years. Confidentiality statutes also added.		PATIENT CARE REPORTS (M)
		AMBULANCE DISPATCH RECORDS See Dispatch Records and Recordings.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		AMBULANCE SERVICE RUN LOG See Dispatch Records and Recordings.
		ANNUAL REPORT (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		ANNUAL SUBMISSION ON PERSONNEL AND ADMINISTRATION FUNDS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
BUILDING AND FIRE SAFETY SYSTEM PLANS Revision of Plans item to clarify coverage of building and fire safety plans for commercial, industrial, and government-owned properties, as per records typically held by local fire marshals.		
		BUILDING INSPECTIONS See Fire Safety Inspections and Permits. Other kinds of inspections are found in the Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement Records).

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		COMPANY RUN REPORT (FIRE JOURNAL) See Dispatch Records and Recordings.
		CONSOLIDATED MONTHLY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		DAILY LOG (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		DISASTER AND EMERGENCY MANAGEMENT PLANS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		DISPATCH FILE (M) See Fire Dispatch File.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	DISPATCH RECORDS AND RECORDINGS Consolidated item includes Ambulance Dispatch Records, Ambulance Service Run Log, Company Run Report (Fire Journal), Fire Alarm Journal, and Fire Dispatch File. Item description expanded to include body-worn camera footage from EMS and Fire Department personnel responding to an emergency unless footage fits explicitly within another item. New retention of all items is 30 days unless made part of a case file. Confidentiality statutes also added.	DISPATCH RECORDINGS
		EMERGENCY NOTIFICATIONS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Notifications.
		EMERGENCY SERVICES BILLING RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
		EMERGENCY SERVICES CORRESPONDENCE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Correspondence and Memoranda.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		<p>EQUIPMENT RECORDS (APPARATUS AND MAINTENANCE FILE) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.</p>
		<p>EQUIPMENT RECORDS (APPARATUS OPERATING EXPENSE FILE) (M) Purchase orders of equipment are now found in General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Purchase Orders</p> <p>Reports of expenditures relating to the usage and upkeep of equipment fall under General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Budget Reports.</p>
		<p>EQUIPMENT RECORDS (APPARATUS TEST REPORTS) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		EQUIPMENT RECORDS (EQUIPMENT ISSUED TO FIREFIGHTERS AND EMERGENCY PERSONNEL) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		EQUIPMENT RECORDS (HOSE RECORDS) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		EQUIPMENT RECORDS (HOSE TESTS) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		EVACUATION PLANS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		EXPOSURE RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Medical Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		FEDERAL ASSISTANCE PROGRAMS REFERENCE RECORDS (M) As reference copies, these records can be destroyed when their reference value ends for the agency.
		FIRE ALARM JOURNAL See Dispatch Records and Recordings.
		FIRE INSPECTION REPORTS (M) See Fire Safety Inspections and Permits.
FIRE INVESTIGATION CASE FILES Confidentiality statute added for criminal investigations. Description modified to allow for agency's decision as to what to include in a fire investigation file. Cross-reference added to Case History File: Felonies and Case History File: Misdemeanors from the Law Enforcement Records standard of the Local Program Schedule.		
		FIRE INVESTIGATION RECORDS See Fire Investigation Case Files.
		FIRE LIMITS ORDINANCES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Ordinances.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	FIRE SAFETY INSPECTIONS AND PERMITS Item renamed to reflect inclusion of permits.	FIRE SAFETY INSPECTIONS (CM)
		FIXED NUCLEAR FACILITIES PLANS FILE See General Schedule, Standard 8 (Risk Management Records), Nuclear Facilities Plans File. Retention changed from “destroy in office after 3 years” to “destroy in office when superseded or obsolete.”
		HOSE RECORDS (CM) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		HYDRANT RECORDS (CM) HYDRANT RECORDS (LOCATION AND MAIN SIZE) (M) HYDRANT RECORDS (MAINTENANCE AND TEST FILE) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		INVENTORY RECORDS FILE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		<p>LOCAL EMERGENCY PLANNING COMMITTEE MINUTES</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Public Bodies: Minutes.</p>
		<p>LOCAL EMERGENCY COMMITTEE PLANS</p> <p>See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.</p>
		<p>NATIONAL FLOOD INSURANCE PROGRAM RECORDS</p> <p>See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), National Flood Insurance Program Records.</p>
		<p>NORTH CAROLINA FIRE ASSOCIATION RECORDS</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Membership Records.</p>
		<p>NORTH CAROLINA FIRE CASUALTY REPORT</p> <p>Original copy retained by N.C. State Fire Commission and covered in retention schedule for state agencies.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
NORTH CAROLINA FIRE INCIDENT REPORT Retention for original items remains permanent. Retention for copies provided to other agencies moved to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.		
		NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT Removed from schedule. Printouts are not the record copy of the item. The records of the Fireman's Pension Fund are maintained at the state level. Agencies may create printouts as needed, but they have no responsibility for maintaining printouts as a public record unless the local agency changes its content.
		NOTIFICATION TO CORRECT (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement Records), Violations.
		NUCLEAR CIVIL PROTECTION PLAN See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		<p>OPERATIONS FILE (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Correspondence OR Logistics Materials.</p>
		<p>PATIENT CARE REPORTS (M)</p> <p>See Ambulance Call Reports/Patient Care Reports.</p>
	<p>PHARMACEUTICAL AND NARCOTICS RECORDS</p> <p>Consolidated item added with explanatory description and CFR citation to reflect DEA requirements for tracking administration of controlled substances. Confidentiality statutes also added.</p>	PHARMACEUTICAL RECORDS
		<p>PLANS</p> <p>See Building and Fire Safety System Plans.</p>
		<p>PUMP TEST RECORDS</p> <p>See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		RADIOLOGICAL DEFENSE (RADEF) DATA BANK RADIOACTIVE MATERIAL INVENTORY See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Hazardous Materials Training Records.
		RADIOLOGICAL DATA STATION FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Hazardous Materials Training Records.
		RADIOLOGICAL EQUIPMENT INVENTORY (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		RESOLUTIONS ON ESTABLISHMENT OF LOCAL AGENCY See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Resolutions.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		SAFETY COMMITTEE MEETINGS (CM) SAFETY COMMITTEE AGENDA AND MEETING PACKETS (M) SAFETY COMMITTEE MINUTES (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Minutes of Public Bodies.
		SHELTER FACILITY LISTING See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		STATE OF EMERGENCY ORDINANCES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Ordinances.
		SUPERFUND AUTHORIZATION RECOVERY ACT INFORMATION FILE See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Superfund Authorization Recovery Act Information File.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		TRAINING AND EDUCATION FILE (M) See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Education Records.
		VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Logistics Materials.
		VOLUNTEER FIREFIGHTERS MEDICAL RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Medical Records.
		VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Personnel Records (Official Copy).

STANDARD 14: PARKS AND RECREATION RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>STANDARD 14: PARKS AND RECREATION RECORDS</i>		
		ACCIDENT/INCIDENT REPORTS (PARKS & RECREATION) (CM) ACCIDENT/INCIDENT REPORTS (PARKS & RECREATION) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Accident/Incident Reports (Customer and Employee).
		ANNUAL ACTIVITY REPORT See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		ATHLETIC PROGRAM FILE (M) See Recreation Programs.
		BIRTH CERTIFICATES (REFERENCE COPIES) See Recreation Programs.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
		<p>FACILITY USE PERMITS (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.</p>
		<p>INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE (CM)</p> <p>INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Membership Records.</p>
		<p>INVENTORY OF FACILITIES (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.</p>
		<p>MAPS FILE (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System), Maps: Parks.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
<p>OFFICIALS FILE Description revised to:</p> <p>Records concerning individuals who officiate games. Includes schedule and correspondence (including e-mail).</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) or Seasonal and Contract Worker Records (STANDARD 6: PERSONNEL RECORDS) for disposition of payment records.</p> <p>Item b) deleted from Disposition Instructions</p>		
		<p>PARKS AND RECREATION AGENDA AND MEETING PACKETS FILE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Public Bodies: Agenda and Meeting Packets.</p>
		<p>PARKS AND RECREATION BOARD MEETINGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Public Bodies: Minutes.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>STANDARD 14: PARKS AND RECREATION RECORDS</i>		
<p>PARKS PLANNING FILE</p> <p>Description revised to Records concerning and to refer to all parks not just county or municipality. References to Comprehensive Plans and Maps updated to current general schedule standard.</p>		
		<p>PROMOTIONAL LEAFLETS AND BROCHURES (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Publicity Records.</p>
		<p>RATE AND FEE REGULATION (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Rates and Fee Schedules.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
RECREATION PROGRAMS Fees Paid added to description (CM) Disposition Instruction changed to: A) Destroy age verification records when reference value ends B) Destroy in office remaining records after 3 years (M) (CM) Description includes minor changes including change to Records concerning. Citation to GS132-1.12 added (M).		
		RECREATION EQUIPMENT RECORDS (CM) RECREATION EQUIPMENT RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Repair, and Inspections Records.
		RELEASE FORMS (CM) RELEASE FORMS (M) See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Release Forms.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
		RESERVATION RECORDS (CM) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.
		RULES AND REGULATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Administrative Directives, Regulations, and Rules
		SPECIAL EVENTS PROGRAM FILE (CM) SPECIAL EVENTS PROGRAM FILE (M) See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Fund Drive and Event Records.

STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS

The most noticeable change from previous schedules is that the title has been amended from Planning and Zoning to Planning and Regulation of Development in accordance with changes implemented in G.S. § 160A-360 (repealed effective January 1, 2021).

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
		APPEARANCE COMMISSION AGENDA AND MEETING PACKETS FILE (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Minutes of Public Bodies
		APPEARANCE COMMISSION MINUTES (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Agenda and Meeting Packets
		APPEARANCE COMMISSION PROJECT FILE (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Projects
		ASSESSMENT RECORDS FILE (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
		BOARD OF ADJUSTMENT AGENDA AND MEETING PACKETS (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Agenda and Meeting Packets
	BOARD OF ADJUSTMENT CASE FILES AND INDEXES Combined previous Board of Adjustment Case File and Board of Adjustment Case Index Records	
		BOARD OF ADJUSTMENT MINUTES (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Minutes of Public Bodies
	CERTIFICATES OF APPROPRIATENESS FILE Issued by the Historic Preservation Commission and retained for life of structure.	
COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: ADMINISTRATIVE Final reports added to item to allow for historical value retention.		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: APPLICATIONS Disposition added for rejected applications. Final reports removed from item and added to CDBG Administrative records.		
	COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: OUTSTANDING LOAN BALANCES	
	COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY	
COMPREHENSIVE PLAN AND AMENDMENTS FILE Modified to excise "Land Use" from title to coincide with definition given in G.S. 160D 1-2. Modified "b" disposition to read "remaining records" instead of listing specific titles.		
EASEMENT RELEASE REQUEST FILE Removed "approved by the Planning Board" from description as statute does not dictate who has approval authority and is performed by more than just the planning board.		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
		FEASIBILITY STUDIES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
MASTER SUMMARY (LOG OR REGISTER) Retention changed from “permanent” to “destroy when superseded/obsolete.” The Log itself is permanent but the information added to the log is what the retention instructions should be applied to.		
		ORTHOGRAPHY (County Management) See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Layers: Orthoimagery.
		PHOTOGRAPHS AND NEGATIVES (AERIAL) (County Management) See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Layers: Orthoimagery.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
		PLANNING AND ZONING BOARD MEETINGS (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Agenda and Meeting Packets and Minutes of Public Bodies.
		PLANNING AND ZONING STUDIES (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan and Projects.
		PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS See Subdivisions.
		REDEVELOPMENT PLANNING RECORDS (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
		REFERRED PROJECTS (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File.
SPECIAL USE PERMIT RECORDS AND INDEX FILE Amended to change “Conditional Use” to “Special Use” to fit definitions given in G.S. 160D. Also removed “sign permits and temporary use” permits from description as these are covered under Permits: Zoning Compliance.		
		STREET NAMES AND CHANGES OF STREET NAMES FILE (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File.
SUBDIVISION RECORDS “Maps” and “plats” removed from item description. Cross-reference added to Maps, Plats, and Other Drawings.		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
VARIANCES Retention changed to now maintain item permanently in the minutes of the Board of Adjustment or other governing body.		

STANDARD 16: PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS

General note: In the case of many grant-funded records, numerous new records series have been added to reflect the very precise retention requirements for these records established by the federal government.

Community Development Block Grant records moved to Standard 15: Planning and Regulation of Development Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 16: PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS</i>		
		CDBG RECORDS See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Community Development Block Grant (CDBG) Records: Administrative, Applications, Outstanding Loan Balances, AND Records Subject to Reversion of Assets Provisions or Change of Use of Real Property.
	CONTINUUM OF CARE RECORDS	
	CRIMINAL RECORDS CHECKS	
	EMERGENCY SOLUTIONS GRANTS RECORDS	
	HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS	LAND MARKETING AND DEVELOPMENT RECORDS PROPERTY MANAGEMENT RECORDS REHABILITATION LOAN RECORDS RELOCATION RECORDS
	HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES	

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 16: PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS</i>		
	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS RECORDS	
	LANDLORD MONITORING RECORDS	
REDEVELOPMENT PLANS Changed title to encompass approved as well as rejected plans; added description; clarified disposition instructions for approved vs. rejected projects		CERTIFICATION FILE

STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS</i>		
		ACCREDITATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		AGENCY LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		APPLICATIONS FOR AWARDS If application is for employee awards, see General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Service Awards and Commendations. For application is for public awards, see General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Community Awards.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		CALL IN LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Vehicle Maintenance, Repair, and Inspection Records AND Standard 5 (Information Technology Records) Voice Over Internet Protocol (VoIP) Records.
		CUSTOMER (RIDER) ALERTS See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Publicity Records.
		DISPATCH RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		LOST AND FOUND RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Lost, Stolen, or Damaged Property Reports.
		NATIONAL TRANSIT DATABASE (NTD) REPORT See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS</i>		
		OPERATOR BID RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Bids for Purchase.
		OPERATOR SCHEDULING AND ASSIGNMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies and Standard 4 (Human Resources Records), Work Schedules and Assignments.
		RADIO DISPATCH RECORDINGS AND LOGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies
		RIDERSHIP REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		ROUTE MAINTENANCE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Facility Maintenance, Repair, and Inspection Records.
		ROUTE REQUESTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Citizen Comments, Complaints, Petitions, and Service Requests
		SAFETY CERTIFICATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		SERVICE PERFORMANCE RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Performance Reviews.
		SERVICE PLANNING AND DEVELOPMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		SHELTER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Blueprints and Specifications AND Inventories.
		SHUTTLE LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TERMINAL DISPATCH RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TICKET CONSIGNMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories
		TRANSPORTATION SYSTEM OPERATIONS REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS</i>		
		TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Vehicle, and Facility Usage Records.
		TRANSPORTATION SYSTEM STATISTICAL RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TRIP REQUESTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Citizen Comments, Complaints, Petitions, and Service Requests
		VEHICLE BREAKDOWN RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Vehicle, and Facility Usage Records and Work Orders

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS</i>		
		VEHICLE OPERATOR INSTRUCTIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment and Vehicle Reference Records
		VEHICLE USAGE LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS

This standard combines the Municipal Schedule Standard 17, Public Utilities and Environmental Management Records, and the County Management Schedule Standard 15, Public Utilities and Waste Management Records. To ease searching, records series have been loosely grouped into the categories Environmental Records, Erosion Control Records, Flood Control Records, Utilities Records, and Water Quality Records. This change log indicates name changes under “changes” and the Municipal and County items that have been superseded under “discontinued items.” Some overlap was found with County Management Schedule Standard 5, Code Enforcement and Inspection Records. In these cases, the records series can now be found on the Local Government Program Schedule Standard 12, Code Enforcement and Inspection.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		ABANDONED UTILITY LINE RECORDS See Program Records Schedule: Local Government Agencies , Standard 18 (Public Utilities And Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.
		AIR POLLUTION SOURCE INFORMATION (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Air Pollution Source Information.
		ANNUAL REPORTS: UTILITIES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>ASBESTOS DISPOSAL FILE (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.</p>
		<p>BATTERY COLLECTION FILE (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.</p>
		<p>CABLE TELEVISION FRANCHISE RECORDS</p> <p>Service reports repealed by Session Law 2018-145. Remaining functions performed at state level by NC Department of the Secretary of State as of 2007 according to G.S. 66-351.</p>
		<p>CHRONOLOGY FILE (M)</p> <p>Item removed. Records in chronology file should be treated under their appropriate category in this schedule. Copies of records compiled in a ready reference file do not create new record copies.</p>
		<p>COMMUNITY WATER SYSTEM PERMIT (M)</p> <p>Record copy created and issued by N.C. Department of Environmental Quality. Copy kept at local level is a reference copy.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		COMPLAINTS (EROSION AND SEDIMENT CONTROL) (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests.
ENVIRONMENTAL: COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS Background surveys, studies, reports, and drafts integrated into Disposition (b), destroy in office when superseded or obsolete. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Comprehensive Plan.		COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS (M)
		CONSTRUCTION DRAWINGS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Blueprints and Specifications.
		COUNTY LANDFILL RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		CUSTOMER ACCOUNT HISTORIES (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable for financial history. See Environmental: Customer Usage Records for usage history.
		CUSTOMER DEPOSIT RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
		CUSTOMER FINANCIAL RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
ENVIRONMENTAL: CUSTOMER USAGE RECORDS		CUSTOMER USAGE RECORDS
		CUSTOMER WORK ORDERS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests.
ENVIRONMENTAL: DAILY DISPOSAL TICKETS		DAILY DISPOSAL TICKETS (M)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
<p>UTILITIES: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS</p> <p>Description of item added.</p> <p>Disposition order reversed to reflect that wastewater treatment facility logs are retained longer than those of water treatment facilities.</p>		<p>DAILY FACILITY OPERATORS LOGS AND REPORTS (M)</p>
		<p>DAILY PLANT RECORDS (M)</p> <p>If waste or wastewater treatment plant, see Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Daily Water and Wastewater Facility Operators Logs.</p> <p>If other facility, see General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>DAILY REPORT OF OPERATIONS AND COSTS (M)</p> <p>If waste or wastewater treatment plant, see Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Daily Water and Wastewater Facility Operators Logs.</p> <p>If other facility, see General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies AND Standard 2 (Budget, Fiscal, and Payroll Records), Budget Reports.</p>
		<p>DAILY TRIP REPORTS/LOGS (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>DAM CONSTRUCTION FILES (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records: Core.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		DAM OPERATIONS AND MAINTENANCE FILES (M) See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Infrastructure Maintenance Records.
		DIRECT DRAFT AUTHORIZATIONS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Electronic Funds Transfers (EFT).
ENVIRONMENTAL: DISCHARGE MONITORING REPORTS Order of dispositions changed to place longest retention requirements (NPDES reports and annual reports) ahead of daily reports.		DISCHARGE MONITORING REPORTS (M)
		DRIVERS' DAILY REPORTS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		DROUGHT CONTINGENCY PLANS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Drought Contingency Plans.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
<p>UTILITIES: ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS</p> <p>Description of item added.</p> <p>Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Comprehensive Plan.</p> <p>Disposition changed. Records are no longer permanent. If records are an element of the Comprehensive Plan, destroy in office when reference value ends. If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.</p>		<p>ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS (M)</p>
UTILITIES: ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS		ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS (M)
		<p>ELECTRIC POWER AND NATURAL GAS SYSTEM INSPECTIONS AND TESTS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS Disposition (b) removed; disposition for all records now destroy in office 3 years after equipment is no longer owned and/or operational.		ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS (M)
UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Comprehensive Plan. Disposition changed from retain in office permanently to retain in office for life of system and then destroy.		ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS (M)
UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS Disposition (a) modified for pre-approval and final approval letters from retain permanently to retain for life of system and then destroy.		ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS (M)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>ENFORCEMENT CASES: EROSION AND SEDIMENT CONTROL (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Erosion and Sediment Control Enforcement Cases.</p>
		<p>ENGINEERING REPORTS FILE (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Planning Review Case File.</p>
EROSION CONTROL: EROSION AND SEDIMENT AFFIDAVITS		EROSION AND SEDIMENT AFFIDAVITS (M)
EROSION CONTROL: EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS		EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS (M)
		<p>EROSION AND SEDIMENT CONTROL NOTICE OF VIOLATIONS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Building and Housing.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
<p>EROSION CONTROL: EROSION AND SEDIMENT CONTROL INSPECTIONS</p> <p>Description of item added.</p> <p>Disposition changed from destroy in office 3 years after final site inspection to destroy in office 6 years after final site inspection.</p>		<p>EROSION AND SEDIMENT CONTROL INSPECTIONS (M)</p>
		<p>EROSION AND SEDIMENT CONTROL PERMIT LOGS (M)</p> <p>See Erosion Control: Erosion and Sediment Control Permits.</p>
		<p>EROSION AND SEDIMENT CONTROL PERMIT RECEIPT BOOKS (M)</p> <p>See Erosion Control: Erosion and Sediment Control Permits.</p>
<p>EROSION CONTROL: EROSION AND SEDIMENT CONTROL PLANS</p> <p>Description of item revised to specify that item includes revisions, addendums, and records delineating who is financially responsible for the project.</p> <p>Disposition of approved plans changed from destroy in office 6 years after approval or last revision and/or addendum to destroy in office 3 years after expiration.</p>		<p>EROSION AND SEDIMENT CONTROL PLANS (M)</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		EROSION AND SEDIMENT CONTROL TRADES CERTIFICATIONS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		EXEMPTION (VARIANCE) RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Exemption (Variance) Records.
		FINAL INSPECTION REPORTS (M) See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Planning Review Case File.
		FINANCIAL RESPONSIBILITY AND OWNERSHIP RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records: Engineering and Compliance.
	FLOOD CONTROL: FLOOD CERTIFICATIONS	
	FLOOD CONTROL: FLOOD STUDIES	

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>GARBAGE SERVICE FILE (M)</p> <p>See Environmental: Comprehensive Solid Waste Management Plan and Amendments AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests AND Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.</p>
		<p>GROUNDWATER MONITORING RECORDS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Groundwater Monitoring Records.</p>
		<p>HAZARDOUS WASTE DISPOSAL RECORDS (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.</p>
		<p>ILLEGAL DUMPING FILE (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Illegal Dumping File.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		INFORMATION AND WORKING FILE (M) Removed from schedule as information and working files are considered records with transitory or reference value until they are placed into another item.
UTILITIES: PUBLIC UTILITIES INSPECTION FORMS		INSPECTION FORMS (M)
		INSPECTIONS (EROSION AND SEDIMENT CONTROL) (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Inspections.
		INSPECTOR WORKSHEETS/NOTES (M) Item removed from schedule. Worksheets and notes have transitory value. Inspections are records of longer-term value.
WATER QUALITY: LABORATORY OPERATIONS RECORDS Description clarified to specify that records pertain to certification obtained by agency.		LABORATORY OPERATIONS RECORDS (M)
		LANDFILL INSPECTION RECORDS (M) See Environmental: Landfill Operational Plan.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
<p>ENVIRONMENTAL: LANDFILL MONITORING REPORTS (M) Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Audits: Performance.</p> <p>Retention citation added: 15A NCAC 13B .1626(10)</p>		LANDFILL MONITORING REPORTS (M)
<p>ENVIRONMENTAL: LANDFILL OPERATIONAL PLAN Disposition changed from retain in office permanently to destroy in office when superseded or obsolete.</p> <p>Authority citation added: G.S. 130A-309.09D</p>		LANDFILL OPERATIONAL PLAN (M)
<p>ENVIRONMENTAL: LANDFILL PERMITS Description for item added</p> <p>Disposition split into two groups of records: Retain construction and operation permits for life of system and then destroy, while all other permits and related records are eligible for destruction after the 5-year reporting period is complete.</p>		LANDFILL PERMITS (M)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		LANDFILL TONNAGE AND COST FILE (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Landfill Tonnage and Cost File.
UTILITIES: LANDLORD AGREEMENTS Disposition modified to destroy in office 3 years after expiration of agreement.		LANDLORD AGREEMENTS
		LEAD AND COPPER COMPLIANCE RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Lead and Copper Compliance Records.
		LIFT STATION INFORMATION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>LINE INSPECTION MAPS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.</p>
		<p>LOAD INSPECTION RECORDS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Inspections.</p>
<p>UTILITIES: MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS)</p> <p>Cross-reference added to General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Maps: All Other.</p> <p>Disposition modified from retain permanently to retain for life of system and then destroy.</p>		<p>MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS)</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>METER RECORDS (ELECTRIC, WATER, GAS) (CM)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Electric Power and Natural Gas System Maintenance and Repair Records.</p>
		<p>METER READING RECORDS (ELECTRIC, WATER, GAS) (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Customer Usage Records.</p>
<p>UTILITIES: METER INSTALLATION, TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS)</p> <p>Description of item added.</p> <p>Dispositions changed. For records verifying installation of meter, destroy in office 3 years after equipment is no longer owned and/or operational. For notices to property owners of approval of utility installation, destroy in office after 2 years. For remaining records, destroy in office when reference value ends.</p>		<p>METER TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS) (M)</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		MONTHLY REPORTS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		MONTHLY REPORTS (LOCAL) (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ENVIRONMENTAL: NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE Description of item added. Disposition changed from destroy when reference value ends to one year after resolution.		NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE (M)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>NOTICE TO PROPERTY OWNERS OF APPROVAL OF WATER UTILITY INSTALLATION (CM)</p> <p>NOTICE TO PROPERTY OWNERS OF APPROVAL OF UTILITY INSTALLATION (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Meter Installation, Testing, and Calibration Records (Electric, Water, Gas)</p>
ENVIRONMENTAL: OUTSIDE WASTE CLEARANCE RECORDS		OUTSIDE WASTE CLEARANCE RECORDS
		<p>PARTICIPATION CONTRACTS (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Contracts, Leases, and Agreements.</p>
		<p>PERIODIC INSPECTION REPORTS OF INDUSTRIAL FACILITIES (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Inspections.</p>
EROSION CONTROL: EROSION AND SEDIMENT CONTROL PERMITS		PERMITS (EROSION AND SEDIMENT CONTROL) (M)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		PRELIMINARY PLAN REVIEW FILE (M) See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Planning Review Case File.
WATER QUALITY: PRETREATMENT PROGRAM RECORDS		PRETREATMENT PROGRAM RECORDS
UTILITIES: PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS Disposition for as built plans and specifications changed from retain permanently to retain for life of system and then destroy. Dispositions re-ordered from longest length of required retention to shortest.		PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS (CM)
		RATE SCHEDULES (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Rate and Fee Schedules.
		RECYCLING TONNAGE RECORDS (M) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	UTILITIES: RECYCLING WATER RECORDS	
		REPORTS: RECYCLING TONNAGE (CM) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		ROUTINE REPORTS (SANITATION) (M) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		SANITARY LANDFILL INSPECTIONS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.
<p>WATER QUALITY: PUBLIC WATER SANITARY SURVEY RECORDS Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Audits: Performance.</p> <p>Disposition added for documentation of correction measures to destroy those records 2 years after their implementation.</p>		SANITARY SURVEY RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		SCALE HOUSE VIDEO MONITORING RECORDINGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Office and Property Security Records.
		SERVICE AGREEMENTS See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Contracts, Leases, and Agreements.
UTILITIES: SERVICE INTERRUPTION RECORDS		SERVICE INTERRUPTION RECORDS
WATER QUALITY: SEWER JETTING AND VECTORING RECORDS		SEWER JETTING AND VECTORING RECORDS
WATER QUALITY: SLUDGE TREATMENT RECORDS Description modified to clarify that documentation is “conducted by or for agency.”		SLUDGE TREATMENT RECORDS
		SOLID WASTE CONVENIENCE CENTER FILE See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>SOLID WASTE MANAGEMENT VIOLATION RECORDS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Solid Waste Management.</p>
		<p>SOLID WASTE REPORTS (M)</p> <p>See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>SOLID WASTE SERVICE FILE</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Comprehensive Solid Waste Management Plan and Amendments AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests AND Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.</p>
	WATER QUALITY: STORMWATER DEVIATION PERMITS	

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		SURETY BOND INFORMATION (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Bond Closing Records AND Bond Register AND Bonds, Notes, and Coupons.
UTILITIES: TAP AND HOOK UP RECORDS Confidentiality citation added: G.S. 132-1.1(c).		TAP AND HOOK UP RECORDS
EROSION CONTROL: TROUT BUFFER VARIANCES Cross-reference added to Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Variances. Authority citation added: 15A NCAC 04B .0125		TROUT BUFFER VARIANCES (M)
ENVIRONMENTAL: REPORTS SUBMITTED TO U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)		U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) REPORTS (M)
		VALVE OPERATION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Valve Operation File.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
WATER QUALITY: VIOLATION RECORDS		VIOLATION RECORDS (M)
		WASTE ELECTRONICS COLLECTION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.
		WASTE OIL COLLECTION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.
UTILITIES: WASTEWATER MAINTENANCE OPERATION REPORTS		WASTEWATER MAINTENANCE OPERATION REPORT (M)
		WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Wastewater Pollution Control and Abatement Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		WASTEWATER QUALITY ANALYSIS RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Wastewater Quality Analysis Records.
		WATER ANALYSIS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water Analysis.
		WATER AND SEWER PROJECTS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.
		WATER AND WASTEWATER FACILITY ENGINEERING AND SYSTEM PLANS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
UTILITIES: WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS Order of dispositions reversed to place records for permanent value first.		WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS (M)
WATER QUALITY: WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS		WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS (M)
		WATER AND WASTEWATER SYSTEM MAINTENANCE AND REPAIR RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.
		WATER AND WASTEWATER SYSTEM MANAGEMENT PLANS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>WATER AND WASTEWATER SYSTEM PROJECT RECORDS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.</p>
		<p>WATER CONSERVATION VIOLATION NOTICES (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Water Conservation.</p>
		<p>WATER STOCK PURCHASE RECORDS (M)</p> <p>See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.</p>
		<p>WATER SYSTEM OPERATIONS RECORDS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water System Operations Records.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS</i>		
		<p>WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water Tanks, Specifications, and Booster Stations File.</p>
		<p>WEIGH TICKETS/SCALE RECORDS (M)</p> <p>See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.</p>

SECTION 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
<p>APPRAISAL REPORTS</p> <p>Description for item now specifies that it covers “records appraising privately owned land for compensation in eminent domain projects.” Added cross-reference to General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Easements and Right-of-Way Records.</p>		APPRAISAL REPORTS FILE
		<p>COMPLIANCE RECORDS</p> <p>See Program Records Schedule: Local Government Agencies, Standard 19: Street Maintenance, Public Works, and Engineering Records), Project Records – Engineering and Compliance.</p>
		<p>EMERGENCY OPERATIONS PLANS</p> <p>See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.</p>
		<p>ENVIRONMENTAL ASSESSMENT RECORDS</p> <p>See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records – Engineering and Compliance.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
	INFRASTRUCTURE MAINTENANCE RECORDS FILE	MAINTENANCE RECORDS FILE
		PEST CONTROL RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Pest Control.
	PROJECT RECORDS: CANCELLED	PRE-PROJECT RECORDS
<p>PROJECT RECORDS – ENGINEERING AND COMPLIANCE This item now includes records previously found under Compliance Records and Environmental Assessment Records.</p> <p>Grants removed from description. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Grants, and Standard 2 (Budget, Fiscal, and Payroll Records), Grants: Financial.</p> <p>Payroll removed from description. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Payroll and Earnings Records.</p>		PROJECT RECORDS – ENGINEERING

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
		<p>PROJECT RECORDS – WORK PAPERS</p> <p>Working Papers are public records, but they are no longer included on the schedule as the only records with long-term value are the final versions of the project records, as documented in Project Records – Cancelled, Project Records – Core, and Project Records – Engineering and Compliance.</p>
		<p>PROJECT TRACKING RECORDS</p> <p>When these records have long-term value, they are now consolidated into either Project Records – Cancelled, Project Records – Core, or Project Records – Engineering and Compliance.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
<p>RIGHT-OF-WAY ACQUISITION WORKING RECORDS</p> <p>Includes working versions of items previously found under Right-of-Way Acquisition Records</p> <p>Cross-reference added to General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Easements and Right-of-Way Records.</p> <p>Final versions of Acquisition Records fall under the Easements and Right-of-Way Records in the General Records Schedule: Local Government Agencies; this item includes only working papers.</p> <p>Right-of-Way Acquisition Working Records have a retention period of three years rather than a permanent retention in office.</p>		<p>RIGHT-OF-WAY ACQUISITION RECORDS</p>
		<p>RIGHT-OF-WAY APPRAISAL RECORDS</p> <p>See General Records Schedule: Local Government Agencies Standard 6 (Legal Records), Easements and Right-of-Way Records.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
		RIGHT-OF-WAY CORRESPONDENCE FILE See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Right-of-Way Acquisition Working Records.
		STREET CLEANING RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies. Follow the disposition instructions under this item based on the kind of report generated by street cleaning efforts.
<p>STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS</p> <p>Disposition A modified to allow for destruction three years after the end of life of a permanent structure.</p> <p>Now includes a cross-reference to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Blueprints and Specifications.</p>		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
SURVEY FIELD RECORDS Records that do not have historical value are now to be retained until superseded or obsolete, rather than when reference value ends. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Easements and Right-of-Way Records.		
		TESTING AND INSPECTION RECORDS See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement), Building and Road Permitting and Inspection Records.
		TRAFFIC ACCIDENT DATA FILE See General Records Schedule: Local Government Agencies, Standard 4 (Information Technology Records), Data Documentation Records.
	TRAFFIC VIDEO RECORDINGS AND DATA Includes the metadata generated by video recordings as well as the recordings themselves.	TRAFFIC CAMERA RECORDINGS
		TRAFFIC OPERATIONS PROGRAM FILE Records from the TOPICS program deleted from schedule as program is no longer active.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
		TRAFFIC SIGNAL FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Vehicle, and Facility Usage Records.

STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)</i>		
		ABANDONED MOTOR VEHICLES (AMV) FILE See Auction Records.
		ACCREDITATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		ACTIVITY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ALARM CALL REPORTS Amended description to include residences.		
		ALERTS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Bulletins.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		AMBULANCE CALL RECORDS See Program Records Schedule for Local Government Agencies, Standard 13 (Emergency Medical Services and Fire Department Records), Ambulance Call Reports (ACR)/Patient Care Reports (PCR).
	ARREST PROCESSING RECORDS Merging of Arrest Processing: DWI Tracking Records and Arrest Processing: Tracking Records	
		AUTOMOBILES AND PROPERTY IN STORAGE: SALES AND REPORTS RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies, and Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
		BASIC TRAINING RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Law Enforcement Training.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		BICYCLE REGISTRATION See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
		BINGO LICENSURE RECORDS Original records created and retained by Department of Public Safety. For copies, see General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File.
		BREATHALYZER RECORDS See Chemical Analysis Records.
		CASE HISTORY FILE: CASES NOT OFFICIALLY INVESTIGATED Covered by various items on Law Enforcement standard of Local Government Program Schedule
DRUG AND ALCOHOL TESTING RECORDS Revised title and description to include DWI and Breathalyzer Records		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		CITIZEN COMPLAINTS/ADMINISTRATIVE INVESTIGATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Constituent Comments, Complains, Petitions, and Service Requests.
		COMMENDATION LETTERS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Service Awards and Commendations.
		COMMUNICATIONS RECORDS (REQUESTS AND RECEIPTS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Requests for Information.
		CONFIDENTIAL FUNDS RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.
		CRIME PREVENTION RECORDS See Crime Analysis Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		CRIMINAL HISTORY RECORDS See Arrest Reports, Fingerprint Cards, and Identification Photographs.
		DAILY BULLETINS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Bulletins.
		DETENTION FACILITY INSPECTION REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Facility Maintenance, Repair, and Inspection Records.
DETENTION FACILITY INCIDENT REPORTS Title changed from INCIDENT REPORTS: DETENTION FACILITY		
DETENTION FACILITY PHYSICAL FORCE RECORDS Title changed from Physical Force Records		
		DOMESTIC VIOLENCE: ACTIVITY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		DOMESTIC VIOLENCE CASE FILES: CLOSED (COPIES) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original maintained by court system.
		DRIVER'S LICENSE REVOCATIONS FILE See respective case file related to revocation
		DRIVING WHILE IMPAIRED (DWI) REPORTS FILE See Chemical Analysis Records.
		DWI KNOLL MOTIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original maintained by court system.
	ELECTRONIC RECORDINGS OF INTERROGATIONS	
		ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) See Electronic Recordings of Interrogations (Juvenile and Certain Felonies).

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		EMERGENCY ACTION RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		EQUIPMENT INVENTORY AND ISSUANCE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		EXTRADITION CASE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original maintained by Office of the Governor.
		FALSE ALARM REPORTS AND VIOLATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		FEDERAL FIREARMS NOTIFICATION RECORDS Copies. Originals maintained by federal government.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		FEDERAL FOREFEITURE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Grants, and Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable and Grants: Financial.
FIELDS OBSERVATIONS Removed "Reports" from Title		
		FINGERPRINT CARDS (LATENT) See Fingerprint Cards.
		FIREARMS RANGE FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.
		FIREARMS TRAINING RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Aptitude and Skills Testing Records and Standard 6: Law Enforcement Training.
		HANDGUN PERMITS See Permits: Concealed Weapons and Handguns.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		HOUSE AND SPECIAL CHECK REQUESTS See Incident Response Reports.
		IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE DETAINEE RECORDS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original records maintained by County Sheriff's Department.
		INCIDENT REPORTS: DETENTION FACILITY See Incident Response Reports
INMATE DEATH REPORTS Renamed from Death of Inmate Reports		
INMATE INCARCERATION RECORDS Removed "(Active and Inactive)" from title.		
INMATE RESEARCH REQUESTS Changed Title from Inmate Law Library (Research) Requests		
		INTERNAL AFFAIRS CASE RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Administrative Investigations.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
	LABORATORY CASE RECORDS Included to cover investigative agencies which create and maintain laboratory records as part of criminal investigations. Records created and maintained separately from State Bureau of Identification.	
	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS	
		LIST OF INMATE REPORTS Reports delivered to and maintained by Clerk of Superior Court
		MASTER INDEX FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Indices.
		MOBILE UNIT VIDEO TAPES See Law Enforcement Audio and Video Recordings.
		MODIFIED DIET REQUESTS (INMATES) See Inmate Meal Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		MONTHLY CONFINEMENT (JAIL) REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original records by Department of Health and Human Services.
		MUTUAL AID AGREEMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Dual Employment.
		OBSERVATION REPORTS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records.
		PARKING METER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		PARKING METER COLLECTIONS RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>PAROLE COMMISSION NOTIFICATION REPORTS</p> <p>Records received and retained by North Carolina Post-Release Supervision & Parole Commission</p>
<p>PAWNSHOP RECORDS</p> <p>Title changed from Pawnshop Cards</p>		
		<p>PEER COUNSELING (LAW ENFORCEMENT)</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Projects, Standard 1: Reports and Studies, and Standard 7 (Public Relations Records), Conferences and Workshops.</p>
	<p>PERMITS: CONCEALED WEAPONS AND HANDGUNS</p>	
		<p>PERSONAL HISTORIES OF KNOWN OR SUSPECTED LAW BREAKERS</p> <p>See Arrest Reports, Fingerprint Cards, and Identification Photographs.</p>
		<p>PERSONNEL INSPECTION REPORTS</p> <p>See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		PHYSICAL FORCE RECORDS See Detention Facility Incident Reports.
		POLYGRAPH AND DRUG SCREENING PROGRAM See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
PROPERTY RECORDS Consolidated Confiscated, Evidence, Stolen/Recovered, and Unclaimed Property records		
		PURSUIT LOGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REIMBURSEMENT REQUESTS FOR INMATES CONFINED LOCALLY See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		SHIFT ASSIGNMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Work Schedules and Assignments.
		SPECIAL ORDER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Policies and Procedures.
		SQUAD LEADER PROMOTION FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Performance Reviews, and Standard 6: Position Evaluations.
		STATISTICAL REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		STOLEN MOTOR VEHICLES FILE See Case Files: Misdemeanors, Case Files: Felonies, and Incident Response Reports.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		TAXICAB INSPECTION AND LICENSING FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
		TOWED/SEIZED VEHICLE INVENTORIES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		TRAFFIC CITATION AND PARKING TICKET, RECORDS OF DATES TURNED IN BY POLICE OFFICER See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TRAFFIC STOP REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TRAINEE INTERN PROGRAM FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Internship Program.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		TRAINING ATTENDANCE FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records.
		TRAINING RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Law Enforcement Training.
		TRAINING RECORDS: PERSONNEL See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records, and Standard 6: Law Enforcement Training.
		TRANSIENT SOLICITOR REGISTRATION FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
TRESPASS RECORDS Amended title and description. Adjusted disposition instructions.		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		UNIFORM CRIME REPORTS (UCR) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		VEHICLE INSPECTION AND INVENTORY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment and Vehicle Maintenance, Repair, and Inspection Records.
		WANTED PERSONS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Bulletins.
		WARNING TICKETS See Traffic Citations and Warnings.
		WARRANTS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Official records are stored with the Administrative Office of the Courts.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		WARRANTS REGISTER See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		WORK RELEASE EARNINGS REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		WRECKER SERVICE RECORDS See Vehicle Towing Records.

STANDARD 21: TAX RECORDS (MUNICIPAL)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		ANNUAL REPORT ON PUBLIC DEPOSITS Record custodian is Department of the State Treasurer. Copies retained in municipal tax office are reference copies and may be destroyed at agency's discretion.
		ASSESSED VALUATION AND LEVIES REPORT Record custodian is North Carolina Department of Revenue. Copies retained in municipal tax office are reference copies and may be destroyed at agency's discretion.
	BEER AND WINE TAXES AND RECORDS	
		BICYCLE LICENSE RECEIPTS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll records), Accounts Receivable.
		MOTOR VEHICLE LICENSE PLATE/DECAL RECORDS NC DMV has sole authority to issue motor vehicle license plates and decals. Series therefore removed from schedule.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		MOTOR VEHICLE LICENSE RECEIPTS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll records), Accounts Receivable.
	MUNICIPAL VEHICLE TAX RECORDS	
PRIVILEGE LICENSES, TAXES, AND FEES RECORDS Includes privilege licenses, privilege license citation records, privilege tax ledgers, and privilege tax receipts. Applies only to general privilege tax items as authorized by G.S. 160A-194. Specific privilege licenses authorized by other statutes are found in Animal Licensing Records, Beer and Wine Taxes and Records, Municipal Vehicle Tax Records, and Taxicab and Limousine Tax Records.		PRIVILEGE LICENSES See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.
		PRIVILEGE LICENSE CITATION RECORDS See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		PRIVILEGE TAX LEDGER See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.
		PRIVILEGE TAX RECEIPTS See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.
		REPORTS OF TAXES COLLECTED (DAILY AND WEEKLY) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ROOM OCCUPANCY TAX RECORDS Phrase “by resolution” removed from item description to allow for broader application of item.		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
SCHEDULE “B” LICENSES Based on statute changes, description now specifies that this item only applies privilege licenses issued to attorneys-at-law and other professionals, installment paper dealers, and pawnbrokers. Authority and confidentiality statutes added. Disposition wording changed for clarity and to allow for destruction of non-specified items at the end of their reference value. Disposition also changed to retain all settlement records for three years rather than only “detailed” settlements.		
TAX EXEMPT PROPERTY FILE Disposition changed to ensure that records are kept so long as property exemption remains in effect. New disposition requires retaining exemption records for five years after expiration of exemption or end of life of the structure.		
TAX LEDGER CARDS OR SHEETS Disposition changed to “destroy in office 5 years after superseded or obsolete.”		
		TAX RECEIPT BOOK
		TAX SALES CERTIFICATES Item discontinued, as it is no longer applicable.
	TAXICAB AND LIMOUSINE TAX RECORDS	



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 4., **File #:** [22-0058], **Version:** 1

Meeting Date: 1/26/2022

Amend the 2021-22 Council Calendar.

Staff:

Sabrina Oliver, Director
Amy Harvey, Deputy Town Clerk

Department:

Communications and Public Affairs

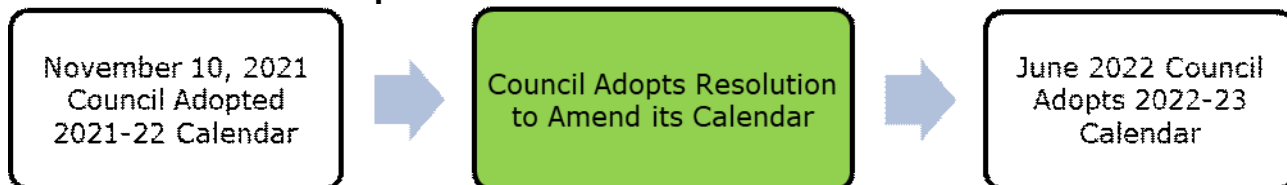
Overview: The Council adopted its 2021-22 meeting calendar on November 10, 2021. This action amends the Council calendar to incorporate a February Work Session and moves the Council Retreat and February 16 Regular meetings to alternate dates.



Recommendation(s):

That the Council adopt a resolution amending the 2021-22 Council calendar to incorporate various scheduling changes.

Where is this item in its process?



Attachments:

- Resolution
- Proposed Chapel Hill Town Council 2021-22 Meeting Calendar

A RESOLUTION AMENDING THE COUNCIL'S 2021-22 MEETING CALENDAR (2022-01-26/R-4)

WHEREAS, on November 11, 2021, the Council adopted its 2021-22 meeting calendar; and

WHEREAS, the Town Council wants to schedule a Work Session on February 2, 2022; and

WHEREAS, the Council wants to move the February 4 and 5 Council Retreat to February 18 and 19, 2022; and

WHEREAS, the Council wants to move the February 16 Regular meeting to February 9 to relieve meeting compression in the February 13 week.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council amends its 2021-22 meeting calendar to add the following meetings:

- February 2, 2022, Work Session at 6:30 p.m., online, see the Town's Calendar for details.
- February 9, 2022, Regular Meeting at 7:00 p.m., online, see the Town's Calendar for details.
- February 18, 2022, Council Retreat at 3:30 p.m. in a location described on the Town's web calendar
- February 19, 2022, Council Retreat at 8:30 a.m. in a location described on the Town's web calendar

BE IT FURTHER RESOLVED that the Council amends its 2021-22 meeting calendar to remove the following meetings:

- February 4, 2022, Council Retreat
- February 5, 2022 Council Retreat
- February 16, 2022 Regular Meeting

BE IT FURTHER RESOLVED that the Council continues to hold meetings in a virtual environment until conditions permit meetings in a physical environment. This extends the provisions in (2020-10-28/R-13).

BE IT FURTHER RESOLVED that the Council will conduct the remote meetings as described in Resolution (2020-04-22/R-7).

This the 26th day of January, 2022.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council amends the 2021-21 Council calendar to schedule a February Work Session and move the Council Retreat and February 16 Regular meetings to alternate dates.

Adopted Chapel Hill Town Council 2021 Meeting Calendar

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

Proposed 2022 Meeting Calendar

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

18	Regular Meetings 7 PM @ Town Hall	7	Council Work Sessions 6:30 PM @ Library	8	Other Meetings *Check web calendar for time/location
33	Total Number of Meetings	12	Town Holidays	10	CCES Meetings**

List of Meetings by Date

August 2021¹

- 25-W-Special Meeting², 7 PM
- 30-M-Special Meeting, 7 PM

September 2021

- 1-W-Regular Meeting
- 22-W-Regular Meeting with Closed Session
- 29-W-Work Session

October 2021

- 13-W-Regular Meeting
- 20-W-Special Meeting²
- 20-W-Work Session
- 27-W-Regular Meeting

November 2021

- 10-W-Regular Meeting with Closed Session
- 17-W-Regular Meeting

December 2021

- 1-W-Regular Meeting, Work Session with Closed Session
- 8-W-Organizational Meeting

January 2022

- 5-W-Work Session
- 12-W-Regular Meeting
- 25-T-Assembly of Governments, time/location TBD
- 26-W-Regular Meeting

February 2022

- 2-W-Work Session
- 4-F-Council Retreat, time/location TBD
- 5-Sa-Council Retreat, time/location TBD
- 9-W-Regular Meeting
- 16-W-Regular Meeting
- 18-F-Council Retreat, 3:30 p.m. /location TBD
- 19-Sa-Council Retreat, 8:30 a.m. /location TBD
- 23-W-Regular Meeting

March 2022

- 9-W-Regular Meeting
- 16-W-Work Session
- 23-W-Regular Meeting

April 2022

- 6-W-Regular Meeting
- 13-W-Work Session
- 27-W-Regular Meeting
- TBD-Legislative Breakfast

May 2022

- 4-W-Regular Meeting
- 11-W- Work Session
- 18-W- Regular Meeting
- 25-W- Budget Work Session (*Tentative*)

June 2022

- 1-W-Budget Work Session (*Tentative*)
- 8-Regular Meeting
- 15-Regular Meeting

Proposed changes for January 26 approval.

**Council Committee on Economic Sustainability

Meets monthly on the first Friday at 8 AM, unless otherwise indicated. These are held virtually, see [web calendar](#) for details. When the Committee returns to physical meetings the Council Committee on Economic Sustainability meetings are held at the Chapel Hill Public Library, Meeting Room B, (100 Library Drive, Chapel Hill, NC 27514) For more Committee information, see <https://www.townofchapelhill.org/government/departments-services/economic-development/council-economic-sustainability-committee>

¹ Unless otherwise noted, Council Regular and Organizational meetings start at 7:00 p.m. and Council Work Sessions start at 6:30 p.m. both are held virtually, see web calendar (<https://www.townofchapelhill.org/government/newsroom/calendar>) for details. When Council returns to physical meetings Council Regular and Organizational meetings are held in the Chapel Hill Town Hall, Council Chamber (405 MLK Jr Blvd, Chapel Hill, NC 27514); Council Work Sessions are held at the Chapel Hill Public Library, Meeting Room B, (100 Library Drive, Chapel Hill, NC 27514)

² It is anticipated that the Council will go into closed session, as authorized by North Carolina General Statute Section 143-318.11(a)(6) to discuss a personnel matter.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 5., File #: [22-0059], Version: 1

Meeting Date: 1/26/2022

Call a Legislative Hearing for the Future Consideration of a Parking Payment-in-Lieu System, Land Use Management Ordinance Text Amendment, and Associated Policy on February 9, 2022.

Staff:

Colleen Willger, Director

Judy Johnson, Assistant Director

Dwight Bassett, Director

Michael Carew, Parking Services Manager

Department:

Planning

Economic Development

Parking

Overview: A change to the Land Use Management Ordinance to set parking requirements in Town Center zoning districts and offer parking payment-in-lieu options.



Recommendation(s):

That the Council adopt a resolution calling a Legislative Hearing on February 9, 2022 for a Land Use Management Ordinance Text Amendment to Section 5.9.2.

Additional Information:

- Currently properties within the Town Center zoning districts do not have parking requirements or parking minimums.
- The proposed Land Use Management Ordinance text amendments would require a minimum of 50 percent of the parking proposed in a Town Center zoning district as a payment-in-lieu and provide parking requirements in the Town Center zoning districts.
- The Council could also consider a proposed Town Code amendment to update other relevant sections of the Town Code and include a reference to the fee schedule for the appropriate parking payment-in-lieu amount.
- A Council policy to be considered would include an expectation to providing 50 percent of the required parking as a payment-in-lieu for projects receiving Council entitlements in Town Center zoning districts.



Attachments:

- Resolution

A RESOLUTION CALLING A LEGISLATIVE HEARING TO CONSIDER A LAND USE MANAGEMENT ORDINANCE TEXT AMENDMENT TO SECTION 5.9.2 AND AN AMENDMENT TO CHAPTER 11A OF THE CODE OF ORDINANCES PERTAINING TO METHODS OF PROVIDING REQUIRED PARKING AND LOADING AND TO SUPPORT A POLICY FOR PARKING PAYMENT-IN-LIEU ON FEBRUARY 9, 2022 (2022-01-26/R-5).

WHEREAS, the Town Council seeks to encourage the best land uses in new development that occurs downtown; and

WHEREAS, requiring every new development provide their own parking is not the best land use for the future of downtown; and

WHEREAS, using public resources for the benefit of development and as a shared resource helps create a more efficient system for managing parking resources; and

WHEREAS, the Land Use Management Ordinance Section 5.9.2 offers uses located within Town Center zoning districts the opportunity to achieve compliance with the parking requirements by making a payment to the Town of Chapel Hill Parking Fund in accordance with Chapter 11A of the Code of Ordinances; and

WHEREAS, on January 12 the Council called a hearing for February 16, 2022; and

WHEREAS, on January 26 the Council will amend the meeting calendar to move the February 16 meeting to February 9, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council calls a Legislative Hearing for the future consideration of a Parking Payment-in-Lieu system, Land Use Management Ordinance text amendment, and associated policy on February 9, 2022.

This the 26th day of January 2022.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council calls a legislative hearing for the future consideration of a Parking Payment-in-Lieu system, Land Use Management Ordinance text amendment, and associated policy on February 9, 2022.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 6., **File #:** [22-0060], **Version:** 1

Meeting Date: 1/26/2022

Adopt Minutes from September 30, 2020, and May 5, 19, and June 2, 2021 Meetings.

Staff:

Sabrina M. Oliver, Director
Amy Harvey, Deputy Town Clerk
Nikki Catalano, Transcriptionist

Department:

Communications and Public Affairs

Overview: These minutes are prepared for the meetings listed below.



Recommendation(s):

That the Council approve the attached summary minutes of past meetings.



Attachments:

- Resolution
- September 30, 2020 Regular Meeting
- May 5, 2021 Regular Meeting
- May 19, 2021 Regular Meeting
- June 2, 2021 Budget Work Session

A RESOLUTION TO ADOPT SUMMARY MINUTES OF COUNCIL MEETINGS (2022-01-26/R-6)

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts summary minutes for meetings held on September 30, 2020, and May 5, 19, and June 2, 2021.

This the 26th day of January, 2022.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council approves the summary minutes of past meetings which serve as official records of the meetings.



TOWN OF CHAPEL HILL

Town Council

Meeting Minutes - Draft

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Mayor Pam Hemminger
Mayor pro tem Michael Parker
Council Member Jessica Anderson
Council Member Allen Buansi

Council Member Hongbin Gu
Council Member Tai Huynh
Council Member Amy Ryan
Council Member Karen Stegman

Wednesday, September 30, 2020 7:00 PM Virtual Meeting

Virtual Meeting Notification

Town Council members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

https://us02web.zoom.us/webinar/register/WN_pUHEGhPNRyuv1fWBNE0PrA After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 812 0231 8931

View Council meetings live at <https://chapelhill.legistar.com/Calendar.aspx> – and on Chapel Hill Gov-TV (townofchapelhill.org/GovTV).

Roll Call

Present: 8 - Mayor Pam Hemminger, Mayor pro tem Michael Parker, Council Member Jessica Anderson, Council Member Allen Buansi, Council Member Hongbin Gu, Council Member Karen Stegman, Council Member Tai Huynh, and Council Member Amy Ryan

Other Attendees

Town Manager Maurice Jones, Deputy Town Manager Florentine Miller, Town Attorney Ann Anderson, Interim Planning Director Judy Johnson, Economic Development Officer Dwight Bassett, Emergency Management Coordinator Kelly Drayton, LUMO Project Manager Alisa Duffey Rogers, Senior Planner Anya Grahn, Planner II Becky McDonnell, Community Resilience Officer John Richardson, Executive Director for Technology and CIO Scott Clark, Communications and Public Affairs Director/Town Clerk Sabrina Oliver, and Deputy Town Clerk Amy Harvey.

OPENING

Mayor Hemminger opened the virtual meeting at 7:00 p.m. and outlined the agenda. She called the roll and all Council Members replied that they were

Town Council

Meeting Minutes - Draft

September 30, 2020

present.

0.01 Proclamation: Hispanic Heritage Month. [\[20-0658\]](#)

Mayor Hemminger introduced a Council proclamation that recognized September 15 to October 15, 2020 as Hispanic Heritage Month in Chapel Hill. The proclamation marked the anniversary of independence for Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Mexico and Chile and set time aside to celebrate the many contributions of the Hispanic community.

Mayor Hemminger expressed appreciation to El Centro Hispano for providing guidance to the Town, and El Centro's Director Alizar Posada thanked the Council for the recognition. Mr. Posada pointed out that El Centro had been highlighting local Latinx community activities virtually due to COVID-19 restrictions.

PUBLIC COMMENT FOR ITEMS NOT ON PRINTED AGENDA AND PETITIONS FROM THE PUBLIC AND COUNCIL MEMBERS

Petitions and other similar requests submitted by the public, whether written or oral, are heard at the beginning of each regular meeting. Except in the case of urgency and unanimous vote of the Council members present, petitions will not be acted upon at the time presented. After receiving a petition, the Council shall, by simple motion, dispose of it as follows: consideration at a future regular Council meeting; referral to another board or committee for study and report; referral to the Town Manager for investigation and report; receive for information. See the Status of Petitions to Council webpage to track the petition. Receiving or referring of a petition does not constitute approval, agreement, or consent.

0.02 Reverend Marcus McFaul Comments. [\[20-0659\]](#)

Rev. Dr. Marcus McFaul, senior minister at Olin T. Binkley Memorial Baptist Church, expressed support for a recent Council directive to the Chapel Hill Police Department to ban the use of choke holds. He said that his church's members were anticipating an announcement from the police chief regarding how that and other new measures would be implemented.

ANNOUNCEMENTS BY COUNCIL MEMBERS

0.03 Mayor Hemminger Regarding Governor Cooper's Announcement Moving to Phase 3 and Associated Changes. [\[20-0660\]](#)

Mayor Hemminger noted that Phase 3 of North Carolina's COVID-19 reopening plan would begin at 5:00 p.m. on October 9, 2020. She said that Phase 3 allowed gathering sizes to increase to 25 people indoors and 50 people outdoors and that certain venues such as bars with outdoor service could reopen. Mask wearing and physical distancing requirements

would remain in effect, she said.

Mayor Hemminger said that local governments were monitoring the numbers and would pull back if there was an increase in COVID-19 cases or a negative shift in trends. The Town would soon announce next steps, which would include guidance regarding Halloween, she said.

0.04 Mayor Hemminger Regarding Council Committee on Economic Sustainability. [\[20-0661\]](#)

Mayor Hemminger said that the Council Committee on Economic Sustainability would meet via ZOOM at 8:00 a.m. on October 9, 2020 and that more information was available on the Town website.

0.05 Mayor Hemminger Regarding Advisory Board and Task Force Applications. [\[20-0662\]](#)

Mayor Hemminger said Council subcommittees had been receiving applications and would present recommendations at an upcoming Council meeting.

CONSENT

Items of a routine nature will be placed on the Consent Agenda to be voted on in a block. Any item may be removed from the Consent Agenda by request of the Mayor or any Council Member.

Approval of the Consent Agenda

A motion was made by Mayor pro tem Parker, seconded by Council Member Huynh, that R-1 be adopted, which approved the Consent Agenda. The motion carried by a unanimous vote.

1. Approve all Consent Agenda Items. [\[20-0634\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
2. Authorize the Transfer of Ownership of Light Transit Vehicles (LTVs) from the City of Durham to the Town of Chapel Hill. [\[20-0635\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
3. Adopt an Involuntary Commitment Transportation Plan. [\[20-0636\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
4. Approve a Request for Town Council Concept Plan Review: Town of Chapel Hill Municipal Services Center, 101 Weaver Dairy Rd. Ext. (Project #20-071). [\[20-0637\]](#)

This resolution(s) and/or ordinance(s) was adopted and/or enacted.

5. Continue the Public Hearing on Land Use Management Ordinance Text Amendment for Townhomes in the Blue Hill District to November 4, 2020. [\[20-0638\]](#)

This resolution(s) and/or ordinance(s) was adopted and/or enacted.

6. Adopt Minutes from February 26, 2020 and March 4, and 25, 2020 and April 1, 13, and 22, 2020 and May 6, and 20, 2020 Meetings. [\[20-0639\]](#)

This resolution(s) and/or ordinance(s) was adopted and/or enacted.

INFORMATION

7. Receive Upcoming Public Hearing Items and Petition Status List. [\[20-0640\]](#)

This item was received as presented.

8. Update on Historic District Design Guidelines. [\[20-0641\]](#)

This item was received as presented.

DISCUSSION

9. Update on Town Efforts to Respond to the COVID-19 Crisis. (no attachment) [\[20-0642\]](#)

Emergency Management Coordinator Kelly Drayton gave an update on the Town's COVID-19 response. She said that notable changes related to the state's Phase 3 reopening plan included allowing bars to open for outdoor service and letting movie theaters and other indoor venues operate at limited capacity. Beginning on October 2, 2020, large stadiums would be allowed to fill 7 percent of their seats, she said.

Ms. Drayton said that the Orange County Health Department's guidance regarding Halloween would be released later in the week. She said that weekly COVID testing was being offered at the R-7 lot on Martin Luther King Jr. Boulevard and at St. Thomas Moore Church on every fourth Saturday. Details were available on the Town's website, she said.

Ms. Drayton noted that the deadline for completing the 2020 Census had been extended through Oct 31, 2020. She pointed out that North Carolina ranked 37th in the nation with only 62 percent of its population having responded. She encouraged residents to visit my2020census.gov and complete the form.

Ms. Drayton said that medical experts were continuing to urge everyone to get flu shots, which were available at local pharmacies and the Orange County Health Department. She stressed the importance of wearing a mask, waiting six feet apart, and washing hands regularly during the COVID-19 pandemic.

The Council reaffirmed that the Town would reduce gathering sizes again if any negative metrics such as an increase in hospitalizations and/or a rise in the positive rate to over 5 percent were to appear. In response to a question from the Council, Mayor Hemminger confirmed that the Town had not seen a rise in viral clusters as a result of people being allowed to visit local nursing homes with strict guidelines.

Council Members ascertained from Ms. Drayton that Orange County's positive rate had been below 5 percent for the past month. Staff was not aware of any viral clusters associated with reopened gyms, Ms. Drayton said, but she offered to gather more information about that.

This item was received as presented.

10. Consider Authorizing an Economic Development Agreement for the East Rosemary Downtown Deck & Redevelopment Project. [\[20-0643\]](#)

Special Note: There may be minor changes to the Economic Development Agreement and the Wallace Deck Lease that may be shared early next week with the Council and Public.

Mayor Hemminger pointed out that Agenda Items 10, 11 and 12 would all be addressed in one presentation.

Town Manager Maurice Jones gave a PowerPoint presentation on the East Rosemary Downtown Deck & Redevelopment Project economic development agreement (EDA) with Grubb Properties. His presentation included a background on the proposal to exchange the Wallace Deck (WD) with land on the south side of East Rosemary Street for Grubb-owned properties at 125 and 135 East Rosemary Street.

According to the EDA, the Town would then build a 1,100-space parking garage on a new combined East Rosemary Street parcel, and Grubb Properties would construct a 200,000 square-foot office building at the WD site, Mr. Jones explained. He said that Downtown would gain new greenspace and a pocket park and that the new Grubb building would house a wet lab and office space that was expected to bring approximately 800 new jobs.

Mr. Jones showed an aerial view of the site and discussed the Town's goals with which the project would align. He outlined a construction management plan and discussed public meetings that had been held since

February 2020. He recommended that the Council consider authorizing the EDA and approving Resolutions 7, 8 and 9.

Economic Development Officer Dwight Bassett explaining how the proposed project would help revitalize downtown and create enough parking to meet Town needs. The project would provide a net increase of more than 250 new parking spaces in addition to the 100 that the University of North Carolina at Chapel Hill (UNC-CH) planned to purchase to support a new Admissions Building in the downtown area, he said.

Craig Scheffler, a senior traffic engineer with HNTB, reviewed a transportation impact analysis (TIA) that had identified several scenarios for an intersection at North Street. The TIA had also evaluated a full access driveway on the back side of the parking deck to North Street that would function for traffic coming from NC 86 to the parking deck, he said.

Mr. Scheffler described necessary upgrades at the North Street/NC 86/North Columbia Street intersection. He discussed recommendations for East Rosemary Street that would reduce queuing in westbound lanes. He still wanted to look at where access could be developed for traffic into and out of the office building's underground parking garage, he said.

Mr. Bassett said that staff had begun discussions with property owners at the corner of North Street and Martin Luther King Jr. Boulevard (MLK) and would explore using that area as the drive entrance. He said that on-street parking and traffic calming would need to be evaluated with respect to traffic flow on North Street. A potential right-turn lane from North Street to MLK, as well as a full-movement traffic light at North Street/MLK would cost an estimated \$200,000, he said. He said that staff would create a plan for the NC Department of Transportation (NC-DOT) to evaluate.

Mr. Bassett said that Grubb Properties was not interested in creating a pedestrian bridge that the Transportation Board had suggested, and he outlined the reasons why. He showed drawings of an alternative that included landscaped medians in the road.

Business Management Director Amy Oland said that the total cost for financing the project would be \$32.9 million, and she stressed that the most important factor was making sure that the Parking Fund would be able to support that debt. She said that staff was conservatively projecting an interest rate of 2 percent but that interest could be even lower. The term would be 20 years and it would likely take about five years for the Town to generate positive cash flows, she said. She pointed out that expected funds from UNC for its 100 parking spaces could be used to supplement and reduce the term of the loan.

Bob Jessup, an attorney with Sanford Holshouser, pointed out that the EDA was based on a March 2020 memo of understanding between Grubb

Properties and the Town. He said that the EDA resolved all points of disagreement between the parties and that he believed it achieved all of the Council's expressed goals. He reviewed key elements of the EDA and said that Council approval would authorize the Town Manager to complete and sign various ancillary agreements at appropriate times.

Mr. Bassett presented a timeline, which ran from start of construction in May 2021 to entitlement of the office building in November 2021.

Mayor Hemminger and Mr. Jones discussed amending the EDA to reflect the cost of modifying North Street. They discussed how any change could be removed if ultimately not applicable.

Council Member Ryan asked about a "make whole" agreement to reimburse Grubb for certain expenses if the Town wanted to buy the property back and Mr. Jessup said that the idea seemed to be acceptable to both parties.

Council Member Ryan confirmed with Traffic Engineering Manager Kumar Neppalli that a revised TIA had had no impact on recommended mitigation measures. She raised concerns about gridlock from queue lengths, but Mr. Neppalli expressed confidence that it would be avoided if the Town were able to work with NC-DOT to add a traffic signal at the North Street/MLK intersection.

Mr. Scheffler said that the TIA would be updated to include trip generation data on peak AM, PM and noon hours but that the update before the Council included what probably was the most impactful data.

Council Member Ryan confirmed with Mr. Scheffler that the maximum queue on Rosemary Street leading toward MLK would end slightly before where the project's proposed primary access driveway would be. She confirmed with Mr. Neppalli that estimated funding for North Street/MLK intersection improvements did not include a possible right-of-way (ROW) purchase.

Mayor Hemminger verified with Mr. Jones that an estimated price for the North Street enhancement could be included in the overall cost, and they discussed adding \$300,000, which would include possible ROW purchase as well.

Council Members argued that Grubb Properties should share in that enhancement cost because the North Street access was a critical component of their project.

Mr. Jessup replied that it was the cost of building the deck but said that the issue was subject to further negotiation.

Council Member Anderson confirmed with Mr. Bassett that UNC-CH's legal

department was currently addressing the 100 parking space purchase. Mr. Bassett said that the University would have difficulty moving forward with its Admissions building if it did not have that parking, and he expressed confidence that UNC intended to proceed.

Council Member Anderson asked what would happen if UNC-CH decided against those spaces, and Mr. Jessup pointed out that UNC-CH was not part of the EDA.

Ms. Oland agreed and also noted that the Town's financial projections had not included the \$2.4 million from UNC-CH. Moreover, the Town could look to its Debt Management Fund to help fill the gap if those UNC-CH funds were not forthcoming, she said.

Council Member Stegman stressed the importance of increasing safety and comfort for cyclists and pedestrians as well as cars, and Mr. Bassett agreed to bring back recommendations related to those amenities.

Council Member Stegman asked if the Town would be locked into swapping properties if it looked as though the project would exceed the maximum price.

Mr. Bassett and Ms. Oland explained how such a contingency had been built into the budget and Mr. Jessup said that if the price of materials were to increase in six months, then the Town's choices would be to borrow more and build the same deck, build a lesser deck, or try to work something out with the partners.

Council Member Huynh pointed out that not getting the \$2.4 million from UNC-CH for 100 parking spaces would mean not getting the ongoing \$40,000 annual maintenance fee as well. He asked about an option to accelerate the timetable, and Mr. Jessup explained that it had resulted from a Council discussion about finding a way to expedite repurchasing the property if the entitlement process were to break down.

Council Member Huynh confirmed with Mr. Bassett that the final construction budget might require having to re-look at budget items such as art and solar.

Council Member Gu questioned the EDA team extensively about the EDA and their negotiating process. She argued that the EDA was unfair to the Town and that the cost of the Investors Title property was unreasonable. She proposed advantages of simply rebuilding the Wallace Deck and raised questions about how it could be in the Town's interest to swap out a parcel of higher value and greater potential.

Council Member Gu asked why the Town should continue paying for Grubb's property tax and insurance, and Mr. Bassett explained that Grubb needed to show its mortgage holder some level of income. She asked why

the Town would continue managing the Wallace Deck after it had a new deck, and Joe Dye, representing Grubb Properties, replied that the Council had requested that provision.

Council Member Gu said that it would not be fair to require the Town to continue managing the WD when the new deck was operational, and Mr. Jessup replied that the Town would only be required to manage it for a year after the new deck was open. However, the Town might want to continue the lease in order to manage those spaces in a way that was consistent with the rest of its program, he said.

Council Member Gu asked why staff felt confident that there would be a 400 percent jump in revenue two or three years after the new deck had been built, and Mr. Bassett discussed how and where parking revenue would increase. Staff had made reasonable but conservative projections, he said.

Mayor Hemminger pointed out that the Town had recently increased its hourly and leased parking rates. She said that projections had been conservative/based on only 60 percent occupancy in the first few years.

Council Member Gu raised concerns about possible structural problems, and Mr. Bassett described how land borings and other procedures would be conducted during the due diligence period.

Council Member Gu said that the EDA was balanced in favor of the applicant and that it did not contain comparable clauses that protect the Town, and Mr. Bassett replied that it had been based on the March 2020 memo of understanding. Every agreement had come before Council for point-by-point negotiations, he said.

Mayor pro tem Parker asked about the rationale for proceeding with the property exchange even if construction costs come in significantly over budget. He raised a possible alternative in which the Town would retain ownership of the WD and come up with the \$4.9 million to buy the Investors Title property.

Mr. Jessup replied that getting everybody in the room to see what could be worked out would certainly be a possibility. What the Town did with the property was its own business, but Investors Title wanted to be paid and Grubb Properties wanted the WD, he said.

Mayor Hemminger confirmed with Mr. Jones that the resolution would include \$300,000 for North Street enhancements. She also confirmed that any significant change order request would be reviewed by an internal management team, the Town's consultant, and would come to the Council for discussion before being approved.

Mayor Hemminger confirmed with Ms. Oland that the Town would work

closely with the Local Government Commission (LGC) throughout the process. She verified with Mr. Jessup that lack of LGC approval would mean that the Town would not be required to build the deck but would still need to proceed with the land swap.

Mike Zeng, a Chapel Hill resident and certified financial adviser, advised the Council to stop the process, arguing that the projected numbers would be hard to achieve and the new parking deck would become a burden in coming years. He said that most citizens probably knew nothing about the project, and he urged the Council to look at an email and video that he had submitted to the Town.

Katie Loovis, representing the Chapel Hill-Carrboro Chamber of Commerce, praised the EDA structure said that Chamber members fully supported the project. She predicted that the agreement would bring the community's long-held vision to life and accelerate its economic recovery.

Matt Gladdek, representing the Downtown partnership, agreed with Ms. Loovis's comments. He said that there would be a demand for office space after COVID-19 and that the new development would spur many other good projects downtown.

Lark Hayes, an East Rosemary Street resident, commented on the ingress and egress issues and asked the Council to use caution when proceeding with such a major decision since meaningful public participation had never been possible due to COVID-19. Ms. Hayes suggested that staff look at a potential Columbia Street access to MLK from behind the PNC Bank.

Martin Johnson, a Chapel Hill resident, expressed appreciation for Council Member Gu for her efforts to show what he characterized as faulty economics behind the EDA. He said that another parking deck would make the Town more car dependent. Passing the EDA while citizens were stressed out due to COVID-19 and unable to pay attention to the negotiations seemed negligent, he said.

Charles Humble, a Chapel Hill Alliance for a Livable Town (CHALT) member, referred to a letter to the Town from CHALT about how current problems with traffic in the area would be further exacerbated by additional cars from new buildings. He said that Town residents who did not normally agree with CHALT had been questioning the value and viability of the project as well.

Yiwen Wang, a Chapel Hill resident and professional CPA, characterized the financial projections as very aggressive and said that the liability was huge. She urged the Mayor and Council exercise due diligence and act in the best interests of Town residents.

Council Member Ryan pointed out that construction prices and interest rates were low and that there was pent-up demand for the project. She

said that not having a final TIA was problematic and that she would like to see further discussions with Grubb Properties about sharing the cost of the North Street improvements. She expressed concern about the "make whole" price and with Grubb properties not bearing the cost of its design work in that case.

Mayor pro tem Parker said that the project was a once in a generation opportunity to transform downtown, which would need some major investment to bring it back after COVID-19. He said that Grubb not moving forward with the office building would be problematic but that negotiators had done all they could to mitigate that risk with the EDA's reversion clause. He stated that the risk of not doing the project outweighed the risk of doing it.

Council Member Stegman pointed out that the Town could miss opportunities if it waited for exactly the right circumstances. She acknowledged that making such a large decision on behalf of the Town was a huge responsibility. However, the Council had put in as many guardrails as possible and the risk would go both ways, she pointed out.

Council Member Huynh described the project as a once-in-a-generation opportunity that had the potential to transform downtown. He praised staff for mitigating risk but said that some loose ends still needed to be worked out. He expressed particular concern about the ingress/egress on the North Street side and said that the parking deck's success would rest on that being resolved.

Council Member Anderson pointed out that the Town was not just building a parking deck but creating an infrastructure that would enable others to do great things downtown. She said that she wanted to vote for the project, but thought the loose ends still needed to be tied up. She expressed concern that the TIA had included mistakes.

Council Member Gu said that the project entailed too much risk for the Town and was significantly biased toward Grubb Properties. She expressed skepticism about staff's projected increase in downtown parking and said that the project needed to be considered in relation to other Town priorities. She argued against taking a risk during a pandemic. She was in favor of more economic development but with more long-term strategic planning, she said.

Council Member Buansi said that he had been enthusiastic about the project prior to COVID-19 but was no longer comfortable with the amount of risk that the Town would take on in the current uncertain climate. He was not comfortable with the limited options the Town would have if the wet lab and office building were not developed in that location, he said.

Mayor Hemminger said that the Town had a rare opportunity to build commercial space downtown. Because the area was an Opportunity Zone,

and because of interesting parcels that work together, the opportunity had come about, she said. She pointed out that having UNC-CH's Admissions building downtown would attract more visitors to the area. The project would bring good jobs for people already in the community, she said. She suggested moving forward with the caveat that some things needed to be confirmed before documents would be signed.

Council Member Anderson said she would accept the TIA being addressed during the due diligence phase, but she advocated for stipulating that it be reviewed for mistakes and to determine that traffic would actually work. She said that she did not understand why the Town would reimburse any investment that Grubb had made and be responsible for still buying Investors Title if the project were not built.

Mr. Jessup replied that the Council could adopt a resolution with stipulations, and he would try to work those out with Grubb Properties. He would also explain to Investors Title why it would be another month before the Town could make a commitment, he said.

Mr. Dye said that he could not comment on the spot but that the "make whole" price was not intended to be a market price but merely reimbursement for what had been spent. The team had negotiated a fair and equitable solution and had previously discussed it with the Council, he said.

After additional Council discussion, Mayor pro tem Parker said that the main loose end was related to the TIA.

Mr. Jessup proposed that the Council adopt Resolution 7, which would approve the EDA and start the 30-day due diligence period. He assumed that the TIA would be updated in time for the Council to consider it at an October meeting, he said. He stated that the Council could "pull the plug" on the project if the TIA was problematic.

Mayor pro tem Parker moved R-7 with a caveat that staff carefully review the TIA and pull the plug if it does not work. Mayor Hemminger asked for a friendly amendment to include an additional \$300,000 for North Street intersection improvements.

Council Member Huynh clarified that passing R-7 would mean that the 30-day due diligence period would begin when the Town Manager signed the EDA.

Council Member Ryan confirmed with Mr. Jessup that adding the stipulations that Council Member Anderson had requested would likely prolong the EDA signing for another month.

Council Member Gu confirmed with Mr. Bassett and Mr. Dye that the

30-day due diligence period included standard environmental and site assessments and could include the TIA as well.

A motion was made by Mayor pro tem Parker, seconded by Council Member Stegman, that R-7 be adopted as amended. The motion carried by the following vote:

Aye: 5 - Mayor Hemminger, Mayor pro tem Parker, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Nay: 3 - Council Member Anderson, Council Member Buansi, and Council Member Gu

11. Consider Exchanging 150 E. Rosemary for 125 and 135 E. Rosemary to Support the East Rosemary Redevelopment Project and Parking Deck. [\[20-0644\]](#)

Mayor pro tem Parker moved Resolution 8 and Council Member Stegman seconded. Council Member Anderson ascertained from Mr. Jessup that a request from Council to not swap properties if the project does not move forward would not have to go back through the process if the Council stated that the Manager could sign the EDA as long as it was agreed to.

Mr. Dye said that he had no objections in principle to that idea but wanted to make sure that the parties had time to think through its ramifications.

Council Member Parker and Stegman accepted the suggestion as a friendly amendment and Mayor Hemminger stated the motion: To exchange 150 East Rosemary Street (Wallace Deck) for 125 and 135 East Rosemary (the CVS Deck and the Investors Title lot) to support the project and the monies involved in such. She said that the amendment was that the Town would not exchange properties but would buy the Investors Title property or talk with its owners if the agreement fell through.

With regard to Resolution 9 (approving the Town's ability to reimburse itself from financing proceeds for pre-expenditures), Mr. Jessup explained that the Town expected to close on financing in time to pay the land exchange price and reimburse what it would owe Grubb Properties. He said that having a formal declaration to reimburse on record was a tax law requirement.

A motion was made by Mayor pro tem Parker, seconded by Council Member Stegman, that R-8 be adopted as amended. The motion carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Anderson, Council Member Buansi, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Nay: 1 - Council Member Gu

A motion was made by Mayor pro tem Parker, seconded by Council Member Huynh, that R-9 be adopted. The motion carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Anderson, Council Member Buansi, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Nay: 1 - Council Member Gu

12. Open the Public Hearing: Conditional Zoning at 125 East Rosemary Street Parking Garage from Town Center-2 (TC-2) to Town Center-2-Conditional Zoning District (TC-2-CZD). [\[20-0645\]](#)

Planner Becky McDonnell gave a PowerPoint presentation on an application from Grubb Properties, in partnership with the Town, for Conditional Zoning at 125 and 135 East Rosemary Street. She explained that this opened a public hearing for the parking garage that was part of the redevelopment proposal in Agenda Items 9, 10 and 11.

Ms. McDonnell said that the process thus far had included a staff review of the application and Town advisory board recommendations. She explained that the project involved two parcels on the east side of East Rosemary Street, with an existing parking deck on the western part of a 1.68 acre site. The proposal was to build a new 6-7 story parking deck and rezone the property to Town Center-2 CZD to accommodate improvements she said. The new parking deck would then replace spaces at the existing deck and at the nearby Wallace Deck and would add an additional 200-300 spaces, she said.

Ms. McDonnell showed a photo of the existing deck and the proposed site plan. She indicated access points off East Rosemary Street and onto North Street. She showed the location of a possible police substation, presented renderings of a retail front porch, and discussed a proposed crosswalk treatment.

Ms. McDonnell said that the applicant had requested modifications to increase building height from 44 to 73 feet and to reduce interior solar setback from 11 to 5 feet. Town boards had recommended approval with conditions but that the Transportation Board had recommended denial

unless certain conditions could be met, she said.

Ms. McDonnell recommended that the Council open the public hearing, receive comments via email for up to 24 hours, and consider enacting Ordinance A at its October 28, 2020 meeting.

A motion was made by Council Member Anderson, seconded by Council Member Huynh, to close the public hearing and receive comment for an additional 24-hours. The motion carried by a unanimous vote.

13. Consider Enacting a Budget Ordinance Amendment for the Second Allocation of CARES Act Funding. [\[20-0646\]](#)

Community Resilience Officer John Richardson gave a PowerPoint presentation on a budget ordinance amendment to allow the Town to receive a second allocation of federal Coronavirus Aid Relief Economic Security (CARES) Act funds through Orange County. He said that CARES Act funding was intended to address the health and economic impacts of COVID-19 as well as long-term recovery planning. Enacting the ordinance amendment would appropriate \$806,000 to the Town, he said.

Mr. Richardson provided updates to housing assistance programs though which Chapel Hill residents had received help in recent weeks. He said that some CARES funding had gone toward a part-time position to help manage the Town's Food Bank, which had served more than 37,000 meals since March 25, 2020.

Mr. Richardson discussed education assistance programs for low-income children and described how Internet access was being expanded to several Town locations. He mentioned a grant program with the Chamber of Commerce that was helping businesses comply with public health requirements. He said that the Town's long-term economic recovery plan was in process and that a consultant to help would be selected by December.

Council Members praised the staff's work and expressed strong interest in receiving more information about the long-term recovery plan and who the consultant would be. They asked for ongoing updates from the consultant as well.

Council Member Huynh requested data from a recent business survey and updates from a new minority-owned business board. He recommended that the Town support the Midway Business Center, noting that minority-owned businesses there had been hit especially hard by COVID-19.

Council Member Gu requested that staff take the opportunity to expand

economic participation of minority-owned and women-owned small businesses. She hoped the long-term plan would include investment in job training and skill development, she said.

Mayor Hemminger praised staff for their "truly stellar" response during COVID-19. They had risen to the occasion and kept the community safe, she said.

A motion was made by Council Member Buansi, seconded by Council Member Stegman, that O-1 be enacted. The motion carried by a unanimous vote.

14. Open the Public Hearing: Land Use Management Ordinance Text Amendment - Proposed Changes to Articles 3, 5, and Appendix A Definitions pertaining to Conditional Zoning. [\[20-0647\]](#)

Land Use Management Ordinance (LUMO) Project Manager Alisa Duffy Rogers presented LUMO amendments to facilitate development applications that had been delayed due to constraints and concerns over quasi-judicial hearings in a virtual environment. The amendments would also bring portions of the LUMO into compliance with state law 160D, which had modified development regulation statutes, she said.

Ms. Duffy Rogers explained that the ordinance would convert development options that require special-use permits such as the Residential Special Standards Conditional Use District and the Mixed Use Village District into Conditional Use (CZ) districts in accordance with 160D. The other amendment would change "S" in the LUMO's use matrix to permit uses defined as "special use" to be considered as part of a CZ application, she said.

Ms. Duffy Rogers recommended that the Council open the public hearing, allow a 24-hour public comment period, and consider the item again on October 7 or October 28, 2020.

A motion was made by Council Member Buansi, seconded by Council Member Huynh, to close the public hearing and receive comment for an additional 24-hours. The motion carried by a unanimous vote.

15. Open the Public Hearing: Application for Conditional Zoning - Bridgepoint, 2214 and 2312 Homestead Road (Project 20-001). [\[20-0648\]](#)

Senior Planner Anya Grahn gave a PowerPoint overview of an application to revoke a special-use permit for Bridgepoint and rezone the property from Residential 5 Conditional Use to Residential 5 Conditional Zoning District. She showed the site plan, reviewed existing conditions and boundaries, and described a plan to construct two new interior streets.

Ms. Grahm said that the applicant was proposing 53 townhomes, a pocket park, and a stormwater pond. She outlined proposed modifications to regulations regarding land disturbance, steep slopes, buffers, and affordable housing. She said that the applicant had requested a payment in lieu of recreation space and had agreed to provide right-of-way associated with a nearby Town-owned project.

Ms. Grahm said that the Transportation and Connectivity Board and the Environmental Stewardship Advisory Board had both approved the project, with conditions, and that the Community Design Commission would see it again at the end of October. She recommended that the Council open the public hearing, receive comments for 24 hours, and consider enacting the ordinance on October 28, 2020.

Council Members confirmed with Ms. Grahm that conditions of approval included a requirement that "no parking" signs would be placed along some of the internal streets. Ms. Grahm pointed out that the townhomes would have two-car garages with driveways and that there would be a shared parking area as well. The Council confirmed that internal streets would be 26 feet wide and that the ephemeral stream was located along a property line that was shared with Town-owned property at 2200 Homestead Road.

Applicant Eric Chupp said that the Town's environmental, transportation and housing boards had unanimously approved the request and that he would return to the Community Design Commission to address its elevation concerns. He showed an aerial view of the site, described nearby easements, reviewed the parking plan, and said that the ephemeral stream was more of a pipe that ran along the boundary than a stream. He described the plan as a fantastic infill development that would be surrounded by public amenities, services, and schools.

Mr. Chupp showed renderings of how the property would look from Homestead Road and reviewed the site plan, landscaping/buffers, proposed access, and a dedicated greenway trail. He indicated where a pocket park would be and said that the plan included building a sidewalk on one side of all internal streets and along the front of Weaver Dairy Road Extension. He said that he agreed to all of the advisory boards' recommended stipulations.

Council Member Anderson left the meeting.

Mr. Chupp showed the planned locations for five affordable townhomes, which would have floor plans and elevations identical to the others and be dispersed evenly throughout the community. Three of those would be available to households earning 80 percent or less of the area median income (AMI) and two would be for those earning 65 percent or less of

AMI, he said. Mr. Chupp mentioned that he had consulted with the Community Home Trust and said that all of the affordable units would be conveyed to them for perpetual affordability.

Council Member Stegman confirmed that the market rate units would cost between \$320,000 and \$344,000. She determined that a five-foot picket fence was proposed to run along the required buffer and said that she found fences to be unwelcoming and not compatible with the connectivity plan.

Mr. Chupp explained that the reason for the fence was to supplement the buffer. It would not be a closed, privacy fence, he said, and he offered to return with photos.

Council Member Gu commented on how the view for someone passing by would be of a cleared expanse and the backs of townhomes.

Mr. Chupp replied that there would be 60 feet between those units and the curb. He said that having them face the road would not be practical, and he pointed out that the project next door would be similar for the same reasons. He said that tree canopy plans were part of the project and that the area in front would be heavily landscaped.

Council Member Ryan confirmed that the applicant was proposing almost 1.7 acres of tree canopy, which was 1.3 to 1.5 percent more than the required amount.

Martin Johnson, a Chapel Hill resident, requested that the project include protected bike lanes, if possible. He pointed out that such lanes would make biking between homes and schools much easier and safer.

Mr. Chupp described a plan to extend the bike lane along Weaver Dairy Road Extension all the way to Homestead on the western side. He said that there would be five-foot bike lanes on both sides of Homestead Road from Weaver Dairy Road Extension to Sewell School Road.

Mr. Johnson stressed that he was asking for "protected" lanes, with something like ballards between cyclists and cars.

Council Members expressed enthusiasm for the affordable housing plan, the goal of building for the "missing middle", the environmental approach, and the connectivity plan. They asked Mr. Chupp to reexamine the idea of adding a fence to the buffer and to concentrate on nice landscaping instead. They agreed that the applicant seemed to have met the recreational space requirement and said that the project was greatly improved from its earlier design.

Council Member Ryan commented that the development felt "very sterile" to her. She proposed that the applicant try to make it greener around the living areas and encouraged Mr. Chupp to try and hit the 40 percent Resource Conservation District target.

Council Member Gu asked Mr. Chupp to consider improving the appearance of the development from Homestead Road.

Mr. Chubb agreed to return with a response regarding the fence and said that he would look into increasing the caliper of trees and bushes along the Homestead Road frontage.

A motion was made by Council Member Huynh, seconded by Council Member Ryan, to close the public hearing and receive comment for an additional 24-hours. The motion carried by a unanimous vote. Council Member Anderson did not vote.

16. Blue Hill Semiannual Report #12.

[\[20-0649\]](#)

This item was postponed to a later date.

ADJOURNMENT

This meeting adjourned at 12:22 p.m.



TOWN OF CHAPEL HILL

Town Council

Meeting Minutes - Draft

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Mayor Pam Hemminger
Mayor pro tem Michael Parker
Council Member Jessica Anderson
Council Member Allen Buansi

Council Member Hongbin Gu
Council Member Tai Huynh
Council Member Amy Ryan
Council Member Karen Stegman

Wednesday, May 5, 2021 **7:00 PM** **Virtual Meeting**

Virtual Meeting Notification

Town Council members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

https://us02web.zoom.us/webinar/register/WN_bVyXXoHTT7mPpyZfisuM5A After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 889 5069 1249

View Council meetings live at <https://chapelhill.legistar.com/Calendar.aspx> – and on Chapel Hill Gov-TV (townofchapelhill.org/GovTV).

Roll Call

Present: 8 - Mayor Pam Hemminger, Mayor pro tem Michael Parker, Council Member Jessica Anderson, Council Member Allen Buansi, Council Member Hongbin Gu, Council Member Karen Stegman, Council Member Tai Huynh, and Council Member Amy Ryan

Other Attendees

Town Manager Maurice Jones, Deputy Town Manager Florentine Miller, Town Attorney Ann Anderson, Assistant Planning Director Judy Johnson, Planning Director Colleen Willger, Community Resilience Officer John Richardson, Business Management Director Amy Oland, Assistant Business Management Director Matt Brinkley, Assistant to the Town Manager for Administrative and Program Management Ross Tompkins, Senior Engineer Sue Burke, Public Works Director Lance Norris, Manager of Engineering and Infrastructure Chris Roberts, Communications and Public Affairs Director/Town Clerk Sabrina Oliver, and Deputy Town Clerk Amy Harvey.

OPENING

Mayor Hemminger opened the virtual meeting at 7:00 p.m. and reviewed the

Town Council

Meeting Minutes - Draft

May 5, 2021

agenda.

Mayor Hemminger called the roll and all Council Members replied that they were present.

ANNOUNCEMENTS BY COUNCIL MEMBERS

0.01 Mayor Hemminger Regarding Coal Plant Permit Letter Update. [\[21-0401\]](#)

Mayor Hemminger said that the Council had submitted a letter to the NC Division of Air Quality requesting that future permits or plans for The University of North Carolina's (UNC) co-generation plant reflect the strongest possible public safety and environmental standards. The letter specifically asked that existing caps and protections be kept in place and highlighted the Town's interest in seeing UNC transition to clean energy as soon as possible, she said.

0.02 Mayor Hemminger Regarding Bike Month in May. [\[21-0402\]](#)

Mayor Hemminger said that the Town would postpone the annual bicycle gathering event until later in the season due to the COVID-19 precautions. However, a number of related activities and resources were posted on the Town website, she said.

0.03 Mayor Hemminger Regarding Upcoming Meetings. [\[21-0403\]](#)

Mayor Hemminger announced that the Council Committee on Economic Sustainability would meet at 8 a.m. on May 10th to discuss: a revised economic recovery plan: a new proposal for South Creek (formerly Obey Creek); and a potential property swap on Rosemary Street. A public information meeting about the East Rosemary Street Parking Deck would also be held, virtually, on May 10th, she said.

0.04 Council Member Anderson Regarding Teacher Appreciation Week. [\[21-0404\]](#)

Council Member Anderson praised teachers for their extraordinary work during the COVID-19 pandemic and encouraged all to let them know how much they were appreciated.

0.05 Mayor Hemminger Regarding COVID-19 Update. [\[21-0405\]](#)

Mayor Hemminger said that Orange County's rate of COVID-19 infection had been low. The OC Health Department had been working hard to reach vulnerable communities, she said, adding that more specific information was in Council Members' packets.

0.06 Christine Carlson Regarding the Coal Plant Permit at UNC. [\[21-0406\]](#)

Christine Carlson, a Chapel Hill resident, commented on the Department of Air Quality decision to weaken UNC's coal-burning permit. She said that UNC was one of the few public universities in the country still burning coal and the only one in North Carolina doing so. She was glad to see that the Town had begun to do something about that, she said, and she encouraged Council Members to keep up the good work.

PUBLIC COMMENT FOR ITEMS NOT ON PRINTED AGENDA AND PETITIONS FROM THE PUBLIC AND COUNCIL MEMBERS

Petitions and other similar requests submitted by the public, whether written or oral, are heard at the beginning of each regular meeting. Except in the case of urgency and unanimous vote of the Council members present, petitions will not be acted upon at the time presented. After receiving a petition, the Council shall, by simple motion, dispose of it as follows: consideration at a future regular Council meeting; referral to another board or committee for study and report; referral to the Town Manager for investigation and report; receive for information. See the Status of Petitions to Council webpage to track the petition. Receiving or referring of a petition does not constitute approval, agreement, or consent.

1. C.F. Smith Property Group Request to Allow Limited Scope (CZD) Conditional Zoning District Review for Construction Start and Construction Completion Timeline Extension Requests for Special Use Permit (Project #14-070), Tri-City Medical Building, 5002 Barbee Chapel Road. [\[21-0375\]](#)

Developer Dan Jewell, of Coulter Jewell Thames, PA, pointed out that Council had a written petition regarding the request to make a limited application to convert the SUP to a CZ so the applicant could ask for an extension.

A motion was made by Mayor pro tem Parker, seconded by Council Member Buansi, that this Petition be received and referred to the Manager and Mayor. The motion carried by a unanimous vote.

- 1.01 Mayor pro tem Parker, Council Member Buansi, and Council Member Stegman Request Regarding Chapel Hill Increasing its Minority and Women Business Enterprise/Disadvantaged Business Enterprise (MWBE/DBE) Contracting Targets. [\[21-0407\]](#)

Council Members Parker, Buansi and Stegman said that the Town proposed raising the Town's 10 percent target for hiring minority and women contractors to 15 percent. Ten percent was significantly lower than many neighboring jurisdictions, they said.

A motion was made by Mayor pro tem Parker, seconded by Council Member Anderson, that this Petition be received and referred to the Manager and Mayor. The motion carried by a unanimous vote.

CONSENT

Items of a routine nature will be placed on the Consent Agenda to be voted on in a block. Any item may be removed from the Consent Agenda by request of the Mayor or any Council Member.

Approval of the Consent Agenda

A motion was made by Council Member Anderson, seconded by Mayor pro tem Parker, that R-1 be adopted, which approved the Consent Agenda. The motion carried by a unanimous vote.

2. Approve all Consent Agenda Items. [\[21-0376\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
3. Adopt the Recommended 2021-2022 Community Development Block Grant Program Plan. [\[21-0377\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
4. Approve the 2021-2022 HOME Investment Partnership Program Annual Plan. [\[21-0378\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
5. Adopt the Recommended 2021-2022 Capital Fund Program for Public Housing Renovations. [\[21-0379\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
6. Extend and Provide Option to Expand Territory of the Encroachment and Lease Agreement for Town Right-of-Way along Cleland Drive for Continued Use as a Cellular Tower Site. [\[21-0380\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
7. Amend the Soil Erosion and Sedimentation (SE&S) Control Agreement between the Town of Chapel Hill and Orange County. [\[21-0381\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
8. Call a Public Hearing to Consider Closing an Unimproved and Unpaved Portion of Mitchell Lane Public Right-of-Way on June 9, 2021. [\[21-0382\]](#)

This resolution(s) and/or ordinance(s) was adopted and/or enacted.

9. Call a Public Hearing for a Land Use Management Ordinance Text Amendment to Section 3.11, Blue Hill Form District Pertaining to Non-Residential Use Requirements on May 26, 2021. [\[21-0383\]](#)

This resolution(s) and/or ordinance(s) was adopted and/or enacted.

INFORMATION

10. Receive Upcoming Public Hearing Items and Petition Status List. [\[21-0384\]](#)

This item was received as presented.

11. Update on Town Efforts to Respond to the COVID-19 Crisis. [\[21-0385\]](#)

This item was received as presented.

DISCUSSION

12. Presentation: Recommended Budget for FY 2021-22. [\[21-0386\]](#)

Town Manager Maurice Jones gave a PowerPoint presentation on his proposed \$117 million Town budget for FY 2021-22. The budget included a property tax rate of 52.4 cents per \$100 of assessed value, which would be a compromise between the Town's current property tax rate of 54.4 cents and a revenue neutral rate of 49.4 cents, he said.

Mr. Jones reported that the Town's sales tax revenue had grown by 10.9 percent in FY 2021, despite the COVID-19 pandemic. Prior to 2021, the average sales tax growth had been 5.2 percent per year and staff had anticipated a significant drop for FY 2021, he said. However, the opposite had happened and sales tax revenue would likely finish the year nearly 11 percent higher than it was in FY 2020, he said.

Mr. Jones said that his proposed budget assumed a partial return in occupancy tax revenues and a small decline in utility sales tax revenue. Revenue for service charges was down by about \$1.8 million in FY 2021 and he did not expect to regain all of that in FY 2022, he said.

Mr. Jones discussed the recent Real Estate tax revaluation, which had resulted in significant increases in property values for Town properties located in Orange County. The resulting growth in the tax base (typically about 1.5 percent per year) would be more than 13 percent in FY 2021-22 due to the revaluation, he said.

Mr. Jones said that the proposed budget would provide a significant

investment in Council and community priorities. He recommended a 3 percent market rate increase in employee pay, and noted the need for new staff positions. He discussed the status of all Town funds and services and outlined budget recommendations for each of those.

Mr. Jones said that the budget would help lay the framework for a five-year Town strategy for investing in key Town initiatives. However, future financial investments would be required to accomplish Council goals, he said. He listed next steps in the budget process, which included a Council work session on May 12; possible additional work sessions on May 19, May 26, and June 2; and expected adoption of the FY 2021-22 budget on June 9, 2021. All budget information was at www.townofchapelhill.org/budget, he said.

Mayor Hemminger said that her colleagues at the US Conference of Mayors and other groups were strongly recommending to wait for federal guidelines before spending American Rescue Plan funds. That federal funding would come in two installments and could be spent over three years, she pointed out. She stressed the importance of tracking and accounting for every dollar and ensuring that federal guidelines were met.

Council Members confirmed with Mr. Jones that the Town might be able to use American Rescue Plan funds for some infrastructure projects. They also confirmed that a mix of Human Service applications for funding had been submitted to the Town and that he would provide more information about the Human Service Advisory Board's work regarding that. Council Member Gu requested that the Human Service Advisory Board give special consideration to requests from minorities and women who had not been funded in the first round of recommendations.

Mr. Jones said that the goal would be to use American Rescue Plan funds for one-time expenditures, such as closing the parking fund gap, rather than any ongoing operational costs. He pointed out that those funds could help kick-start initiatives that the Town had been talking about for quite some time.

Council Member Gu confirmed with Business Management Director Amy Oland that the Parking Fund needed \$1.1 million to make up a gap between its expenditures and its total amount of available revenue. Ms. Oland clarified that the loss had been due to revenue from meters and leased parking spaces being much lower than normal during the pandemic year.

Council Member Gu pointed out that \$1.1 million in American Rescue Plan funds would otherwise be used to address other community needs, and she expressed concern about a scenario in which the parking situation did not significantly improve.

Mr. Jones pointed out that American Rescue Plan funds would come in two installments. He expected to see an increase in parking revenue following the pandemic and did not anticipate using those funds on parking next year, he said.

Council Members discussed using federal funds to help businesses and residents recover from COVID-19 but also for investing in the future as well.

Mayor Hemminger asked staff to bring back a history of Town revenues to the Human Services Board over the last 10 years. She also asked for information on what a 3 cent tax increase would mean for houses valued from \$250,000 up to \$5 million. She expressed concern about the effect of the revaluation on the Northside and Pine Knolls neighborhoods, as well as the business community, which had struggled tremendously during the pandemic.

Katie Loovis, representing the Chapel Hill-Carrboro Chamber of Commerce, stressed how difficult it would be for local businesses to face a tax increase when they were just beginning to see a ray of hope after the pandemic. She pointed out that property owners typically pass tax increases on to their tenants. The Chamber would follow up with a letter describing the potential effects, she said.

In response to written questions from community members, Mayor Hemminger explained that all budget information and proposals for expenditures would be openly discussed at public meetings. She explained a funding proposal for the Town's Climate Action Plan. She said that American Rescue Plan funding would be part of the budget process once the Town had more information about it.

A motion was made by Council Member Ryan and seconded by Council Member Huynh to excuse Council Member Anderson, who needed to leave the meeting due to a family emergency. The motion carried by a unanimous vote.

This item was received as presented.

13. Receive the Draft Long-Term Recovery and Transformation Plan.

[\[21-0387\]](#)

Community Resilience Officer John Richardson gave a PowerPoint presentation on a draft plan for recovering from COVID-19 impacts. He described a plan that would quantify impacts, establish a series of stakeholder groups to design strategies and initiatives, develop a way to address impacts, and monitor efforts. He said that working groups would

address the economy, housing, health and human services, natural and cultural resources, community planning, intergovernmental affairs, and communication.

Mr. Richardson said that the plan's guiding vision was focused on advancing social and racial equity, improving access to resources, and improving economic sustainability. He said that its five main goals were: to address fundamental needs of all residents, to continue creating affordable housing solutions, to promote and foster an equitable and sustainable economic recovery, to streamline access to community resources, and to combat the negative effects of social distancing.

Mr. Richardson asked for Council feedback on the plan, and he pointed out that a similar version would be presented to elected officials in Carrboro, Hillsborough and Orange County over the next couple of weeks.

In response to Council questions, Mr. Richardson pointed out that the plan included an appendix that listed possible funding sources. He outlined how a project management team would review comments from elected officials, make revisions, and return with a final plan. He said that the working groups would address the near-term initiatives that would typically move forward during the first two years.

Council Member Huynh confirmed with Mr. Richardson that feedback from communities of color had been weighted based on a technical formula. He asked for more specific information regarding that process and on the rate of meeting attendance by communities of color.

Council Member Huynh said that a county in Ohio had committed to investing \$5 million in partnership with a local venture fund in local start-up businesses. The primary investment criterion for that was the potential for creating local jobs, he said. He recommended that the project team explore implementing something similar in Chapel Hill. Perhaps some American Rescue Plan funds could be used for that, he said.

The Mayor and Council emphasized the importance of having actual steps and funding sources associated with the plan when it returned to them for comments. Council Member Buansi noted the link between the plan and the petition that he and other Council Members had introduced (Agenda Item 1.01) for increasing the number of minority- and women-owned businesses.

Council Member Gu said she hoped there would be more effort and resources dedicated to short-term workforce training, such as computer coding and data analytics.

Council Member Ryan asked for more information on how Chapel Hill would coordinate efforts with Orange County, Carrboro and Hillsboro.

This item was received as presented.

14. Consider an Application for Modification to Conditional Zoning at 1751 Dobbins Drive Office/Institutional-2-Conditional Zoning District (OI-2-CZD) (Project # 21-023). [\[21-0388\]](#)

Mayor Hemminger pointed out that the Council had seen this item many times before and had indicated support for the modification.

A motion was made by Council Member Ryan, seconded by Mayor pro tem Parker, that this Discussion Item R-9 be adopted. The motion carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Buansi, Council Member Gu, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Excused: 1 - Council Member Anderson

A motion was made by Council Member Ryan, seconded by Mayor pro tem Parker, that this Discussion Item O-3 be enacted. The motion carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Buansi, Council Member Gu, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Excused: 1 - Council Member Anderson

15. Open a Public Hearing to Consider Closing a Portion of Public Right-of-Way of Maxwell Road within the Glen Lennox Development. [\[21-0389\]](#)

Manager of Engineering and Infrastructure Chris Roberts presented a request to partially close a public right-of-way (ROW) to support a realignment of Maxwell Road within the Glen Lennox development. He showed current and proposed ROWs on a map and explained that the request was to merely move the ROW over, which required closing one and dedicating the other.

Mr. Roberts said that the Council's decision should be based on whether the closing would be detrimental to the public interest or any individual property rights. He pointed out that there were no adjacent property owners and that staff had not received any opposition to the request.

A motion was made by Mayor pro tem Parker, seconded by Council Member Huynh, to close the public hearing 24-hours after discussing this item to allow

additional comments in the record per recent legislation. The motion carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Buansi, Council Member Gu, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Excused: 1 - Council Member Anderson

16. Open a Public Hearing for Downtown Municipal Service District Services. [\[21-0390\]](#)

Assistant to the Town Manager Ross Tompkins explained that a portion of the Downtown Service District tax revenue paid for an outside agency to provide services for the downtown area. The current contract for those services would expire at end of June 2021 so staff had sent out a request for proposals (RFP), as dictated by state law, he said.

Mr. Tompkins said that the Town had received one response to its RFP and that was from the Chapel Hill Downtown Partnership, which had been performing services for the Town since 2004. He said that the proposed new contract, effective July 1, 2021, would be a one-year performance agreement that would be renewable, annually, for up to four years. Staff expected up to \$220,000 to be available for those services in FY 2021-2022, he said.

Mr. Tompkins recommended that the Council open the public hearing, receive comments, and offer feedback on the Downtown Partnership's proposal for services.

Mayor Hemminger said that the Council had been very pleased with the Downtown Partnership's work.

Matt Gladdek, executive director of the Chapel Hill Downtown Partnership, thanked the Mayor and Council for all their help during COVID-19. He said that the Partnership had taken a significant amount of money from its rainy day fund during 2021 and would need to cut services, unless its funding could be increased beyond the proposed additional \$10,000.

Mayor pro tem Parker confirmed with Mr. Gladdek that an additional \$20,000 would help improve and restore the downtown area.

Mr. Gladdek said that the Partnership had some large fund-raising and sponsorship goals and had applied for its first NC Arts Commission grant. He said that increasing the sidewalk space during the pandemic had transformed the area and that the Partnership had found ways to surprise and delight visitors. The Partnership had been talking with UNC about

possible projects when restrictions were lifted, and he was expecting proposals from top downtown planning organizations, he said.

Mayor Hemminger encouraged Mr. Gladdek to put in a request for American Recovery Plan funds to address some of the one-time Downtown needs.

A motion was made by Council Member Huynh, seconded by Council Member Buansi, to close the public hearing 24-hours after discussing this item to allow additional comments in the record per recent legislation. The motion carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Buansi, Council Member Gu, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Excused: 1 - Council Member Anderson

17. Consider Approving the Eastwood Lake Subwatershed Study Report and Recommendations. [\[21-0391\]](#)

Senior Stormwater Engineer Sue Burke presented the Eastwood Lake Subwatershed Study report and a recommended list of priority projects for Council consideration. She discussed the Town's master planning process for watershed studies and its 2014 Stormwater Master Plan, which linked the Council's mission statement and 10 strategic goals to stormwater program activities. Continuing to do sub-watershed studies was a key component of that plan, she said.

Ms. Burke displayed a map showing where the Town's watersheds and sub-watersheds were located. She said that the Council had approved a Lower Booker Creek Subwatershed study and a priority list of projects in 2017. Eastwood Lake sub-watershed study would be the next one completed, and staff anticipated bringing a report on the Cedar Fork Subwatershed study to Council in fall 2021, she said.

Tom Murray, a consultant with WK Dickson, described the Town's watersheds and sub-watersheds in detail and outlined how a watershed study was performed. He said that the study's goal was to understand worst case scenarios in order to start building resilient solutions. He described public outreach efforts in Town and said that much feedback had come from those who reside around the Eastwood Lake Subwatershed.

Mr. Murray explained that the Eastwood Lake Subwatershed comprised approximately one square mile within the Booker Creek Watershed. He described that area and cautioned against increasing impervious surface as development and redevelopment occur there. He emphasized the importance of considering downstream impacts when reviewing development and redevelopment applications.

Mr. Murray discussed ways to stabilize streams in order to slow water down and showed slides of what stream erosion looks like. He said that approaches to reducing runoff included adding green infrastructure and retrofitting existing projects. He recommended that the Town encourage green infrastructure and low-impact design.

Ms. Burke returned to explain that some projects had been prioritized using criteria that had been established in the Lower Booker Creek study. Those had been merged into a priority list that had been established in 2017, she said, and she showed where some of those new insertions were. The Eastwood Lake secondary system projects had been merged into a Secondary System Project priority list, she pointed out.

Ms. Burke said that the Town's Climate Action and Response Plan recommended implementing the top three sub-watershed study projects by 2025. She said that funding sources included some money that remained in the Stormwater budget, some remaining 2015 Stormwater Bond Funds, and a potential Building Resilient Infrastructure and Communities grant from FEMA that would fund the design and construction of up to five projects.

Ms. Burke recommended that the Council adopt Resolution 11, which would adopt the Eastwood Lake Subwatershed Study and approve the merged primary and secondary projects lists. She said that the Stormwater Management Utility Advisory Board had approved those recommendations on April 27, 2021.

The Council confirmed that staff was proposing a pilot stream restoration project that would require neighborhood cooperation. They verified that some homes still had downspouts, but Ms. Burke pointed out that a LUMO modification that required diffusers on downspouts had led to significant improvements.

Mayor Hemminger said that a "Project Disconnect" in Durham had offered water spreaders to residents and persuaded them to disconnect their downspouts, and Council Member Ryan proposed that staff consider such an approach as part of any sub-watershed plan.

The Council and Mr. Murray talked about how approaches, such as lowering lake levels, were effective but had been challenging to pursue with communities throughout the state. Ms. Burke said that flood storage had been prioritized because it provided the most benefit to residents.

Council Members spoke in favor of coordinating efforts with the Planning Department and incorporating the information being presented into the LUMO rewrite discussion.

Jeanette Bench, a Chapel Hill resident, asked the Council to remove the Red Bud, Daley, and Piney Mountain Road storage projects from the

merged priority list. She implored the Town to not spend money on an engineering study for those projects. Destroying 11 acres of one of the few Town-owned forests would not be in keeping with the Town's climate change and environmental goals, she said.

Neal Bench, a Chapel Hill resident, said that the three storage projects Ms. Bench had mentioned could be called massive deforestation projects. He agreed with the Mayor and Council Member Ryan that disconnecting drain pipes from homes should be moved much higher up on the priority list, he said, adding that such efforts would reduce the need for flood mitigation.

The Council confirmed with Ms. Burke that staff was not proposing mass tree clearings with any of the projects. Mayor Hemminger confirmed that storage projects varied in size but were typically several acres.

Council Member Ryan emphasized the importance of proceeding in a sensitive manner and recommended having biologists involved in the process as well. She expressed interest in exploring what district overlays would look like for particularly problematic areas.

Several Council Members spoke in favor of instituting a program such as Durham's Project Disconnect, but Mayor pro tem Parker recommended finding out how much that would cost before putting it on the priority list. The Council requested more concrete information about the extent of tree removal as well.

Mr. Murray said that he and Ms. Burke had talked about identifying a neighborhood for a pilot project where the Town could implement features such as Project Disconnect and other green infrastructure efforts.

Mayor Hemminger proposed the idea of passing the overall plan but requiring staff to return with a preview of what storage areas would look like before actually moving forward on it. In response, Ms. Burke raised concerns about spending stormwater funds to reach that point in design without having a clear expectation that the program would be implemented.

After discussion, the Council agreed to proceed with the recommendations but with the caveat that more information was needed before moving ahead with the proposed prioritization. Mayor Hemminger suggested that any Council motion include a request to staff to include disconnect and retrofit information in its next report. She asked staff to look at the issues regarding environmental impacts as well.

A motion was made by Mayor pro tem Parker, seconded by Council Member Ryan, that this Discussion Item R-11 be adopted as amended. The motion

carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Buansi, Council Member Gu, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Excused: 1 - Council Member Anderson

SPECIAL USE PERMIT(S)

Special Use Permit: The Application for a Special Use Permit is Quasi-Judicial. Persons wishing to speak are required to take an oath before providing factual evidence relevant to the proposed application.

Witnesses wishing to provide an opinion about technical or other specialized subjects should first establish that at the beginning of their testimony.

18. Evidentiary Hearing Continued: Special Use Permit Modification for University Place, 201 S. Estes Drive.

[\[21-0356\]](#)

Assistant Planning Director Judy Johnson gave a brief overview of a proposal to redevelop University Mall, a 43-acre site zoned Community Commercial at the corner of Fordham Boulevard, Estes Drive, and Willow Drive. She said that the zoning would remain the same, but the applicant was requesting a Special Use Permit (SUP) modification in order to redevelop according to a block plan that included separate pods with various land uses. She noted that a significant portion of the property was in a floodplain.

Ms. Johnson said that the proposed redevelopment would be done in three phases, and she briefly described each of those. She said that the applicant was proposing modifications to regulations regarding height, setbacks, impervious surface, buffers, tree canopy, parking standards, signs, and Resource Conservation District (RCD) standards. The applicant had included design standards regarding several aspects of the plan, she pointed out.

Ms. Johnson reported that Town advisory boards had reviewed the application and most had approved it with conditions. She said that the current public hearing, which had begun in April, would continue to May 19, 2021. In order to be approved, the SUP modification request needed to meet the four findings of fact that were outlined in the Town's Land Use Management Ordinance (LUMO), she said.

Council Member Ryan clarified with Ms. Johnson that the Community Design Commission (CDC) had not looked at the building footprint. Ms. Johnson said that staff had been working with the CDC regarding the design standards and that a Stipulation 7 related to that would be refined over the next couple of weeks and then brought to the Council.

LeAnn Nease Brown, attorney for the applicant, stated that the Council was allowed to make modifications from existing regulations when the LUMO's public purposes were satisfied to an equivalent or greater degree. She pointed out that the current SUP was nearly 50 years old, and she emphasized that many of the things currently being viewed as modifications had not been required when the project was originally built or previously modified. The proposed redevelopment would bring the project closer to existing development standards, she said.

Ashley Saulpaugh, project manager with RAM Realty Advisers, gave a PowerPoint update on the proposal. He said that Phase 1 would include approximately 350,000 square feet of retail and 250 multi-family units. At full build-out, there would be a maximum of 450,000 square feet of retail, 150,000 square feet of office space, 300 multi-family units, and 150 hotel rooms on the site, he said.

Mr. Saulpaugh provided estimates of what Real Estate tax revenue to the Town would be. He said that the net impact would be about \$1.1 million added to the Town's tax base from Phase 1 and that sales tax revenue was projected to be at least another \$1.1 million, probably higher. In addition, Phase 1 was projected to create close to 400 new jobs, he said.

Mr. Saulpaugh addressed some of the Council's prior comments and concerns regarding residential versus commercial use, the number of apartments, the plan's flexibility, height, and massing, and flooding and stormwater issues. He outlined changes to RAM's application since the last meeting with Council. He described a proposal to designate 4.25 acres as mixed use requiring a minimum two-story height, which would mean changing an area that had been proposed as single-story retail to multi-story.

Council Members asked about the legality of requiring an existing project to meet regulations that had not been in effect at the time it was built.

Town Attorney Ann Anderson said that current regulations would apply to a new request. She assumed that was why the applicant was seeking a variance to RCD regulations that had not been in place when the original SUP was approved, she said.

Attorney Brown said that the current SUP, as previously modified, would continue in the absence of any new modification. However, the applicant's proposed plan would bring the development closer to what the LUMO required than having a dead mall at that location would, she pointed out. She said that the Council was allowed to do less than its current ordinance required if that meant meeting the LUMO's purpose and intent.

Council Member Ryan confirmed with the applicant that elements of the

proposed plan had been taken from Blue Hill District, Glen Lennox, and Carraway Village. She asked to see where changes had been made in order to understand what sort of variance from standards for other developments were being requesting.

Attorney Brown asked what form that should take, and Mayor Hemminger replied that an itemized list comparing developments would most clearly show the differences.

Mayor pro tem Parker asked the applicant numerous questions about the plan and confirmed with Mr. Saulpaugh that the proposed phasing dates (years 2023, 2025 and 2027) were estimates but the first phase was quite certain. He also confirmed with Mr. Saulpaugh that topographical changes and the planned service and trash collection location prevented having a public access point in Pod A.

Mayor pro tem Parker asked about the possibility of breaking the long apartment complex into two separate buildings, but the applicant replied that doing so would create challenges due to the floodplain.

Mayor pro tem Parker asked how the Town would verify that the building size was in compliance if the SUP modification were granted and the conversion took place.

Ms. Johnson replied that Zoning Compliance Permits were typically based on the number of units, but Mayor pro tem Parker pointed out that the number could be substantially larger than the applicant was currently proposing. He asked if design standards would become a legally binding part of the SUP, and Attorney Anderson replied that staff was in the process of refining that standard so that the Council would know exactly what it was approving.

Council Member Gu raised concerns about building on the floodplain, but Mr. Saulpaugh said that having the multi-family building proposed for Pod A elevated would address that.

Council Member Gu asked what the applicant meant when they said that the development would meet current LUMO environmental standards by bringing it closer to those standards.

Ms. Brown replied that the LUMO allows the Council to modify a provision if it finds that public purposes are satisfied to an equivalent or greater degree. She said that there would be 55,000 fewer square feet of impervious surface than was currently allowed under the existing SUP. Therefore, the Town had engineering evidence that the proposed plan would improve the current stormwater situation, she said.

Council Member Buansi confirmed with Mr. Saulpaugh that RAM had been working with neighboring Binkley Baptist Church regarding parking and

connectivity improvements and a potential, interconnected, mixed-use environment in the future. He asked for more information on those connectivity plans, and Mr. Saulpaugh described a multi-use trail that would go across the property and also discussed plans to improve access from Fordham Boulevard.

Council Member Stegman asked about a board suggestion to increase tree canopy and green space as current leases expire, and Mr. Saulpaugh replied that the way that language was crafted would be very important. There were many overlapping tenant rights, and he did not want to create a situation where adhering to an SUP requirement would violate any leases, he explained.

Council Member Stegman confirmed with the applicant that RAM and the Farmers Market were not completely in tune regarding RAM's desire to have the Market be in a multi-functional space.

Council Member Huynh established that the applicant would consider a shorter lease for the incubator spaces and might be open to a lower area median income for the affordable housing if the required percentage of units was lowered.

Mayor Hemminger confirmed that 1 percent of the mature trees along Willow and Estes would need to be removed. She verified that there were proscribed setbacks and frontages for each street and asked the applicant to chart those so the Council could see what they were.

Mayor Hemminger pointed out that the Council had ongoing concerns about block lengths in Town, and she expressed concern about having an extremely long five-story building on one side of Willow Drive. She confirmed with the applicant that some of the improvements along that road would require an additional right-of-way.

Attorneys Anderson and Brown concurred that the Council should provide comments following its next meeting, but Mayor Hemminger pointed out that hearing from Council Members would give the applicant time to address any concerns.

Council Member Ryan said there were already many new apartments in the area and she hated to not take advantage of the redevelopment opportunity to produce more commercial. She would prefer to see a set project because the design guidelines and block approach made it difficult to decide whether or not the project met the LUMO's four findings, she said. She requested more information from the applicant about how the plan aligned with other design guidelines and more from stormwater staff about whether sufficient controls were included. She said that the proposed 24-foot sign did not align with the Town's sign ordinance.

All Council Members expressed discomfort with the size of the proposed apartment building. Some said they could imagine taller buildings in the center of the site. Several were reluctant to allow conversion from commercial to residential without requiring some notice to Council. Council Member Gu said that the Council should aggressively try to reduce the footprint and increase permeable spaces, green spaces, and tree canopy on the property.

Mayor Hemminger said she agreed that the residential building was too big and too onerous along Willow Drive. She wondered if there could be a path through it, as the Town required in Blue Hill District buildings, she said. She agreed with others that the apartments would work better on Pod C.

Mayor Hemminger said that the Council supported the idea of enhancing and making University Mall a better place but was concerned about how that is done. She said that people were very excited about components of the plan, such as the mall centerpiece and the new green space. If the applicant could work on the things that give the Council concern, then she thought there could be a path forward, she said.

A motion was made by Mayor pro tem Parker, seconded by Council Member Huynh, that this item be continued to May 19, 2021. The motion carried by the following vote:

Aye: 7 - Mayor Hemminger, Mayor pro tem Parker, Council Member Buansi, Council Member Gu, Council Member Stegman, Council Member Huynh, and Council Member Ryan

Excused: 1 - Council Member Anderson

CONCEPT PLAN REVIEW(S)

Concept Plans: Presentations for Concept Plans will be limited to 15 minutes.

Concept Plan review affords Council members the opportunity to provide individual reactions to the overall concept of the development which is being contemplated for future application. Nothing stated by individual Council members this evening can be construed as an official position or commitment on the part of a Council member with respect to the position they may take when and if a formal application for development is subsequently submitted and comes before the Council for formal consideration.

As a courtesy to others, people speaking on an agenda item are normally limited to three minutes. Persons who are organizing a group presentation and who wish to speak beyond the three minute limit are requested to make prior arrangements

through the Mayor's Office by calling 968-2714.

19. Concept Plan Review: Aspen Chapel Hill, 701 Martin Luther King Jr. Blvd. [\[21-0392\]](#)

Mayor Hemminger said that the applicant had asked to move this item to the following week.

APPOINTMENTS

20. Appointments to the Environmental Stewardship Advisory Board. [\[21-0393\]](#)
- The Council reappointed Thomas Henkel, Mary Metcalf, and Julie McClintock to the Environmental Stewardship Advisory Board.

21. Appointments to the Grievance Hearing Board. [\[21-0394\]](#)
- The Council reappointed Lily Farel and appointed Kellie Mannette and Tristan Millsap to the Grievance Hearing Board.

22. Appointments to the Historic District Commission. [\[21-0395\]](#)
- The Council reappointed Nancy McCormick and David Schwartz and appointed Christine Berndt and Brian Daniels to the Historic District Commission.

23. Appointments to the Orange Water and Sewer Authority Board of Directors. [\[21-0396\]](#)
- The Council appointed Todd Bendor to the Chapel Hill seat on the Orange Water and Sewer Authority Board of Directors.

ADJOURNMENT

This meeting was adjourned at 12:16 a.m.



TOWN OF CHAPEL HILL

Town Council

Meeting Minutes - Draft

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Mayor Pam Hemminger
Mayor pro tem Michael Parker
Council Member Jessica Anderson
Council Member Allen Buansi

Council Member Hongbin Gu
Council Member Tai Huynh
Council Member Amy Ryan
Council Member Karen Stegman

Wednesday, May 19, 2021 **7:00 PM** **Virtual Meeting**

Virtual Meeting Notification

Town Council members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

https://us02web.zoom.us/webinar/register/WN_aiurAMydQs2WbvqyDu42wQ After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 892 4338 7666

View Council meetings live at <https://chapelhill.legistar.com/Calendar.aspx> – and on Chapel Hill Gov-TV (townofchapelhill.org/GovTV).

Roll Call

Present: 8 - Mayor Pam Hemminger, Mayor pro tem Michael Parker, Council Member Jessica Anderson, Council Member Allen Buansi, Council Member Hongbin Gu, Council Member Karen Stegman, Council Member Tai Huynh, and Council Member Amy Ryan

Other Attendees

Town Manager Maurice Jones, Deputy Town Manager Florentine Miller, Town Attorney Ann Anderson, Planning Director Colleen Willger, Assistant Planning Director Judy Johnson, Senior Planner Anya Grahn, Business Management Director Amy Oland, Business Management Assistant Director, Matt Brinkley, LUMO Project Manager Alisa Duffey Rogers, Housing and Community Executive Director Loryn Clark, Affordable Housing Manager Nate Broman-Fulks, Communications and Public Affairs Director/Town Clerk Sabrina Oliver, and Deputy Town Clerk Amy Harvey.

OPENING

Mayor Hemminger opened the virtual meeting at 7:00 p.m. She pointed out that Item 13 had been postponed and said that public comments on Item 11

Town Council

Meeting Minutes - Draft

May 19, 2021

would be reduced to two minutes due to the large number of people signed up to speak.

Mayor Hemminger called the roll and all Council Members replied that they were present.

ANNOUNCEMENTS BY COUNCIL MEMBERS

Proclamation: Public Works Week.

[\[21-0468\]](#)

Council Member Ryan read a proclamation declaring May 16-22, 2021 to be Public Works Week in Chapel Hill. The proclamation called on all residents to show gratitude to Public Works staff for their hard work during the COVID-19 pandemic and the contributions that they make every day toward public health and safety and quality of life.

0.01 Mayor Hemminger Regarding Governor's Recent Announcement.

[\[21-0469\]](#)

Mayor Hemminger gave an update on Governor Cooper's recent lifting of the face-mask mandate for those who have been vaccinated against COVID-19. She said that Orange County leaders were still advising caution, and she requested that those who had not yet been vaccinated continue to wear masks. She pointed out that masks were still required on public transit, in childcare centers, at long-term care facilities, and in hospitals and doctors' offices.

0.02 Mayor Hemminger Regarding Upcoming Meetings.

[\[21-0470\]](#)

Mayor Hemminger said that staff would hold a virtual public information meeting regarding the Chapel Hill Police Department site on May 24, 2021 at 6:30 p.m. A recording of that meeting would be posted on the Town's website, she said.

0.03 Council Member Gu Regarding Red Apple Art Project.

[\[21-0471\]](#)

Council Member Gu shared information about a Red Apple Art Project, through which student-created designs depicting a spirit of unity, resilience, community and hope during COVID-19, would be installed for 12 months at bus stations on Columbia Street. The Project was a partnership between the Chinese School at Chapel Hill and the Chinese American Friendship Association, she said.

PUBLIC COMMENT FOR ITEMS NOT ON PRINTED AGENDA AND PETITIONS FROM THE PUBLIC AND COUNCIL MEMBERS

Petitions and other similar requests submitted by the public, whether written or oral, are heard at the beginning of each regular meeting. Except in the case of urgency and unanimous vote of the Council members present, petitions will not be acted

upon at the time presented. After receiving a petition, the Council shall, by simple motion, dispose of it as follows: consideration at a future regular Council meeting; referral to another board or committee for study and report; referral to the Town Manager for investigation and report; receive for information. See the Status of Petitions to Council webpage to track the petition. Receiving or referring of a petition does not constitute approval, agreement, or consent.

1. Phil Post Request to Refer the April 21 Petition Related to 160D to the Planning Commission. [\[21-0440\]](#)

Developer Phil Post asked the Council to refer to his April 21, 2021 petition regarding HB 160D to the Planning Commission. He hoped that it would return to the Council by September or October 2021, he said.

2. Chapel Hill Public Library Advisory Board Request for a Working Group on Equitable Library Funding. [\[21-0441\]](#)

Blaine Schmidt, Chapel Hill Public Library Board vice chair, requested that the Town Council and Orange County Commissioners create a task force to develop recommendations for an equitable and sustainable library funding agreement. He pointed out that a prior agreement had expired in 2017 and said that the Board had developed options that might be more equitable.

- 2.01 Council Members Stegman and Parker Regarding Tax Equity Fund. [\[21-0472\]](#)

Council Member Stegman presented a petition from County Commissioner Sally Greene regarding a fund to subsidize property taxes for low income residents whose taxes had risen to unsustainable levels as a result of Orange County's property revaluation. She explained that the purpose would be to provide redress for the inequitable effects on some Town neighborhoods such as Northside and Pine Knolls.

A motion was made by Council Member Huynh, seconded by Council Member Anderson, that the three petitions be received and referred to the Town Manager and Mayor. The motion carried by a unanimous vote.

CONSENT

Items of a routine nature will be placed on the Consent Agenda to be voted on in a block. Any item may be removed from the Consent Agenda by request of the Mayor or any Council Member.

Approval of the Consent Agenda

A motion was made by Mayor pro tem Parker, seconded by Council Member Huynh, that R-1 be adopted, which approved the Consent Agenda. The motion carried by a unanimous vote.

3. Approve all Consent Agenda Items. [\[21-0442\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
4. Authorize the Town Manager to Sign a Letter of Intent on an Exchange of Property Associated with the West Rosemary Hotel Project. [\[21-0443\]](#)
This resolution(s) and/or ordinance(s) was adopted and/or enacted.

INFORMATION

5. Receive Upcoming Public Hearing Items and Petition Status List. [\[21-0444\]](#)
This item was received as presented.
6. Receive the Third Quarter Fiscal Year (FY) 2021 Affordable Housing Report. [\[21-0445\]](#)
This item was received as presented.
7. Update on Town Efforts to Respond to the COVID-19 Crisis. [\[21-0446\]](#)
This item was received as presented.

DISCUSSION

8. Consider Land Use Management Ordinance (LUMO) Text Amendments - Proposed Changes to Articles 1, 3, 4, 5, 8 and Appendix A to Bring the LUMO into Compliance with North Carolina General Statute 160D; and Consider Amendments to the Town Code - Proposed Changes to Chapters 5, 7, and 9 to Update References in these Chapters to Align with North Carolina General Statute 160D. [\[21-0447\]](#)

LUMO Project Manager Alisa Duffey Rogers provided a brief review of NC General Statute 160D and proposed LUMO amendments related to that. She said that 160D required that Conditional Use District Zoning be eliminated and replaced with Conditional Zoning. Statute 160D also clarified that the Planning Commission and other Town advisory boards may not make recommendations on Special Use Permits, she said. She pointed out that the Town's LUMO must comply with 160D by July 1, 2021.

Ms. Duffey Rogers explained several proposed text amendments and recommended that the Council adopt the Resolution of Consistency and enact Ordinance-A, which would allow the amendments to go into effect on June 30, 2021. Staff was also recommending that the Council enact

Ordinance B, which would change references from 160A to 160D, she said.

Mayor Hemminger confirmed with Ms. Duffy Rogers that the Town would have to eliminate Conditional Use Zoning, regardless of whether it complied with 160D or not. That tool would no longer be verified by the state, Ms. Duffy Rogers said.

Council Members thanked Ms. Duffey Rogers for her exemplary work while serving as the Town's LUMO project manager. They praised her for her diligence, attention to detail, responsiveness, and extraordinary efforts toward public outreach.

A motion was made by Council Member Anderson, seconded by Mayor pro tem Parker, that R-3 be adopted. The motion carried by a unanimous vote.

A motion was made by Council Member Anderson, seconded by Council Member Huynh, that O-1 be enacted. The motion carried by a unanimous vote.

A motion was made by Council Member Anderson, seconded by Council Member Huynh, that O-2 be enacted. The motion carried by a unanimous vote.

9. Consider an Application for Conditional Zoning for 2200 Homestead Road from Residential-4-Conditional Zoning District (R-4-CZD) to Residential-Special Standards- Conditional Zoning District (R-SS-CZD).

[\[21-0448\]](#)

Senior Planner Anya Grahn gave a PowerPoint presentation on the 13.09-acre site located on Town-owned land along the north side of Homestead Road. She said that the proposal to rezone the property from Residential-4 Conditional Zoning District to Residential-Special Standards-Conditional Zoning District had been through multiple rounds of staff review and public hearings and was now before the Council for action.

Ms. Grahn outlined a plan to demolish an existing gymnasium and build 115-126 affordable housing units, which would include duplexes, townhouses and apartments. She showed the site plan and described site conditions and nearby developments. She said that the applicant was asking for modifications to regulations regarding land disturbance and steep slopes, and had been meeting with neighbors regarding noise control measures for a proposed basketball court. She recommended that the Council adopt Resolution-A and enact Ordinance-A, approving the rezoning.

Developer Dan Jewell, of Coulter Jewell Thames, spoke on behalf of the Town and its collaborative partners Self-Help Ventures Fund, CASA, Community Home Trust, and Habitat for Humanity of Orange County. Mr. Jewell elaborated on steps that had been taken since the last Council meeting to address neighborhood concerns regarding the basketball court location and the amount of clearing needed for a community garden. He asked the Council to approve the rezoning and move on to the Zoning Compliance Permit phase of the process.

In response to a question from Council the Town's urban designer's suggestion to rotate units at the front of the site, Jared Martinson, an architect with MHAworks, replied that Community Home Trust had felt that would lead to a loss of some backyards.

Council Member Ryan said she hoped the plan would include universal design wherever possible and that there would be a fence along Homestead Road.

Council Members confirmed with Ms. Grahn that the Conditional Zoning Permit would lock in the uses, as presented, but would need to be amended to introduce a new use. They discussed whether on-site services, such as counseling, would be allowed as accessories uses. Mayor pro tem Parker raised the idea of listing all possible accessory uses so that the applicant would not need to seek approval for each one.

Town Attorney Ann Anderson pointed out that a group care facility was not a permitted use in the district. She said that the Planning Department had included a stipulation requiring Council approval because small changes could bring the project into that definition. The goal was to ensure that different occupants would not cross the line in the future, she said.

The Council confirmed with Mr. Jewell that the two townhomes in a wet area would be elevated and made water tight. Council Member Gu raised questions about building in that area, and Mr. Jewell pointed out that the US Army Corps of Engineers would have to approve any disturbance. He was well aware of the Town's sensitivity to developing in environmentally sensitive areas and had designed the project in a way that would keep residents from having water-related problems, he said.

Mayor Hemminger praised the partnership that was creating the project on Town-owned land and said she was proud of everyone involved.

A motion was made by Council Member Huynh, seconded by Council Member Ryan, that R-5 be adopted. The motion carried by a unanimous vote.

A motion was made by Council Member Anderson, seconded by Council

Member Huynh, that O-3 be enacted as amended. The motion carried by a unanimous vote.

10. Open the Public Hearing: Recommended Budget for FY 2021-2022. [\[21-0449\]](#)

Town Manager Maurice Jones began the continuation of a public hearing on the FY 2021-22 recommended budget. He said that the total budget for all Town funds was \$117 million, and he proposed a 51.4 cent tax rate, which was lower than the 52.4 cent rate that he had recommended earlier in the month. He said that 52.4 cents would be about halfway between the Town's existing rate and the revenue neutral rate following Orange County's tax revaluation. However, the Council had expressed interest in lowering that by one more cent, he said.

Mr. Jones explained that each penny of the tax rate was worth approximately \$940,000. In order to achieve a 51.4 cent rate, he proposed reducing allocations to street repaving, OPEB pre-funding, the Pay-Go Capital Fund, and the Climate Action Fund. In addition, he recommended appropriating \$210,000 from the Town's fund balance.

Mr. Jones displayed a graph that showed anticipated revenues for FY 2021-2022 and explained how the proposed reductions would affect Town priorities. He said that he hoped the recommended budget would help lay the groundwork for a five-year budget strategy and that he looked forward to continuing those discussions with the Council in the fall. He recommended that the Council receive comments and continue the discussion to June 2nd, with the goal of adopting the budget on June 9, 2021.

Susan Friedman thanked the Town for including the Compass Center in Human Services funding. She said that the Center's demand for services had increased during COVID-19 and was expected to increase further as other assistance is lifted.

Laurie Paolicelli, representing the Orange County Visitors Bureau, said that 2020 had been the toughest year in history for the local hospitality industry, which had lost \$120 million. The Visitors Bureau had run out of funds and was currently being sustained by Orange County, she said. She predicted an increase in visitors over the summer but said that the tourism business would not return to normal until air travel was fully restored. She shared some of the Visitor Bureau's plans for the future and thanked the Council for recognizing its role in the Town's economic sustainability plan.

Kimberly Sanchez, Community Home Trust (CHT) executive director, said that CHT had been happy to administer the Town's Inclusionary Housing

Program and to be part of the Homestead Project and the upcoming Jay Street development.

Council Member Anderson confirmed with Mr. Jones that the Town and County had been waiting for several months for an update from the Food Council. Mr. Jones said that he would ask again. Council Member Anderson confirmed with him that a six-month notice would be required to discontinue the Town's support for that endeavor. Council Member Huynh, liaison to the Food Council, said that he would look into the issue.

The Council expressed support for the Manager's recommendations. They commented on how difficult it was to find an extra penny during such a difficult year. They confirmed with Director of Business Management Amy Oland that one cent on the tax rate would translate to about \$50 for owners of a medium price house. They were glad that the budget would allow an employee pay increase and would invest in some Town priorities, they said. They pointed out that federal American Rescue Plan (ARP) funds would help as well.

Some Council Members expressed concern about a worsening street problem, but Mayor Hemminger confirmed with Mr. Jones that there was \$1.3 million for resurfacing in the Two Thirds Bonds that had been approved. In addition, a federal infrastructure bill could cover some of those street costs, he said.

Mayor Hemminger agreed that the Town needed to make some investments in roads and sidewalks and pointed out that the repaving budget was only \$269,000. However, she recommended that staff compare that to what other nearby towns were investing. She emphasized the need to dedicate a set amount each year for basic street maintenance, which she characterized as an urgent need.

Mayor Hemminger proposed continuing to increase funding from the Municipal Services District Tax toward the Downtown Partnership. Even though some ARP money could be used to help the Downtown, she wanted to look at what more could be done in the future, she said.

A motion was made by Mayor pro tem Parker, seconded by Council Member Anderson, to close the public hearing 24-hours after discussing this item to allow additional comments in the record per recent legislation. The motion carried by a unanimous vote.

SPECIAL USE PERMIT

Special Use Permit: The Application for a Special Use Permit is Quasi-Judicial. Persons wishing to speak are required to take an oath before providing factual evidence relevant to the proposed application.

Witnesses wishing to provide an opinion about technical or other specialized subjects should first establish that at the beginning of their testimony.

11. Evidentiary Hearing Continued: Special Use Permit Modification for University Place, 201 S. Estes Drive.

[\[21-0400\]](#)

Assistant Planning Director Judy Johnson presented changes to a Special Use Permit (SUP) modification application for University Mall. She noted that changes had been made since the last public hearing in May 2021. For approval, the Council would need to find that the application was consistent with all Four Findings of Fact in the LUMO, she said.

Ms. Johnson reviewed the proposal for a block plan development with design standards. She outlined the applicant's proposal to let the current Community Commercial zoning remain and include multiple uses, which included residential, office, hotel and commercial spaces. The property was surrounded by Fordham Boulevard, Estes Drive and Willow Drive, and a significant portion of it was encumbered by Resource Conservation District (RCD) and floodplain, she said.

Ms. Johnson said that she had sent Council Members copies of the applicant's response to advisory board comments and new stipulations. She summarized those stipulations and recommended that the Council receive comments and continue the public hearing to June 9, 2021 for potential action.

Casey Cummings, CEO of Ram Realty Advisers, provided background information on Ram's acquisition of University Mall in 2018. He pointed out that there was an opportunity to create a community asset there. Ram Development had already put \$55 million into the property and planned to invest another \$100 million, all in private capital, he said.

Mr. Cummings said that Ram was mindful of the Town's density and massing preferences and understood the importance of preserving what was great about the property. He said that competing -- and potentially conflicting -- objectives regarding density, buffers, and connectivity needed to be balanced.

Jeff Kuirtz, Ram's Triangle representative, discussed how design elements such as place-making, site conditions, circulation and block length relate to the pedestrian experience. He addressed questions the Council had raised about connectivity, massing, and building height. He described the building in Pod A in the context of mature trees along Willow Drive and adjacent properties that could be developed in future.

Mr. Kuirtz presented a connectivity plan that linked three main landscaped areas. The proposed design would create a public amenity of active spaces and a park-like feel along Willow Drive, he said. He described

retail, sidewalks and small comfortable plazas, and showed drawings of what those could look like. The proposed design would break down the scale of the building, create new spaces, and enhance walkability, he said.

Mr. Kuirtz said that dividing Pod A into three segments would give a sense of separate buildings and create the impression of a pass-through when combined with the increased connectivity that he had described. He said that having an actual pass-through would merely bring pedestrians to the service and trash collection area behind the building.

Hunter Freeman, stormwater infrastructure lead with McAdams Company, said that the project would result in a net reduction of impervious area. The applicant was not proposing any new vertical construction within the floodplain and any demolition and/or new structures would be done in accordance with Town code, he said.

Mr. Freeman said that Phase 1 would provide direct benefits to water quality in Bolin Creek. It would result in 37,000 cubic feet of additional flood storage and a net decrease of 55,000 square feet of impervious area, he said. In addition, parking would be reduced and approximately 30,000 square feet of impervious surface would be directed to a green stormwater infrastructure device, he said.

Ashley Saulpaugh, regional director for Ram Development, summarized the proposed changes that the others had described and said that 20 percent of a proposed incubator space would be for minority-owned businesses. He noted some wording changes, outlined changes regarding height and width, and explained Ram's conversion rights plan. He said that RAM was open to the idea of providing fewer affordable units at lower Area Median Income levels.

Mr. Saulpaugh described a potential future site for the Farmers Market. He outlined a proposed connectivity plan, which included bike lanes on Willow Drive, and a multi-use path on Estes Drive and Fordham Boulevard. Ram was willing to commit to the use of solar energy for common areas in the multi-family portion of Pod A, he said.

Attorney LeAnn Brown said that the applicant had provided additional materials from an appraiser that addressed maintaining the value of contiguous properties. She pointed out that Ram had provided two charts, one comparing the Town's and Ram's design guidelines, and another comparing the existing SUP with proposed modifications. She requested that Council Members receive those documents along with a bullet point response to questions that they had raised.

The Council confirmed with the applicant that the future buildings along Fordham Boulevard would be mostly vertical and out of the floodplain and that the building footprint would not increase. Planting strips and landscaped areas would include shrubs and ornamental plantings and

planting strips along the streets would be large enough to support substantial trees, the applicant said.

Mr. Freeman said that the project would meet stormwater code requirements by generating less runoff volume than currently existed. He said that 25-, 50- and 100-year storm volume would be reduced as well.

The Council verified that the applicant was committed to installing solar power in common areas of the multi-family buildings. They ascertained that the Farmer's Market rent would be essentially the same as it was at its current location. They determined that pedestrians walking along Willow Drive would be looking down into a courtyard with amenity spaces and a sunken swimming pool.

With regard to timeline, Mr. Saulpaugh said that the first phase, which would likely be the infrastructure along Estes Drive, would begin around the first of 2022 and would likely be finished in spring-summer 2024. The multi-family phase probably would not begin until the next year, and the retail would open in spring 2023, he said.

In response to a question from the Council about bringing the development into conformance with current stormwater regulations over time, Ms. Brown said that the applicant was asking the Council to use its power under the LUMO to find that public purposes were being satisfied to an equivalent or greater degree. Modifying the SUP to change stormwater protections to a higher level allowed the Council to make that finding, she said. She pointed out that the alternative would be to leave University Mall as it currently was.

Council Members verified with the applicant that there would be no way to get behind Pod A without walking past that 540-foot building. When asked about possible safety concerns related to that, the applicant said that pedestrians would walk past retail and that safety would be enhanced because of the increased activity in the area.

Council Members asked staff to return with a more complete analysis of future traffic at the Franklin Street/Estes Drive intersection and on Fordham Boulevard. They also asked staff to provide information on what the Town should be asking the applicant regarding stormwater. They asked for a response from Chapel Hill Transit regarding how the bus system would feed into the area.

Mayor Hemminger asked the applicant to provide clearer information about proposed setback ranges. She asked them to commit to preserving the trees along Willow Drive and confirmed that one entrance would align with Connor Drive. She pointed out that the Town had never approved a project that was 540 feet long, and she challenged the applicant to look

again at creating some type of break in that building.

Mayor Hemminger confirmed that the applicant had met with the Town's urban designer, who had said that the proposal was an appropriate way to address all of the existing site constraints, according to Mr. Saulpaugh. She also confirmed that there would be space for trucks on the Estes side of the proposed Farmers Market site.

David Schwartz, a Chapel Hill resident, pointed out that the Town had made a commitment to preserve the character of Little Ridgefield and Greenwood when it declared both of those to be Neighborhood Conservation Districts. Having the proposed tall buildings close to Fordham Boulevard would create a wall that would cause traffic noise to reverberate and increase for both of those neighborhoods, he said.

Aaron Nelson, Chapel Hill-Carrboro Chamber of Commerce CEO, said that the density being proposed would create connectivity and become a central feature for all neighborhoods in the area. He recommended giving the applicants the flexibility that they need. He said that the project would improve adjacent values, enhance the environment, reduce impervious surface, add needed housing, and be a great amenity for nearby neighbors.

Charles Humble, a Chapel Hill resident, recommended making the new University Place more beautiful than the buildings in the Blue Hill District. Pulling the building up to the street would run counter to the Town's strong environmental value, he said, adding that people want buffers, trees, and the experience of walking in pleasant and shaded areas. He urged the Council to request amenities in return for granting a variance from regulations.

Council Members agreed that the proposed building on Willow Drive was too tall, too long, and incompatible with the surrounding development. The lack of permeability in that building was problematic as well, they said.

Council Member Ryan expressed concern about canopy standards not being met. Council Member Anderson said she preferred more retail and commercial and less residential development. Council Members Stegman, Anderson and Huynh requested that the Town's urban designer provide the Council with a report on the design.

The Council said that the process for any new parking structure should be a limited SUP review, rather than administrative approval. Council Member Ryan recommended changes to language regarding the height of standalone buildings. Council Member Gu proposed that the project meet current LUMO standards upon completion, even if it did so gradually.

Council Member Anderson said that she continued to have stormwater concerns and would like to hear from the Community Design Commission as well as stormwater, traffic and sustainability staff regarding the project. Council Member Gu asked for more analysis from staff on how a 540-foot, impermeable building along Willow Drive would work from a pedestrian safety perspective.

Mayor Hemminger said that she and the Council were excited about the proposal to redevelop the space but had concerns about the proposal. The Willow Drive frontage would be out of character with the neighborhood, she said. She said that she understood the site constraints and the need to prepare for the future but thought the plan could be better.

The Mayor and several Council Members asked the applicant to provide materials in advance of meetings so they could have time to process the information.

A motion was made by Mayor pro tem Parker, seconded by Council Member Buansi, to continue the Public Hearing to June 9, 2021. The motion carried by a unanimous vote.

Continued Discussion

12. Open the Public Hearing: Land Use Management Ordinance Text Amendments - Proposed Changes to Articles 3, 4, 6, and Appendix A Related to Short-Term Rentals.

[\[21-0450\]](#)

Ms. Grahn gave a PowerPoint presentation on proposed LUMO text amendments regarding short-term rental (STRs), which were currently permitted in Town as home occupations, tourist homes, or overnight lodging (in the Blue Hill District). She said that a Council-appointed task force had presented its findings regarding STRs in March 2020 and that staff had been meeting with the Council since then to discuss possible ordinance provisions.

Ms. Grahn summarized what staff had heard from the Council thus far: There was support for primary residence STRs; dedicated STRs did not belong in residential neighborhoods, but might be appropriate in mixed use and commercial areas; and there was interest in having a cap on the number of dedicated STRs. She said that the Council had discussed the impacts of STRs on residential neighborhoods and had expressed interest in requiring permits in order to collect data and clarify the number of STRs operating in the community.

Ms. Grahn reviewed the community feedback that staff had received after presenting a draft ordinance to the public in 2019. She said that the

Planning Commission had not supported most of the proposed changes because its members believed that the ordinance would be too burdensome on some STR operators. She said that staff had tried to balance that with feedback from Council and had amended the draft ordinance, again, accordingly.

Ms. Grahn proposed the following changes: Require a zoning compliance permit (STR permit) for all STRs; allow primary residence STRs in all zoning districts; permit dedicated STRs in high-density residential, mixed-use, and commercial zoning districts, but not historic districts; limit dedicated STRs to only two units or 3 percent of units, whichever is greater, in multi-family developments; provide operational requirements for STRs; and include a "three strikes and you're out" clause.

Ms. Grahn reviewed proposed definitions, operational requirements, and enforcement rules. She asked the Council to provide feedback on time lengths, simultaneous rentals, sun-setting and grandfathering clauses. She recommended opening the public hearing, receiving comments, and then taking action on June 23, 2021.

Council Member Anderson asked how Planning Commission (PC) recommendations had come to be in the new ordinance without having come as feedback to the Council. Ms. Grahn replied that staff had made some tweaks based on what they had heard from the PC, even though the PC had chosen not to take action.

Council Member Anderson confirmed that staff had lowered the age of STR renters from 21 to 18 after learning that NC hotels rent to 18-year-olds.

Mayor pro tem Parker pointed out that the Council's discussions regarding health and safety issues had not been reflected in the proposed amendments, and Ms. Grahn explained that the Town was not able to inspect STRs in the way that it could with commercial uses. Since the Town could not require it, that meant asking STR operators to do a self-inspection as part of the STR permit, she said.

Mayor pro tem Parker asked about insurance, and Ms. Grahn replied that that was another difficult subject. Staff wanted to make sure that STR operators were aware that their homeowner's insurance might not cover it but did not want the Town to take on the liability of requiring and reviewing proof of insurance, she said.

Mayor pro tem Parker said he thought that prohibiting on-street parking would raise an equity issue, since some neighborhoods did not have off-street parking.

The Council verified that complaints would typically go to either Code Enforcement or the Chapel Hill Police Department to be investigated. If an STR were found to be in violation, the Town would issue a citation, and

the ultimate arbiter would be the Board of Adjustment, said Ms. Grahn.

Council Members clarified that courtesy notices would be mailed to property owners within 100 feet, even though that would not be a LUMO requirement. They confirmed that "simultaneous rentals" meant renting two areas such as an accessory apartment and a bedroom at the same time to two unrelated parties.

Eric Plow and B.J. Warshaw, Chapel Hill residents who said they had been operating STRs for years with no complaints or problems, proposed several revisions to the draft ordinance.

Ed Burke, a Chapel Hill resident, encouraged the Council to approve the ordinance and suggested that associated costs be financed through the taxes, fees and permits that STR operators would be charged.

Joe Valentine, a Florida resident who owns a primary residence in Chapel Hill, said that STR operators were responsible people who pay taxes and have strict rules. He failed to see a problem that needed to be solved, he said.

Alexa Nota, president of the Chapel Hill Short-Term Rental Alliance, said there had been no evidence that the Town's 10-40 dedicated STRs had been problematic and that they should be allowed in all residential areas.

Scott Jennings, a Chapel Hill resident, said that STRs had kept Chapel Hill alive through COVID-19 and that the proposed ordinance was addressing a problem that didn't exist.

Katie Loovis and Aaron Nelson, representing the Chapel Hill-Carrboro Chamber of Commerce, spoke in support of STRs. Ms. Loovis recommended that the Town not allow dedicated STRs in residential districts and that it set the minimum rental age at 21.

Bibb Latane, a Chapel Hill resident who runs social science conferences in his home, encouraged the Council to grandfather existing STRs.

David Hartman, a Chapel Hill musician who rents out his home when he is on tour, shared some of the reasons why his guests stayed in Chapel Hill.

Anthony Carey, co-chair of the Short-Term Rental Task Force, spoke in favor of allowing dedicated STRs in the downtown area but not in residential districts.

Robert Easley, a Chapel Hill resident, said he agreed with Mayor pro tem Parker's statement about the proposed parking rules being excessive.

Donald Strickland, manager at Atma Hotel Group, said that STRs create unfair competition and safety risks because operators are not trained in the way that hotel managers are and STRs are not required to have the same types of health and safety inspections.

Carrie Deal, director of sales & marketing at Hilton Raleigh North Hills, said that STRs take up livable space, affect the availability of long-term affordable housing, and increase housing prices. She characterizing STRs as mini hotels without restrictions and industry standards.

Jeffrey Roether, an attorney with Morningstar Law Group, said that STRs were not home occupations but lodging businesses in residential districts that were operating in defiance of current law. He encouraged the Council to maintain the Town's original view, that dedicated STRs were not appropriate in residential districts.

Manish Atma, Atma Hotel Group president, said that he had no issue with property owners supplementing their income. However, dedicated STRs were entirely different, he said, and recited a list of problems that those could create.

Linda Carol Davis, a Chapel Hill resident, described the impact that STRs had had on her neighborhood. She expressed concern about a homeowner renting out his/her house for 146 days without being there and asked how that would differ from a dedicated STR.

David Schwartz, Historic District Commission (HDC) chair, read a letter from Chapel Hill resident Bob Epting about how HDC residents had resisted STRs and asserted that the Town had failed to enforce the regulations that were already in place. Mr. Schwartz then encouraged the Council to explore allowing each historic neighborhood to decide what, if any, regulation it wanted. He said that recent changes to the draft ordinance had weakened it, and he recommended that the Council return to an earlier draft.

Mayor Hemminger asked Council Members to comment on a list of questions that staff had asked.

Is 60 percent the right amount of time to allow a person to rent a primary residence? Some Council Members said that 50-60 percent seemed about right, but the majority preferred 50 percent.

Are simultaneous rentals on one property okay? Most Council Members said that simultaneous rentals would be fine on owner-occupied sites. Council Member Stegman said that the owner did not necessarily need to be on site, but most Council Members said that someone should be at home.

Length of term for sunset/ grandfathering? Council Members expressed support for grandfathering in a limited number of cases. They stressed that the rules should be the same for all and asked for more information from staff before deciding on whether or not to treat some residential districts differently.

Council Member Stegman pointed out that registering all STRs would provide the Town with actual numbers that would help avoid penalizing long-term STR operators. Council Member Huynh said that a 12-month sunset clause made sense. Council Member Buansi asked for information about possible legal challenges to grandfathering.

Should there be a "three strikes and you're out" policy? Council Members Parker, Anderson and Buansi said they were fine with it as long as there was sufficient due process. Council Members Stegman, Ryan and Huynh said that the policy needed to be more nuanced regarding various types of violations and that there should be a clearer and more consistent process.

Should the minimum age for renters be 18 or 21? The Mayor and most Council Members spoke in favor of 21. Council Member Huynh said he was fine with an 18 year-old minimum that allowed the operator to set a higher age, if desired.

Should this be a one-year pilot program during which STR operators would register? Mayor Hemminger strongly encouraged having a pilot program for a year and the Council agreed.

Should dedicated STRs be allowed? Council Members leaned toward not allowing dedicated STRs in any residential district. They emphasized the importance of being consistent in that regard by treating all residential districts the same. They pointed out that the pilot program would reveal where STRs were and whether or not operators had been paying occupancy taxes.

The Council did not vote on a question about whether or not the Town should charge for permits. Council Member Gu did not comment on most of the questions because she felt that the Town needed more data before it could create an enforceable tool. Without such data, it would be arbitrary to reply to most of the questions, she said.

Mayor Hemminger confirmed with the Manager that the hearing could be continued to June 16, 2021. She requested that staff provide the Council with copies of the revision well in advance of that date. She pointed out that having a pilot program would provide the data that Council Member Gu was looking for.

A motion was made by Council Member Ryan, seconded by Council Member Huynh, to continue the Public Hearing to June 16, 2021. The motion carried by a unanimous vote.

CONCEPT PLAN REVIEW(S)

Concept Plans: Presentations for Concept Plans will be limited to 15 minutes.

Concept Plan review affords Council members the opportunity to provide individual reactions to the overall concept of the development which is being contemplated for future application. Nothing stated by individual Council members this evening can be construed as an official position or commitment on the part of a Council member with respect to the position they may take when and if a formal application for development is subsequently submitted and comes before the Council for formal consideration.

As a courtesy to others, people speaking on an agenda item are normally limited to three minutes. Persons who are organizing a group presentation and who wish to speak beyond the three minute limit are requested to make prior arrangements through the Mayor's Office by calling 968-2714.

13. Concept Plan Review: Jay Street Apartments, 66 Jay Street. [\[21-0374\]](#)

At the beginning of the meeting, the Mayor announced this item had been postponed.

APPOINTMENTS

14. Appointments to the Board of Adjustment. [\[21-0451\]](#)

The Council reappointed Geoffrey Green and Enton Hito and appointed Kathryn Jagoda to the Board of Adjustment.

15. Appointments to the Community Design Commission. [\[21-0452\]](#)

The Council reappointed Megan Patnaik and appointed Scott Levitan to the Historic District Commission.

16. Appointments to the Planning Commission. [\[21-0453\]](#)

The Council reappointed Louie Rivers to the Environmental Stewardship Champion seat and Stephen Whitlow to the Housing Advisory Board Champion seat and appointed Jonathan Mitchell to a Resident seat on the Planning Commission.

17. Appointments to the Stormwater Management Utility Advisory Board. [\[21-0454\]](#)

The Council reappointed Chad Pickens and Shugong Wang to the Stormwater Management Utility Advisory Board. The Council also appointed Evan Kirk.

18. Appointments to the Transportation and Connectivity Advisory Board.

[\[21-0455\]](#)

The Council reappointed Brian Hageman and appointed Mary Breeden to the Regional Collaboration seat and appointed Alvaro Villagran to the Greenways Advocate seat on the Transportation and Connectivity Advisory Board.

ADJOURNMENT

The meeting was adjourned at 12:06 a.m.



TOWN OF CHAPEL HILL

Town Council

Meeting Minutes - Draft

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Mayor Pam Hemminger
Mayor pro tem Michael Parker
Council Member Jessica Anderson
Council Member Allen Buansi

Council Member Hongbin Gu
Council Member Tai Huynh
Council Member Amy Ryan
Council Member Karen Stegman

Wednesday, June 2, 2021

6:30 PM

Virtual Meeting

Virtual Meeting Notification

Town Council members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

https://us02web.zoom.us/webinar/register/WN_dyIVL1yTRo-IOo3Kcbcs5w After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 859 8856 2572

View Council meetings live at <https://chapelhill.legistar.com/Calendar.aspx> – and on Chapel Hill Gov-TV (townofchapelhill.org/GovTV).

Roll Call

Present: 7 - Mayor pro tem Michael Parker, Council Member Jessica Anderson, Council Member Allen Buansi, Council Member Hongbin Gu, Council Member Karen Stegman, Council Member Tai Huynh, and Council Member Amy Ryan

Absent: 1 - Mayor Pam Hemminger

Other Attendees

Town Manager Maurice Jones, Deputy Town Manager Mary Jane Nirdlinger, Town Attorney Ann Anderson, Planning Director Colleen Willger, Business Management Director Amy Oland, Business Management Assistant Director Matt Brinkley, Economic Development Specialist Laura Selmer, Economic Development Director Dwight Bassett, Communications and Public Affairs Director/Town Clerk Sabrina Oliver, and Deputy Town Clerk Amy Harvey.

OPENING

Mayor pro tem Parker opened the virtual meeting at 6:30 p.m. and reviewed the agenda. He said that Mayor Hemminger was not feeling well and would be absent.

Town Council

Meeting Minutes - Draft

June 2, 2021

Mayor pro tem Parker called the roll and Council Members replied that they were present, with the exception of Mayor Hemminger, who was absent, and Council Member Gu, who was having technical difficulties with her connection.

ANNOUNCEMENTS BY COUNCIL MEMBERS

0.01 Proclamation: Roy Williams Day.

[\[21-0505\]](#)

Mayor pro tem Parker introduced a proclamation recognizing retiring UNC Basketball Coach Roy Williams for his many contributions to the Town and to the University of North Carolina at Chapel Hill (UNC). Council Member Stegman read portions of the proclamation, which outlined Coach Williams' stellar career and described him as a legend and an exemplary citizen of the University, State and Town. The proclamation declared June 2, 2021 to be Roy Williams Day in Chapel Hill and wished him a joyful future.

Coach Williams replied that he felt honored and flattered to have such a thing happen at his, his wife's, and his children's alma mater. Chapel Hill had been in his heart every moment since he first arrived in Town in 1968, and he had been very lucky, he said.

0.02 Proclamation: LGBTQ+ Pride Month.

[\[21-0506\]](#)

Council Member Huynh read a proclamation for PRIDE month, which explained that the month of June was a time each year to reflect on the achievements of the Lesbian, Gay, Bisexual, Transgender, and Queer+ (LGBTQ+) rights movement. He read a list of the ways in which the Town had been a leader in advancing equal protection and freedom under the law. The Town Council wished to reaffirm its opposition to discrimination, prejudice, homophobia, and trans-phobia and was proclaiming June 2021 to be LGBTQ+ Month in Chapel Hill, he said.

Mayor pro tem Parker thanked Council Member Stegman for bringing the proclamation forward. He emphasized the Town's commitment to being a welcoming and inclusive community where everyone can grow and thrive.

0.03 Proclamation: Gun Violence Awareness Day.

[\[21-0507\]](#)

Council Member Anderson read a proclamation for Gun Violence Awareness Month, which proclaimed June 4th to be Gun Violence Awareness Day in Chapel Hill. The proclamation described a rise in gun violence in the U.S. and provided statistics on resulting accidents and deaths. The Town was renewing its commitment to doing all it could to keep firearms out of the wrong hands and to encourage responsible gun ownership, the proclamation said.

Mayor pro tem Parker thanked Moms Demand Action and North Carolinians

Against Gun Violence for bringing the proclamation forward. He encouraged everyone to wear the color orange on June 4th and to ask local leaders to pass background checks and other legislation that address gun violence.

0.04 Mayor pro tem Parker Regarding National Trails Day.

[\[21-0508\]](#)

Mayor pro tem Parker said that the Town would celebrate National Trails Day on June 5th. Staff had created a related interactive trail experience at the new Bolin Creek trail connector, he said, and he encourage everyone to get outdoors and check it out.

0.05 Mayor pro tem Parker Regarding Upcoming Meetings.

[\[21-0509\]](#)

Mayor pro tem Parker said that a virtual public information meeting on a hotel project at the corner of Rosemary and Columbia Streets would be held on June 8th and recommended that those interested check the Town website for additional information. He said that a Council Committee on Economic Sustainability would meet virtually on June 4th at 8:00 a.m. The next virtual Council meeting would occur on June 4th at 7:00 p.m., he said.

Budget Related Items

1. Final Update on the Development of the FY 2021-22 Budget.

[\[21-0498\]](#)

Town Manager Maurice Jones said that his recommended FY 2021-22 Town budget would total \$117 million and reflect a 5 percent increase over the current year. After considering potential community impacts of Orange County's tax revaluation, staff was proposing a property tax rate of 51.4 cents per \$100 of assessed value, he said.

Mr. Jones pointed out that the proposed tax rate had been reduced by 1 cent from staff's initial recommendation. He discussed Town priorities for the coming year and said that he and the Council would resume their discussion of a five-year budget strategy in the fall. He hoped the Council would adopt the recommended budget on June 9th, he said.

Council Members praised the Manager's effort to restore money for street paving and his proposal to invest in climate action and human services. They confirmed that staff could provide additional information on funding for the Town's connectivity and bike plans. They verified with Finance Director Amy Oland that some of the budget reductions had come from areas that had other funding opportunities. In response to a question about financing for bike and greenway plans, Ms. Oland said that staff would provide an update on such long-term needs during the Council's five-year budget discussions in the fall.

Mayor pro tem Parker confirmed with Council Members that they had no

unresolved questions regarding the Manager's recommended budget.

This item was received as presented.

2. Redevelopment of Police Station Property at 828 Martin Luther King Jr Boulevard and Consideration of Municipal Services Center at Site.

[\[21-0499\]](#)

Economic Development Specialist Laura Selmer gave a PowerPoint presentation on possible redevelopment of property at 828 Martin Luther King Jr. Boulevard (MLK), which could potentially provide a home for the Town's Municipal Services Center (MSC). She recommended that the Council pursue an economic development agreement (EDA) with Belmont Sayre to redevelop the property in a way that would include mixed-use development, public amenities, and the MSC.

Ms. Selmer provided background information on the site, which had been contaminated by construction debris and coal combustion products in the 1960s and 1970s. The Town had acquired the site in the 1980s and had constructed a Police Department building on it before discovering the contamination in 2013, she said. She said that remedial investigations had begun in 2019 and that the Town had subsequently cleaned up a portion along the Bolin Creek Trail.

Ms. Selmer pointed out that the Town was eligible for a NC Brownfields remediation program and had been considering options for safe reuse of the site. Through the Brownfields Program, the NC Department of Environmental Quality (DEQ) would determine land-use restrictions and perform risk analysis for uses that the Town proposed, she said.

Ms. Selmer said that staff had sent out a request for qualifications and had selected Belmont Sayre to explore possibly redeveloping the site. She pointed out that many MSC needs could be met at the site but said that Fire Station 4 and the Orange County Emergency Medical Services (EMS) could not be sited there. She discussed the pros and cons of developing the site and explained why staff was recommending a public-private partnership for any mixed uses.

Ms. Selmer described safety measures that would be taken during construction and said that activity would be governed by an environmental management plan and overseen by the DEQ. She noted that some residents had expressed interest in preserving the Police Department's unique form but explained why that rehabilitation would be cost-prohibitive. However, there were options for honoring the building's legacy such as replicating key details and possibly reusing some materials, she said.

Ms. Selmer said that the Council Committee on Economic Sustainability would discuss the project's financial implications on June 4th and that

staff would return to the Council on June 23, 2021 for more discussion. Staff had been identifying issues to include in an EDA framework and felt strongly that there were viable solutions to all of the variables, she said. She recommended that the Council pursue a public/private partnership with Belmont Sayre to redevelop the property, and she asked if the Council wanted to proceed with an EDA.

In response to questions from Council Member Gu, Ms. Selmer reviewed the history of investigations that had been done on the site and described the remediation along the trail. Staff had a good understanding of the entire site and believed there were pathways to developing it safely, she said. She noted that all related reports were on the Town's website and were available to the public.

Ken Reiter, president and founder of Belmont Sayre, gave a PowerPoint presentation on the assessment work that had been done on the site thus far. He shared information about Belmont Sayre's background and experience as specialists in re-purposing such facilities. He said that large scale removal of coal ash would not be feasible but that the property could be safely re-purposed through the Brownfields Program.

Mr. Reiter said that the site could accommodate an 80,000 square-foot MSC and approximately 200 parking spaces. He also described a mixed-use concept that could include approximately 250-300 units of market and workforce housing and a 450-space parking deck. He said that safe redevelopment would be done under EPA and DEQ requirements and under the Town's sustainable efficiency and building guidelines.

Mr. Reiter urged the Council to decide how it wanted to proceed. He pointed out that options included not doing anything, proceeding with only the MSC, proceeding with the MSC plus private development, proceeding with only private development, or pursuing some hybrid version.

The Council confirmed with staff that Fire and EMS stations could not be located at the site because they were needed at the northern quadrant of Town. Several Council Members asked for more information on costs and benefits of the alternatives. Some asked for more information on the environmental risks associated with different levels of development.

The Council and Ms. Nirdlinger discussed how being able to house Town departments near each other had been a driving goal for the MSC. They confirmed with Ms. Selmer that an EDA process would be similar to the one just undertaken for the East Rosemary Deck and would include as many sessions as needed.

Council Member Gu asked several questions about who would be responsible for environmental remediation, who would profit, and who would own the land in a public/private partnership.

Ms. Selmer replied that much of that would be negotiated in an EDA. She noted that the site currently had no value on the open market, despite the mitigation work that had done along the trail. The perspective developer could be the Town or Belmont Sayre or both, she said. She pointed out that the site was under Brownfields Program oversight, and Mr. Reiter said that whoever took ownership of the site would be responsible for its rehabilitation.

Ms. Selmer and Mr. Reiter emphasized that the current task was to choose a program and arrive at a legal, environmental, and business structure through the EDA process. The next step in the Brownfields Program would be to come up with an environmental management plan that would include specific ways to make the site safe, Mr. Reiter said.

In response to additional questions from Council Member Gu, Mr. Reiter explained that coal ash was not a volatile organic compound and that capping it was typically a safe approach. He believed it would be safe to build a residential development on the site, he said.

Council Member Buansi confirmed with Ms. Nirdlinger that the entitlement process could be either a Conditional Zoning or an EDA, depending on which made more sense for the project.

The Council and Ms. Nirdlinger discussed how costs associated with siting the MSC at either 828 MLK or at a Weaver Dairy Road location appeared to be equivalent. Most Council Members said that the MSC probably should be built at 828 MLK, but several said they wanted more information about costs and risks associated with different programming options. They also asked for more scientific information and more clarity on environmental impacts. They did want to see options for the public/private partnership and a better sense of what decisions the Council would be making in the process, they said.

Council Member Stegman characterized Belmont Sayre as a creative partner that had experience with Brownfields and said she was eager to hear their ideas, but others said they were not ready to make a decision regarding an EDA with Belmont Sayre. Council Members Buansi and Huynh said that a draft EDA would be okay as long as the Council could review it as many times as necessary. Council Member Stegman proposed beginning discussions of what an EDA could look like and then bringing choices to the Council in the fall.

Mayor pro tem Parker spoke in favor of proceeding, if staff felt they could get the information they needed from the Council by June 23rd. He said, in summary, that the Council nearly unanimously wanted the MSC to be built at the MLK location but had concerns about environmental issues,

safety, and finances. In general, the Council would like to see progress on an EDA made over the summer, he said.

This item was received as presented.

3. Update: American Rescue Plan Financial Support of the ReVive Recovery Plan. [\[21-0500\]](#)

Economic Development Officer Dwight Bassett gave an update on the Town's ReVive Recovery Plan and proposed several ways in which some American Recovery Plan (ARP) funds might be used to help revitalize the Downtown area. He asked the Council to consider grants for small businesses and entrepreneurship, marketing the Town, encouraging innovative ideas, changing perceptions regarding Downtown parking, working with UNC to beautify the East Franklin/Columbia Streets area, and workforce development.

Mr. Bassett asked the Council to confirm whether or not it wanted staff to consider using ARP funds in the ways he had outlined. He would return on June 23, 2021 for possible action, he said, noting that information regarding the proposed initiatives was available on the Town's website.

Council Members pointed out that Orange County had been doing workforce training in collaboration with Durham Technical Community College. They agreed that workforce development was a priority but proposed putting ARP funds toward helping people directly through tuition, transportation and childcare support rather than creating a program.

Council Members agreed that the issue needed further study in order to determine how to get training to those who need it. Council Member Huhyn asked that more funds be targeted toward traditionally under-served communities, especially refugees. He also advocated for more investment in an apprenticeship program.

The Council did not think that creating a parking initiative to re-brand Downtown would be the most effective use of ARP funds. Some said they would prefer putting those funds toward hiring a grant writer, and Council Member Huynh pointed out that advertising via social media did not require a marketing firm. The Council proposed investing in way-finding signage and in creating more attractive and comfortable spaces and attractions Downtown. They recommended several of the kinds of amenities that could draw people to the area.

The Council confirmed with Mr. Jones that the Town would coordinate its efforts with the NC Department of Transportation when DOT began re-striping the downtown area next summer. However, staff and other interested parties had also been discussing how to make the area more aesthetically pleasing in the meantime without spending a lot of money, he said.

The Council emphasized its desire to spend ARP funds locally and to target minorities and women. Council Member Huynh proposed increasing the grant amounts and collaborating with the Midway Business Center to reach minority-owned businesses. He said that providing programming to help businesses get to the point where they could be eligible for ongoing funding would have more impact than giving them \$1,000.

Two people spoke regarding Agenda Item 2.

Megan Kimball, an attorney for Southern Law Center, said that the Council did not have enough information about the environmental impacts and health risks of developing on 828 MLK to make a decision. A risk assessment of the upper portion of the property had not been done, and the Town should study the cancer risks to those who live and/or work on the site, she said. Additionally, there were serious stability concerns associated with building on that property, she said.

Julie McClintock, president of Friends of Bolin Creek, urged Council Members to make sure they understood the risk analysis results before making any economic development decisions. She recommended that the Town not just rely on what the Brownfields Program required. Belmont Sayre might be willing to take the risk, but affected people would be the ones really doing so in the end, she pointed out.

This item was received as presented.

DISCUSSION

4. Rosemary Parking Deck Update and Adopt Resolution for Initial Findings and to Call a Public Hearing for the Issuance of Limited Obligation Bonds (LOBS). [\[21-0501\]](#)

Assistant Town Manager Mary Jane Nirdlinger outlined recent market changes that had raised the cost of the Rosemary Deck Project to \$39 million. She asked the Council to provide guidance on that guaranteed maximum price and said that Resolution 1 would authorize staff to proceed with financing and to call a public hearing for June 9, 2021.

Adam Fouse, of Samet Corporation, explained that construction costs for items such as metal and rock removal had increased substantially during the COVID-19 pandemic. He outlined options for potential cost savings, but Ms. Nirdlinger pointed out that such changes would impact decisions the Council had made after much careful consideration. Staff was not recommending eliminating those, she said.

Finance Director Amy Oland explained that the Rosemary Deck would reach a positive cash flow three-four years after it opened in January 2023. An

anticipated \$3.9 million contribution from UNC for its 100 parking spaces could be used to help offset negative cash flows early on, she pointed out.

Ms. Oland explained that the change in total debt service due to the increase in cost would be about \$7.1 million, and the annual debt service payments on that would average of about \$372,000 per year. She pointed out that the Town would reach a positive cash flow four years later than had been projected when staff expected costs to be lower.

Ms. Oland said that the current plan was to borrow up to \$39 million in Limited Obligation Bond funds to pay for the Rosemary Deck Project. The goal was to have a self-sustaining Parking Fund that would support the debt service for the project, she said. She added that staff was reviewing rules to see if the deck would qualify for ARP funding, which could help offset some project costs and/or reduce the amount of borrowing.

Mayor pro tem Parker confirmed with Ms. Nirdlinger that Resolution-1 would approve moving forward with bonds but would not necessarily mean agreeing to the revised project costs or approving specific elements of the project.

Council Member Ryan recommended that Ms. Oland include the \$3.9 million payment from UNC on the spreadsheet. She confirmed with Mr. Bassett that staff had not yet had a chance to share the information about increased cost with UNC. Mr. Bassett noted that the letter of intent with UNC called for a pro rata share of the total, but Council Member Ryan said that the letter was not binding. She stressed the importance of talking with UNC about the increases as soon as possible.

Council Member Gu asked several questions about the possibility of costs going higher than \$39 million, but Mr. Fouse replied that prices would be fixed and Mayor pro tem Parker emphasized that a "guaranteed maximum price" meant exactly that. The only thing that would change the cost would be some global cataclysmic event or a change order from the Town, said Mayor pro tem Parker.

Council Member Gu characterized staff's assumptions regarding the first year's occupancy rate as "optimistic" and asked how the Town would be protected if the expected revenue did not materialize.

Ms. Oland pointed out that the Town had changed its parking fee structure and increased its parking rates and that there would be additional development downtown. She repeated her earlier statement that funds from UNC would help to offset shortfalls in the first few years. Ultimately, the Town had its Debt Fund as a backup, if needed, she pointed out.

Mr. Bassett commented that an existing tenant had already requested 55 parking spaces. He thought that was just the beginning of the demand the Town would see, he said, and he and Mayor pro tem Parker discussed a potential development at the corner of Columbia and Rosemary Streets. If Grubb Properties were to construct that building, it would owe the Town \$1.2 million for the right to parking spaces and would still have to pay monthly fees, Mr. Bassett pointed out.

Council Member Gu continued to express skepticism, and Mr. Bassett reviewed the operational philosophy that he said staff had previously explained to the Council. Council Member Gu replied that a 40 percent increase in costs had definitely changed that scenario.

The Council asked staff to provide more information regarding value engineering items such as what the different amounts would be and what the Town's contingencies were. They wanted to see a line item or table showing where the increased costs were coming from before giving specific feedback, they said.

A motion was made by Council Member Anderson, seconded by Council Member Huynh, that R-1 be adopted. The motion carried by a unanimous vote.

REQUEST FOR CLOSED SESSION TO DISCUSS ECONOMIC DEVELOPMENT, PROPERTY ACQUISITION, PERSONNEL, AND/OR LITIGATION MATTERS

A motion was made by Council Member Stegman, seconded by Council Member Anderson, that this was entered into closed session as authorized by General Statute Section 143-318.111(a)(3) to consult with the Town Attorney regarding a judicial action and to preserve attorney-client privilege. At the conclusion of the closed session, the Council will adopt a single motion to end the closed session and adjourn the meeting without taking further action. The motion carried by the following vote:

Aye: 7 - Mayor pro tem Parker, Council Member Anderson, Council Member Buansi, Council Member Gu, Council Member Stegman, Council Member Huynh, and Council Member Ryan

ADJOURNMENT

The meeting was recessed at 9:27 p.m., the Council went into closed session and the meeting adjourned at the end of the closed session.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 7., File #: [22-0061], Version: 1

Meeting Date: 1/26/2022

Receive Upcoming Public Hearing Items and Petition Status List.

Staff:

Sabrina Oliver, Director and Town Clerk
Amy Harvey, Deputy Town Clerk

Department:

Communications and Public Affairs



Recommendation(s):

That the Council accept the reports as presented.

Background:

Two pages on our website have been created to track:

- public hearings scheduled for upcoming Council meetings; and
- petitions received, including their status and who you can call for information.

The goal is to provide, in easily available spaces, information that allows people to know when Council will be seeking their comments on a particular topic of development and to know the status of a petition submitted at Council meetings.

In addition to being on the website, these pages will be included in each agenda for Council information,

Fiscal Impact/Resources: Staff time was allocated to create the semi-automated web pages, and additional staff time will be needed for maintenance.



Attachments:

- Scheduled Public Hearings <<https://www.townofchapelhill.org/government/mayor-and-council/council-minutes-and-videos/scheduled-public-hearings>>
- Status of Petitions to Council <<https://www.townofchapelhill.org/government/mayor-and-council/how-to-submit-a-petition/petition-status>>

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By accepting the report, the Council acknowledges receipt of the Scheduled Public Hearings and Status of Petitions to Council lists.

SCHEDULED PUBLIC HEARINGS

This webpage lists public hearings that are scheduled for a *specific Council meeting date*, although periodically, some may be continued to a future date. Public hearings may relate to the Land Use Management Ordinance (LUMO), Residential or Commercial Development, Budget, Transportation, or Housing issues. Meeting materials are posted at [Council Meeting Agendas](#), [Minutes](#) and [Videos](#).

Interested in a development project not yet scheduled for Council review? See the [Development Activity Report](#) for the project's current status.

February 16, 2022

- Open a Legislative Hearing for the Future Consideration of a Parking Payment-in-Lieu System, Land Use Management Ordinance Text Amendment, and Associated Policy.
- CONCEPT PLAN REVIEW: HOMESTEAD ROAD TRI-POINT ([Planning Project #21-083](#))

STATUS OF PETITIONS TO COUNCIL

Petitions submitted during the Town Council meetings are added to the list below, typically within five business days of the meeting date.

To contact the department responsible, click on the department name. Meeting materials are posted on the [Council Meetings calendar](#).

<div>Public Initiated</div> <div>Council Initiated</div> <div>Closed</div>				
Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
01/12/2022	Joel Hornstein	Request for Underground Electric Lines on East Franklin Street.	Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.
01/12/2022	Environmental Stewardship Advisory Board	Request to Adopt New Electrification Policies for Chapel Hill.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff will seek to incorporate information related to this request in the next Climate Action and Response Plan update to Council, in the first quarter of 2022..
01/12/2022	Burwell Ware	Request to Regulate Fast-food Drive-Throughs.	Planning & Development Services	Staff is preparing information to respond to this request.
11/17/2021	Will Raymond	Request Regarding Ethical Rules Guiding Council, Staff and Advisory Board Conduct.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Mayor Pam Hemminger , Mayor Phone: 919-968-2714	The Council referred the petition to the Mayor and Manager for follow-up.
11/17/2021	Kendall Page and Paul Dubbeling	Request to Assign Executive Planning Jurisdiction to Orange County for an Old Lystra Property.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Planning & Development Services	At their 01/12/22 meeting, Council adopted a resolution assigning the exclusive planning and development regulation jurisdiction for PINs 9787-32-6186 and 9787-42-0000 to Orange County.
11/17/2021	Pristine Onvoha	Request to Prioritize Bolin Creek Restoration.	Public Works Lance Norris , Public Works Director Phone: 919-969-5100 Stormwater	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
10/27/2021	Joseph Patterson III	Request to Ban Through Traffic by Trucks and Buses on Henderson Street and North Street.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Public Works Lance Norris , Public Works Director Phone: 919-969-5100	At their 01/12/22 meeting, Council enacted an ordinance prohibiting "through trucks" on Henderson Street between Rosemary St. and North St., and North St. between Henderson St. and Martin Luther King Jr. Blvd.
10/27/2021	John Shearer	Request to Amend the April 14, 2021 Columbarium Request.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Parks & Recreation Phillip Fleischmann , Parks and Recreation Director Phone: 919-968-2785	Staff is preparing information to respond to this request.
10/13/2021	Joe Patterson	Request Regarding Cobb Terrace and North Street Construction Traffic	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Staff has addressed this with the construction team.
10/13/2021	Tara Kachgal	Request Regarding 110 Jay Street.	Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079	Staff is preparing information to respond to this request.
10/13/2021	Savannah Bowers	Request Regarding Operational Transparency for Town Government	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Council Committee on Boards and Commissions	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
09/22/2021	Barry Nakell	Request to Rename Dixie Lane	Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Staff will work with the Council to respond to this request.
09/22/2021	Kate Sayre	Request To Build A Splash Pad in Chapel Hill	Parks & Recreation Phillip Fleischmann , Parks and Recreation Director Phone: 919-968-2785	The Council discussed this at their 10/20/2021 work session. Staff will continue to evaluate locations, specifications, and costs for further Council consideration.
09/22/2021	Joan Rehm and Karin Nelson	Request Regarding Downtown Exhaust Noise.	Police Chris Blue , Police Chief Phone: 919-968-2766	Staff is preparing information to respond to this request.
09/22/2021	Makeda Ma'at	Request Regarding Community Home Trust.	Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079	Staff is preparing information to respond to this request.
09/01/2021	Tamra Finn	Request to Amend Town Code to Permit Golf Cart Use on Neighborhood Streets.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff is preparing information to respond to this request.
09/01/2021	Joe Patterson	Request for Modifications to the Town of Chapel Hill Noise Control Code.	Police Chris Blue , Police Chief Phone: 919-968-2766	Staff is preparing information to respond to this request.
06/23/2021	Molly McConnell	Request Regarding Amending the LUMO to Allow 30 Feet Buffer from Roadway.	Planning & Development Services	Staff is preparing information to respond to this request.
06/23/2021	Robert Beasley	Request Regarding Affordable Housing at Trinity Court.	Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079	Staff provided information about the project to the petitioner via email. In 2022, the Town will apply for Low Income Housing Tax Credits and the Council will consider a development application for the project.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
06/16/2021	Rachel Gray	Request Regarding West Chapel Hill Cemetery.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079	Staff reviewed the 2011 report with its author and does not recommend conducting an investigation of whether there are unmarked or undocumented burials on the 110 Jay Street parcel.
06/16/2021	Robert Beasley	Request Regarding Proposed Jay Street Apartments and Affordable Housing Development on Public Land Planning Process.	Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079	The feasibility of developing affordable housing on Town properties, including Jay Street, was evaluated several times against a number of factors, dating back to 2017. Staff will continue to work with legal experts to adhere to all relevant statutes.
06/16/2021	Pamela Cooper	Request Regarding Stormwater Study for Jay Street Site.	Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079 Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Once the site plan is finalized, the development team will create a stormwater management plan. Although not required, the development team plans to present the plan to the Stormwater Advisory Board before submitting a Conditional Zoning Application.
06/09/2021	Robert Beasley	Request Regarding Jay Street Land Tract Development Project Funding.	Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079	110 Jay Street was one of five parcels purchased in 2005 with open space bond funding. Town Attorneys and outside counsel have advised there is no legal conflict with repurposing the site for affordable housing after this purchase.
06/09/2021	Elizabeth Youseff on Behalf of the Borgen Project	Request to Send Letter to State Leaders Regarding Global Development Programs.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	The Council received and referred this request to the Mayor and Town Manager for consideration.
06/09/2021	Deborah Fulghieri	Request that Town Staff Bring Forward Historical and Environmental Information for the Town-Owned Property at Mt. Carmel Church Road and Bennett Road.	Housing & Community Sarah Vinas , Interim Director Phone: 919-969-5079	The Town used open space bond funds to pay closing costs for the land donation. There is no legal conflict with considering alternate uses of a site the Town acquired in this way. Council prioritized the parcel for affordable housing in September 2019.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
05/26/2021	Mary Cummings	Request to Ban Gas-Powered Leaf Blowers	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff is preparing information to respond to this request.
05/26/2021	Edson Freeman	Request to Allow Miniature Pigs as Pets	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff is preparing information to respond to this request.
05/19/2021	Chapel Hill Public Library Advisory Board	Request for a Working Group on Equitable Library Funding.	Mayor Pam Hemminger , Mayor Phone: 919-968-2714 Library Susan Brown , Library Director Phone: 919-969-2034 Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff will reach out to Orange County to follow up on this request.
05/19/2021	Phil Post	Request to Refer the April 21 Petition Related to 160D to the Planning Commission.	Planning & Development Services Planning Commission	Staff is reviewing this request.
04/21/2021	Brown & Bunch, PLLC	Request for Permission to Proceed with Presentation of Proposal for a Columbarium at the Old Chapel Hill Cemetery.	Parks & Recreation Phillip Fleischmann , Parks and Recreation Director Phone: 919-968-2785	The attorney who submitted this petition is no longer representing the plot owner.
04/07/2021	Paul Snow and others	Request Regarding Traffic Model in the Area of Estes and MLK.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	On 05/03/21, the Town Council held a public information meeting on this topic. The public hearing for the Aura development project closed 05/26/21. The Council's final vote on the project was 06/28/21.
02/24/2021	Linda Brown	Regarding 101-111 Development on Erwin Road.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	The project applicant voluntarily submitted a request to receive feedback from the Stormwater Mgmt Utility Advisory Board. The project was discussed at the 04/27/2021 and 05/25/2021 SMUAB meetings.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
02/24/2021	Parks, Greenways, and Recreation Commission	Request Regarding Facilities Repair.	Business Management Amy Oland , Business Management Director Phone: 919-969-5017	This request will be evaluated during the upcoming two-thirds bond issuance and the FY22 budget development process.
11/04/2020	Residents in the area of Mason Farm Rd., Whitehead Circle, and Purefoy Rd	Request Improvements to Neighborhood Infrastructure to Promote Safe Walking and Biking and Improved Connectivity to Adjacent Neighborhoods and Campus.	Planning & Development Services Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.
10/28/2020	Stormwater Management Utility Advisory Board	Recommendations Regarding the Development Review Process.	Planning & Development Services Public Works Lance Norris , Public Works Director Phone: 919-969-5100	At their 09/01/21 meeting, the Council adopted a resolution approving this request.
06/10/2020	Community Design Commission	Request to Create a Downtown Design District.	Planning & Development Services	The Town's partnership with UNC on the Downtown Together initiative will help inform the future of downtown development and the role that design standards may have in achieving Downtown Together objectives.
05/20/2020	Parks, Greenways, and Recreation Commission	Request to Designate all 36.2 Acres of the American Legion Property for Use as a Community Park.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	This request will be incorporated into the public engagement process for the future use of the site.
05/20/2020	Elaine McVey	Request to Amend the Land Use Management Ordinance Related to Deer Fencing.	Planning & Development Services	Staff will work to bring forward a LUMO Text Amendment for Council consideration at a future date.
02/26/2020	Carlisle Willard	Request Regarding Proposed Anti-Corruption Resolution.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	The Council received and referred this request to the Mayor and Town Manager for consideration.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
02/19/2020	Steve Moore	Request Regarding Cemetery Needs.	<p>Parks & Recreation Phillip Fleischmann, Parks and Recreation Director Phone: 919-968-2785</p> <p>Communications & Public Affairs Sabrina Oliver, Communications & Public Affairs Director Phone: 919-968-2757</p>	Staff is in contact with the petitioner and is working to respond to the items raised in the petition. The driveways in Old Chapel Hill Cemetery were resurfaced in July 2021.
01/08/2020	Renuka Soll	Request for an Improved Petition Process.	<p>Town Manager Ross Tompkins, Assistant to the Town Manager Phone: 919-968-2707</p>	Additional effort is being made to track and update petition status on this website so that the public has access. Petitioners can contact the Mgr.'s office or responding department if they have questions after reviewing updates.
11/20/2019	John Morris	Request Regarding Local & Regional Transit Planning.	<p>Transit Brian Litchfield, Transit Director Phone: 919-969-4908</p>	The Town continues to work with its transit partners and neighboring agencies to keep community goals at the forefront of local transit planning efforts.
10/02/2019	Daniel Dunn	Request Regarding Government Transparency.	<p>Technology Solutions Scott Clark, CIO Phone: 919-968-2735</p> <p>Communications & Public Affairs Sabrina Oliver, Communications & Public Affairs Director Phone: 919-968-2757</p>	This information is readily available via a public records request in order to assure accuracy and maintain the security of personally identifiable information.
09/11/2019	East Franklin Neighborhood Steering Committee & Neighbors	Request Regarding Neighborhood Preservation.	<p>Police Chris Blue, Police Chief Phone: 919-968-2766</p> <p>Planning & Development Services</p>	While this request did not fall within the scope of the Short Term Rental Task Force, staff will continue to work with residents, the University, and other community members on concerns related to student rental housing.
06/26/2019	Community Design Commission	Request for Modifications to the Concept Plan Review Process.	Planning & Development Services	The Council most recently discussed this at their 09/16/2020 work session. Staff is piloting new ways to present Concept Plans to boards, using Town projects as subjects.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
06/26/2019	Julie McClintock	Request Regarding the Blue Hill Form Based Code.	Planning & Development Services	The Council and staff continue to evaluate and update the Blue Hill Form Based Code.
04/24/2019	Board of Adjustment	Request Regarding Neighborhood Conservation District Ordinances.	Planning & Development Services	The Town is currently in the process of updating its Land Use Management Ordinance. This idea is under consideration as a part of this process.
04/17/2019	Amy Ryan for Planning Commission	Commission Regarding Site Plan Review Process.	Planning & Development Services	Staff will coordinate with the Council Committee on Boards and Commissions to consider this request.
02/13/2019	Citizens	Request Regarding Coal Use and Coal Ash.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Remediation work is almost complete along the Bolin Creek Trail near the Police Department. UNC is expected to release their Climate Action Plan in 2021, which is expected to address UNC coal use in the future.

Last modified on 1/19/2022 3:15:04 AM



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 8., File #: [22-0062], Version: 1

Meeting Date: 1/26/2022

Consider Implementing the Class & Compensation Study.

Staff:

Cliff Turner, Director
Amy Oland, Director

Department:

Human Resources Development
Business Management

Overview: The Town initiated a Classification and Compensation study two years ago and presented the results to Council on [January 12, 2022 <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=5376483&GUID=8179DB88-D267-491D-AF50-E1E7ED90739A&Options=&Search=>](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=5376483&GUID=8179DB88-D267-491D-AF50-E1E7ED90739A&Options=&Search=>). We recommend three actions this evening to begin implementing the Study.

The first action is to adopt the new pay plan. This would replace the old plan, which was adopted as part of the FY 2022 budget and establish new pay grades and place employees in those grades based on the results of the Study.

The second action is to bring all regular employees to the minimums of their new pay ranges. This will impact 277 employees out of the current 656 (42%) regular employees. Since our ranges were significantly lower than our benchmark agencies, we need \$500,000 in funding in addition to the \$400,000 set aside in this year's budget to fully implement this recommendation in FY 2022.

In addition, we have struggled with salary compression among employees in similar jobs throughout the Town for many years. We would like to begin addressing compression with additional increases for employees who are not impacted by the new minimums. Currently 337 employees are at or above their respective midpoints. With implementation of the new Pay Plan, only 37 will be at or above the midpoint..

To start addressing this issue, the third action we recommend is a 3% of midpoint salary increase for all regular employees with at least 5 years of service (as of 12/31/21) and a 2% of midpoint salary increase for those regular employees with less than 5 years (as of 12/31/21).

We believe these actions support the commitment to implementing a compensation plan and compensating our employees to recognize the high level of service they provide to our citizens and to help us remain competitive with other employers in our region.



Recommendation(s):

We are recommending the Council approve the new Pay Plan. We also recommend that Council approve an additional \$500,000 appropriation from the FY 2021 excess fund balance to bring all employees to the new minimums and to provide increases to all regular employees to address our longtime compression issues.

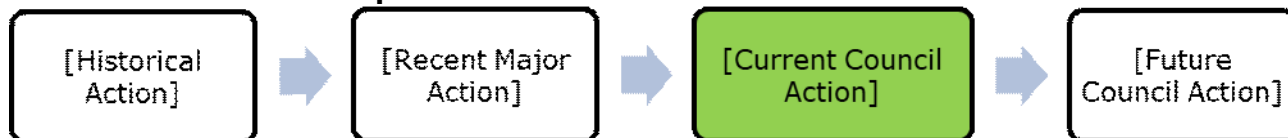
Decision Points:

- Approve the new Pay Plan for Regular Employees

- Approve bringing all regular employees to the new minimums, as applicable and for those who are already above the minimums, approve a 3% of midpoint or 2% of midpoint increase based on years of service as of 12/31/2021.
- Enact the budget ordinance amendment to adjust the General Fund budget to appropriate an additional \$500,000 in fund balance to implement the pay study recommendation in FY 2022..

Fiscal Impact/Resources:

- The costs associated with this for the remainder of FY 2022 is \$987,633 (General Fund cost is \$774,379).
- The impact to the FY 2023 Budget is \$2,668,439 (General Fund cost is \$2,113,979).
- Based on a high-level review of revenue projections for FY 2023, staff believe that there is ample revenue growth to offset the cost of the increased personnel costs for FY 2023.

Where is this item in its process?**Attachments:**

- Revised Pay Plan Ordinance
- Budget Ordinance
- Attachment 1 - Revised Pay Plan
- Draft Staff Presentation

AN ORDINANCE CONCERNING THE AMENDMENT OF THE TOWN PAY PLAN FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 (2022-01-26/O-1)

BE IT ORDAINED by the Council of the Town of Chapel Hill:

Section 6 of the Budget Ordinance Amendment dated June 9, 2021 approved the Classification and Pay Plan.

There is hereby amended, for Fiscal Year 2022, the Revised Position and Classification Pay Plan and Longevity Plan for Town Employees as contained in Attachment 1. The Town Manager may make changes to the pay and classification plan within the established number of positions and the approved budget.

This the 26th day of January, 2022.

AN ORDINANCE TO AMEND "THE ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2021" (2022-01-26/O-2)

BE IT ORDAINED by the Council of the Town of Chapel Hill that the Budget Ordinance entitled "An Ordinance Concerning Appropriations and the Raising of Revenue for the Fiscal Year Beginning July 1, 2021" as duly adopted on June 9, 2021, be and the same is hereby amended as follows:

ARTICLE I

APPROPRIATIONS	Current Budget	Increase	Decrease	Revised Budget
GENERAL FUND				
Mayor/Council	\$ 492,520	\$ -	\$ -	\$ 492,520
Town Manager/CaPA	3,274,278	-	-	3,274,278
Human Resource Dev't	2,009,707	-	-	2,009,707
Business Management	2,460,541	-	-	2,460,541
Technology Solutions	2,547,572	-	-	2,547,572
Attorney	577,687	-	-	577,687
Planning & Sustainability	2,353,422	-	-	2,353,422
Building and Development Services	2,518,666	-	-	2,518,666
Housing and Community	843,694	-	-	843,694
Public Works	13,027,106	-	-	13,027,106
Police	13,432,173	-	-	13,432,173
Fire	10,203,486	-	-	10,203,486
Parks and Recreation	7,495,026	-	-	7,495,026
Library	3,885,064	-	-	3,885,064
Non-Departmental	7,867,636	500,000	-	8,367,636
	<u>\$ 72,988,578</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 73,488,578</u>

ARTICLE II

REVENUES	Current Budget	Increase	Decrease	Revised Budget
GENERAL FUND				
Other Revenues	\$ 68,520,343	\$ -	\$ -	\$ 68,520,343
Fund Balance Appropriated	4,468,235	500,000	-	4,968,235
	<u>\$ 72,988,578</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 73,488,578</u>

This the 26th day of January, 2022.

Item #: 8., File #: [22-0062], Version: 1

Meeting Date: 1/26/2022

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Maurice Jones, Town Manager

RECOMMENDATION: That the Council approve the new Pay Plan, approve an additional \$500,000 appropriation from the FY 2021 excess fund balance to bring all employees to the new minimums and to provide increases to all regular employees to address our longtime compression issues.

Proposed Pay Plans
Chapel Hill, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Senior Management							
I		\$77,517	\$100,884	\$124,252	\$37.27	\$48.50	\$59.74
1013	OPERATIONS MANAGER-HOUSING						
II		\$81,393	\$105,929	\$130,464	\$39.13	\$50.93	\$62.72
0625	ASSISTANT FIRE CHIEF						
0128	COMMUNITY RESILIENCE OFFICER						
0719	POLICE LEGAL ADVISOR						
1112	SR MANAGER/PARK PLANNING & OPS						
III		\$89,735	\$116,786	\$143,837	\$43.14	\$56.15	\$69.15
1012	ASSISTANT DIR-AFFORDABLE HOUSING & COMMUNITY CONNECTIONS						
0920	ASSISTANT DIR-BUILDING & DEVELOPMENT SERVICES						
0315	ASSISTANT DIR-BUSINESS MANAGEMENT						
1011	ASSISTANT DIR-HOUSING						
0424	ASSISTANT DIR-HRD						
1213	ASSISTANT DIR-LIBRARY						
1111	ASSISTANT DIR-P&R-REC OPS						
0811	ASSISTANT DIR-PLANNING						
1320	ASSISTANT DIR-PUBLIC WORKS						
XXXX	ASSISTANT DIR-TRANSIT ADMIN						
0512	ASSISTANT DIR-TRANSPORTATION						
0132	DIVERSITY EQUITY & INCLUSION OFFICER						
0614	EMERGENCY MGMT COORDINATOR						
0615	FIRE CHIEF-DEPUTY						
0863	MANAGER OF ENGINEERING INFRAST						
0121	OMBUDS-SR.						
IV		\$109,074	\$141,955	\$174,835	\$52.44	\$68.25	\$84.06
0711	POLICE CHIEF-ASSISTANT						
0718	POLICE LEGAL ADVISOR-SR						
V		\$126,267	\$164,331	\$202,394	\$60.71	\$79.01	\$97.30
1008	DIR-AFFORDABLE HOUSING & COMMUNITY CONNECTIONS						
0909	DIR-BUILDING & DEV SERVICES						
0310	DIR-BUSINESS MANAGEMENT						
0210	DIR-COMMUNICATIONS-PUBLIC						
0116	DIR-ECONOMIC DEVELOPMENT						
1010	DIR-HOUSING						
0410	DIR-HUMAN RESOURCE DEVELOPMENT						
1110	DIR-PARKS AND REC						
0810	DIR-PLANNING						
1310	DIR-PUBLIC WORKS						
0510	DIR-TRANSPORTATION						
1209	EXEC DIR-COMM ARTS & CULTURE						
0848	EXEC DIR-TECHNOLOGY SOLUTIONS						
0610	FIRE CHIEF						
0709	POLICE CHIEF						
VI		\$132,581	\$172,547	\$212,514	\$63.74	\$82.96	\$102.17
VII		\$146,170	\$190,233	\$234,296	\$70.27	\$91.46	\$112.64
0114	TOWN MANAGER-DEPUTY						

39 Active Proposed Classes in the Senior Management Pay Plan

Proposed Pay Plans

Chapel Hill, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Exempt							
108		\$42,829	\$56,741	\$70,654	\$20.59	\$27.28	\$33.97
1025	HOUSING OFFICER II						
109		\$44,969	\$59,578	\$74,186	\$21.62	\$28.64	\$35.67
	NONE						
110		\$47,218	\$62,557	\$77,896	\$22.70	\$30.08	\$37.45
2111	ADMINISTRATIVE COORDINATOR						
0926	ENGINEERING INSPECTOR-SF						
111		\$49,579	\$65,685	\$81,791	\$23.84	\$31.58	\$39.32
0226	ASSISTANT TOWN CLERK						
1035	COMMUNITY CONNECTIONS COORD						
2112	POLICE ANALYST						
2177	RECORDS RETENTION MANAGER						
1133	SPECIALIZED RECREATION COORD						
0893	STORMWATER ANALYST						
112		\$52,058	\$68,969	\$85,880	\$25.03	\$33.16	\$41.29
0329	ACCOUNTANT - HOUSING						
1021	COMM. DEVEL. PROGRAM MANAGER						
0534	COMMUNITY OUTREACH MANAGER						
0755	CRISIS COUNSELOR						
2176	GRAPHIC ARTIST						
1709	HOUSING MAINTENANCE SUPERVISOR						
1020	HUMAN SERVICES COORDINATOR						
XXXX	PERMIT CENTER SUPERVISOR						
0835	PLANNER I						
1132	SPECIALIZED RECREATION COORD-CERT						
113		\$54,661	\$72,418	\$90,174	\$26.28	\$34.82	\$43.35
2110	ADMINISTRATIVE ANALYST						
1268	CHILD & FAMILY OUTREACH COORD						
0225	COMMUNICATIONS SPECIALIST						
1349	COMMUNITY HISTORY COORD						
0859	GIS ANALYST						
0936	INSPECTION SUPERVISOR						
0751	LEAD CRISIS COUNSELOR						
1265	LIBRARY ACCOUNTS COORDINATOR						
1140	MARKETING & RESOURCE DEVELOPMENT ADMIN						
1251	MARKETING & COMM COORD						
0875	NETWORK ADMINISTRATOR						
1336	OCC HEALTH & SAFETY OFFICER						
1455	PARK MAINTENANCE SUPV						
0834	PLANNER II						
1117	PUBLIC ART COORDINATOR						
1349	PROJECT MANAGER						
1130	RECREATION SUPERVISOR						
1273	SPECIAL EVENTS COORDINATOR						
0929	SR. COMMERCIAL PLANS REVIEWER						
1451	STORMWATER MAINT SUPERVISOR						
1450	STREETS SUPERVISOR						
0880	SURVEY PROJECT COORDINATOR						
0852	SYSTEMS ADMINISTRATOR						
0859	SYSTEMS SPECIALIST						
0525	TRAINING COORDINATOR						
1272	TRAINING & DEVELOPMENT COORD - LIBRARY						
0130	URBAN DESIGNER						
0872	WEB ADMINISTRATOR						

Proposed Pay Plans

Chapel Hill, NC

Exempt	Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
114			\$60,264	\$79,841	\$99,418	\$28.97	\$38.38	\$47.80
	0338	ACCOUNTS PAYABLE COORDINATOR						
	1023	AFFORDABLE HOUSING DEVELOPMENT OFFICER						
	0871	BUSINESS ANALYST						
	2227	DEPUTY TOWN CLERK						
	1410	FACILITIES SUPERVISOR						
	0438	HR CONSULTANT						
	0326	PAYROLL COORDINATOR						
	0830	SENIOR PLANNER						
	1445	SOLID WASTE OPERATIONS SVCS COORD						
	0859	GIS ANALYST						
	0135	SUSTAINABILITY PROGRAM ANALYST						
	0532	TRANSIT DEVELOPMENT MGR I						
115			\$63,277	\$83,832	\$104,388	\$30.42	\$40.30	\$50.19
	0516	ADMINISTRATIVE SVCS MANAGER						
	1332	ASSISTANT MAINTENANCE MANAGER						
	XXXX	SENIOR GIS ANALYST						
	0318	BUDGET & MANAGEMENT ANALYST						
	0136	ECONOMIC DEVELOPMENT MANAGER						
	2109	MANAGEMENT ANALYST						
	0133	PARKING OPERATIONS ADMINISTRATOR						
	1351	PROJECT MANAGER-SR						
	XXXX	RECREATION SUPERVISOR-SR						
	0437	SENIOR-HRD CONSULTANT						
	1613	TRAFFIC SIGNAL SYSTEM ENGINEER						
116			\$66,441	\$88,024	\$109,608	\$31.94	\$42.32	\$52.70
	0316	ACCOUNTING SUPV-PAYROLL & PAYABLES						
	1270	ACQUISITIONS & COLL. MANAGER						
	0553	ASST OPERATIONS MANAGER-DEMAND						
	XXXX	BUSINESS OPERATIONS MANAGER						
	0750	CRISIS UNIT SUPERVISOR						
	0525	DEPUTY OPERATIONS MANAGER						
	0527	GRANTS COMPLIANCE MANAGER						
	0129	LEGAL SERVICES ADMINISTRATOR						
	1271	LIBRARY EXPERIENCE MANAGER						
	0123	OMBUDS						
	0825	PRINCIPAL PLANNER						
	0360	PURCHASING & CONTRACTS MANAGER						
	0539	TRANSIT DEVELOPMENT MGR II						
	1269	YOUTH & FAMILY EXP. MANAGER						
117			\$69,763	\$92,425	\$115,088	\$33.54	\$44.44	\$55.33
	1027	AFFORDABLE HOUSING MANAGER						
	0762	COMMUNITY SERVICES PLANNER						
	0867	ENGINEER III						
	0000	ENGINEERING COORDINATOR-SF						
	XXXX	GIS MANAGER						
118			\$73,251	\$97,047	\$120,842	\$35.22	\$46.66	\$58.10
	1401	FACILITIES MANAGER						
	1425	FLEET MANAGER						
	0422	RISK MANAGER						
119			\$76,914	\$101,899	\$126,884	\$36.98	\$48.99	\$61.00
	0323	ACCOUNTING MANAGER						
	XXXX	ACCOUNTING PROJECTS MANAGER						
	0911	BUILDING OPERATIONS MANAGER						
	0869	BUSINESS ANALYST-SR						
	1352	CAPITAL PROJECT MANAGER						
	0224	COMMUNICATIONS MANAGER						
	0321	FINANCIAL SYSTEMS MANAGER						
	0879	IT OPERATIONS MANAGER						
	1329	MAINTENANCE MANAGER						
	0521	MANAGER-TRANSIT OPERATIONS						
	1350	PARK MAINTENANCE SUPT						
	0815	PLANNING MANAGER						
	1120	RECREATION MANAGER						
	0868	SENIOR ENGINEER						
	0869	BUSINESS SERVICES MANAGER						
	1440	SOLID WASTE SERVICES MANAGER						
	1326	STREETS & CONSTRUCTION SVCS SUPT						
	1607	TRAFFIC ENGINEERING MANAGER						
	0538	TRANSIT PLANNING MANAGER						
120			\$80,759	\$106,994	\$133,229	\$38.83	\$51.44	\$64.05
	0119	ASSISTANT TO THE MANAGER						
	0877	CHIEF INFORMATION SECURITY OFFICER						

109 Active Proposed Classes in the Exempt Pay Plan

Proposed Pay Plans
Chapel Hill, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
NonExempt							
204		\$28,988	\$38,405	\$47,822	\$13.94	\$18.46	\$22.99
	None						
205		\$30,438	\$40,325	\$50,213	\$14.63	\$19.39	\$24.14
	None						
206		\$31,959	\$42,341	\$52,723	\$15.36	\$20.36	\$25.35
	1906 CONSTRUCTION WORKER						
	1705 HOUSING MAINTENANCE MECHANIC HELPER						
	2174 OFFICE ASSISTANT						
	1837 PARTS CLERK						
	1845 SERVICE ATTENDANT						
207		\$33,558	\$44,459	\$55,360	\$16.13	\$21.37	\$26.62
	0575 PARKING ENFORCEMENT OFFICER						
	2215 RECORDS TECHNICIAN						
	1645 SIGN & MARKING TECH I						
	2015 SOLID WASTE COLLECTOR						
208		\$35,235	\$46,681	\$58,127	\$16.94	\$22.44	\$27.95
	1840 BUS SERVICE TECHNICIAN						
	1907 CONSTRUCTION WORKER I						
	2020 PARK MAINTENANCE SPECIALIST						
	2010 SOLID WASTE EQUIP OP I						
209		\$36,997	\$49,015	\$61,034	\$17.79	\$23.57	\$29.34
	2157 ADMINISTRATIVE ASSISTANT						
	1416 BLDG MAINT MECH I						
	1818 FLEET TECHNICIAN I						
	1827 MECHANIC I-BUS						
	0765 DEVELOPMENT TECH I						
	1145 RECREATION ASSISTANT						
	1612 TRAFFIC SIGNAL TECH I						
210		\$38,847	\$51,466	\$64,085	\$18.68	\$24.74	\$30.81
	1143 AQUATICS SPECIALIST						
	1261 LIBRARY EXPERIENCE ASSISTANT						
	2022 PARK MAINTENANCE SPLST-CERT						
	XXXX DEVELOPMENT TECH II						
	1036 RESIDENT SERVICES COORDINATOR						
	1640 SIGN & MARKING TECH II						
	1915 SOLID WASTE EQUIP OP II						
	0540 TRANSIT OPERATOR-DEMAND RESPONSE						
	0545 TRANSIT OPERATOR-FIXED ROUTE						
211		\$40,789	\$54,039	\$67,289	\$19.61	\$25.98	\$32.35
	1417 BLDG MAINT MECH II						
	1908 CONSTRUCTION WORKER II						
	1820 FLEET TECHNICIAN II						
	1030 HOUSING OFFICER I						
	2157 HRD TECHNICIAN						
	XXXX DEVELOPMENT TECH - SENIOR						
	0763 RECORDS SUPERVISOR						
	1639 SIGN & MARKING TECH III						
	1910 SOLID WASTE EQUIP OP III						
	1934 STREET SWEEPER EQUIP OP						
	1610 TRAFFIC SIGNAL TECH II						
212		\$42,828	\$56,741	\$70,654	\$20.59	\$27.28	\$33.97
	0339 ACCOUNTING TECH II						
	0571 ASSISTANT PARKING SVCS SUPV						
	0942 CODE ENFORCEMENT OFFICER						
	0764 COMMUNITY SAFETY OUTREACH COORD.						
	1909 CONSTRUCTION WORKER IV						
	1929 LEAD CONSTRUCTION WORKER						
	1263 LIBRARY EXPERIENCE SPECIALIST						
	1821 MECHANIC II-BUS						
	1125 RECREATION SPECIALIST						
	0365 REVENUE COLLECTOR						
	2022 SR HEAVY EQUIPMENT OPERATOR						
	0543 TRANSIT OPERATOR - SENIOR						

Proposed Pay Plans

Chapel Hill, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
NonExempt							
213		\$44,969	\$59,578	\$74,186	\$21.62	\$28.64	\$35.67
1135	ASSISTANT RECREATION SUPV						
1418	BLDG MAINT MECH III						
0941	CODE ENFORCEMENT OFFICER - SENIOR						
1922	CONSTRUCTION CREW SUPERVISOR						
1928	DRAINAGE CREW SUPERVISOR						
0925	ENGINEERING INSPECTOR						
0884	ENGINEERING TECHNICIAN						
0761	FORENSIC & EVIDENCE SPECIALIST						
1701	HOUSING MAINTENANCE MECHANIC						
0434	HRD SPECIALIST						
1638	LEAD SIGN & MARKING TECH						
1819	MECHANIC III-BUS						
2021	PARK MAINTENANCE CREW LEADER						
0344	PAYROLL SPECIALIST						
1818	SENIOR FLEET TECHNICIAN						
1449	SOLID WASTE SVCS CREW SUPV						
0891	STORMWATER SPECIALIST						
1465	STREET INSPECTOR						
1490	STREETS CREW SUPERVISOR						
1609	TRAFFIC SIGNAL TECH III						
0518	TRANS DEM. MGMT COM MGR						
214		\$47,218	\$62,557	\$77,896	\$22.70	\$30.08	\$37.45
1630	ASSISTANT ARBORIST						
0886	COMMUNITY EDUCATION COORC						
1263	LIBRARY EXPERIENCE TECHNICIAN						
1611	LEAD TRAFFIC SIGNAL TECH						
215		\$49,579	\$65,685	\$81,791	\$23.84	\$31.58	\$39.32
1414	FACILITIES SYSTEMS TECHNICIAN						
2217	FLEET SYSTEMS TECHNICIAN						
0855	INFORMATION TECH ANALYST						
0935	INSPECTOR I						
0570	PARKING SERVICES SUPERVISOR						
1835	PARTS SUPERVISOR						
0361	PURCHASING SPECIALIST						
0440	RISK CLAIMS ADMINISTRATOR						
1701	SR HOUSING MAINTENANCE MECHANIC						
0530	SUPERVISOR-TRANSIT						
1608	TRAFFIC SIGNAL SYSTEMS ANALYST						
0552	TRAINING & SAFETY SPECIALIST - TRANSIT						
216		\$52,058	\$68,969	\$85,880	\$25.03	\$33.16	\$41.29
1431	FLEET SUPERVISOR						
0857	INFORMATION TECH ANALYST-SR						
XXXX	INSPECTOR II						
0554	LEAD TRANSIT SUPERVISOR						
1430	MECHANIC SUPERVISOR - BUS						
217		\$54,661	\$72,418	\$90,174	\$26.28	\$34.82	\$43.35
0930	INSPECTOR - SENIOR						
1625	MUNICIPAL ARBORIST						

87 Active Proposed Classes in the NonExempt Pay Plan

Proposed Pay Plans

Chapel Hill, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Fire							
F1		\$39,400			\$18.94		
0651	FIREFIGHTER RECRUIT						
F2		\$43,678	\$56,844	\$70,010	\$21.00	\$27.33	\$33.66
0650	FIREFIGHTER LEVEL I						
F3		\$45,862	\$59,687	\$73,512	\$22.05	\$28.70	\$35.34
0645	FIREFIGHTER-MASTER						
F4		\$48,154	\$62,670	\$77,187	\$23.15	\$30.13	\$37.11
0635	FIRE EQUIPMENT OPERATOR						
F5		\$53,090	\$69,094	\$85,099	\$25.52	\$33.22	\$40.91
0636	FIRE INSPECTOR I						
0633	FIRE LIEUTENANT						
F6		\$55,745	\$72,549	\$89,354	\$26.80	\$34.88	\$42.96
0637	FIRE INSPECTOR II						
F7		\$59,960	\$78,035	\$96,109	\$28.83	\$37.52	\$46.21
0624	EMERGENCY MGMT PLANNER						
0630	FIRE CAPTAIN						
0000	FIRE LOGISTICS OFFICER						
0632	FIRE MARSHAL - ASSISTANT						
0655	FIRE TECHNOLOGY OFFICER						
F8		\$66,106	\$86,033	\$105,961	\$31.78	\$41.36	\$50.94
0631	FIRE MARSHAL- DEPUTY						
F9		\$72,882	\$94,852	\$116,821	\$35.04	\$45.60	\$56.16
0620	BATTALION CHIEF						

14 Active Proposed Classes in the Fire Pay Plan

Proposed Pay Plans

Chapel Hill, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Police							
P1		\$50,000			\$24.04		
0746	POLICE OFFICER RECRUIT						
P2		\$50,000	\$51,462	\$52,923	\$24.04	\$24.74	\$25.44
0745	POLICE OFFICER I						
P3		\$55,000	\$58,500	\$62,000	\$26.44	\$28.13	\$29.81
0740	POLICE OFFICER II						
P4		\$65,000	\$70,000	\$75,000	\$31.25	\$33.65	\$36.06
0735	POLICE OFFICER III						
P5		\$69,230	\$79,615	\$90,000	\$33.28	\$38.28	\$43.27
0730	POLICE OFFICER IV						
P6		\$76,153	\$85,672	\$95,191	\$36.61	\$41.19	\$45.76
0725	POLICE SERGEANT						
P7		\$83,768	\$94,239	\$104,710	\$40.27	\$45.31	\$50.34
0720	POLICE LIEUTENANT						
P8		\$92,145	\$103,663	\$115,181	\$44.30	\$49.84	\$55.38
0715	POLICE CAPTAIN						

8 Active Proposed Classes in the Police Pay Plan

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
257 Active Proposed Classes in Chapel Hill, NC							



Employee Class and Compensation Study Results

Maurice Jones, Town Manager
Cliff Turner, HRD Director

Background

- Council received Classification and Compensation Study results on January 12, 2022.
- Our salary ranges were 8 - 9.9% below our Benchmark agencies.



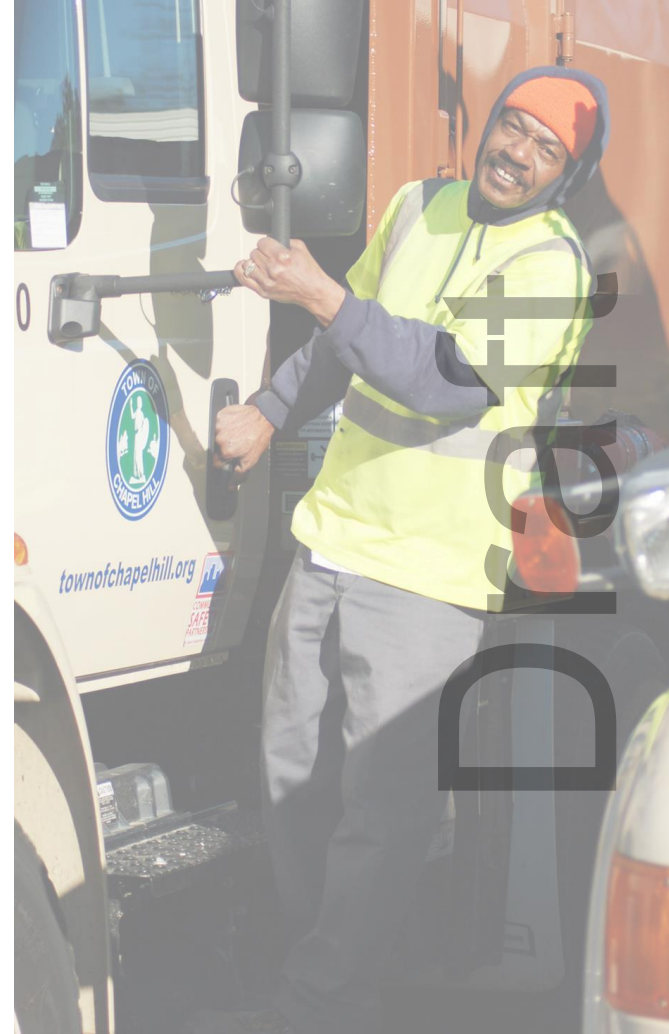
Implementation

- Staff recommends phased implementation
- Address new minimums and compression first
 - 277 employees will be under the new minimum salary in the proposed Pay Plan.



Implementation

- Bringing employees to new minimums causes additional compression of many long-term employees.
- Compression creates morale and retention issues.



Phase 1: New Minimums

- Recommend adopting Pay Plan and
- Moving 277 employees to the new minimums.



Phase I: Compression

Recommend increases to all employees

> 5 years of service = 3% of midpoint increase or increase to new minimum *

< 5 years of service = 2% of midpoint or increase to the new minimum*



*Whichever is higher

Phase I Estimated Costs

- FY 2022 cost estimate
 - Total cost = \$987,633
 - General Fund cost = \$774,379
- FY 2023 cost estimate
 - Total cost = \$2,668,439
 - General Fund cost = \$2,113,979



If Council approves implementation, we will include total cost in FY 2023 base budget projections.

Recommendations

1. Approve new Pay Plan (#Ord.No.)
2. Approve funding for new minimums (#Ord.No.)
3. Approve funding for Compression (#Ord.No.)



Staff will Review other Study recommendations and return to Council



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 9., **File #:** [22-0063], **Version:** 1

Meeting Date: 1/26/2022

Discuss a Draft Memorandum of Understanding (MOU) For Redevelopment of Police Station Property at 828 Martin Luther King Jr., Boulevard.

Staff:

Mary Jane Nirdlinger, Deputy Town Manager
Laura Selmer, Economic Development Specialist

Department:

Manager's Office
Manager's Office

Overview: The purpose of this item is to provide Council an opportunity for continued discussion of key issues related to a Memorandum of Understanding (MOU) with the Belmont-Sayre development team (Belmont) for the redevelopment of the police station property. This property presents an opportunity to combine two ongoing efforts: a site for the Municipal Services Center (MSC); and the remediation and reuse of the current police station property.

The preferred project consists of the following elements:

- a) demolition of the existing police station building and improvements, after temporary offsite relocation of the police department operations;
- b) construction of a retaining wall and any other environmental remedial measures required pursuant to a brownfields agreement and management plan, stormwater management design and construction, and other site-wide redevelopment tasks;
- c) subdivision of the Property into one or more Town-owned parcels for the MSC and Bolin Creek Trail right-of-way, and one or more privately-owned parcels for the private development component by Belmont;
- d) sale of the parcel(s) designated for private development from the Town to Belmont or a Belmont affiliate company;
- e) construction of the new MSC;
- f) construction of the private development component that may include apartment complex (preferred), offices, retail or a mix of uses; and
- g) construction of a parking deck that would serve both the MSC and the private development; and
- h) preservation of the existing Bolin Creek greenway trail.
- i) Belmont would serve as the Preferred Project's overall development and construction manager, including the MSC, private development and brownfields remediation and risk mitigation.

I. Memorandum of Understanding Summary

- Common site development costs, including brownfields remediation and risk mitigation, will be apportioned between the parties in a manner to be set forth in the Economic Development Agreement (EDA).
- The parties will account for the Town's environmental and other costs incurred to date that will aid in redevelopment of the Property, and the proportion of the Property that will be used for private redevelopment versus the MSC.
- The Town would fund all costs associated with the development of the MSC.
- The Town would pay Belmont a management fee based on a to-be determined percentage of the total hard costs for both the design and construction of the MSC, in exchange for Belmont's services for development and construction management.
- Belmont would fund its private development component of the Preferred Project. As reflected in the current concept plan, the preference is for the parking deck to be located on the privately-developed land.
- Belmont as the developer will take the lead in seeking a Conditional Zoning Permit (CZP) and satisfactory Brownfields Agreement, with the Town's development staff, its environmental consultants and counsel providing support.
- Belmont will retain at its sole expense planning, design, engineering, environmental consulting and other professionals needed for seeking the CZP and a brownfields agreement, with the exception of any design services for the MSC and the Town's environmental consultants and counsel, who shall be retained by the Town.
- Both parties will be signatories to the brownfields agreement, provided the Project includes a private development component. The Town would be the sole signatory to the agreement in the event that development is solely for the MSC.
- Belmont at its expense will be responsible for preparation of a development environmental management plan ("EMP") under the brownfields agreement, per DEQ's requirements, with input from the Town's environmental consultants and counsel.
- A CZP shall be sought for a private development component that seeks to provide additional community benefit, which is technically and economically feasible. The CZP shall include both the MSC and a private development component.
- The Town anticipates financing the design and construction of the MSC, and possibly its portion of common site development costs, through issuance of limited obligation bonds.
- This financing will require approval from the North Carolina Local Government Commission ("LGC").
- Belmont will provide assistance in temporarily relocating police operations during construction.
- A parking deck will be constructed by Belmont on the Private Parcel(s), and the Parties will enter a 100-year lease, by which Belmont will lease a to-be-determined number of parking spaces on the lowest floors of the deck to the Town for its exclusive use.

II. Other Provisions to be Included in Economic Development Agreement

- A defined cost sharing agreement for common site development costs.
- Land sale price for private development and acreage to be conveyed.
- A defined commitment from Belmont regarding community greenspace and placemaking.
- A defined affordable housing component including number of units and target AMI.
- The design, engineering and construction of a retaining wall, which will separate the upper portion of the Property, which will be redeveloped, from the lower portion along the Bolin Creek Trail right-of-way. The Town will approve the final design of the retaining wall. Under the current concept plan, the retaining wall will be located on the private portion of the redeveloped Property. A maintenance agreement would be negotiated and included in the EDA.
- A defined proforma for project development.
 - The Town will use a third-party financial consultant to review the structure of the deal prior to execution of the EDA.

III. Project Timeline

February 2022- Memorandum of Understanding (MOU) entered

February/March 2022- Concept Plan Submitted for Town Review

February 2022- Commencement of joint discussions with DEQ brownfields program representatives

May/June 2022 - Economic Development Agreement (EDA) entered - 45 days from completion of Concept Plan Review

June 2023- Conditional Zoning Permit (CZP) and Brownfield Agreement (BFA) completed

September-December 2023- Zoning Compliance Permit (ZCP)

- The Town will seek bond financing approval from LGC for the MSC building by the time the CZP is obtained and the brownfields agreement is entered.

After Issuance of CZP, Entry of Brownfields Agreement and Securing Public Financing:

Step 1- Temporary Relocation of Police Operations and Demolition

- Q1/Q2 2024- Site demolition begins

Step 2 - Site-wide Redevelopment and Remedial Tasks

Step 3 - Subdivision of the Property and Conveyance of Land from the Town to Belmont for Private Development Component (assuming Preferred Project is entitled and pursued)

Step 4 - Construction Completion

Step 5 - Occupancy

- Building occupancy estimated 2+/- years from demolition start



Recommendation(s):

That Council discuss a Memorandum of Understanding (MOU) with Belmont-Sayre regarding a redevelopment project at 828 Martin Luther King Jr. Blvd. and identify key issues ahead of a February vote to execute.

Decision Points:

- Pursue a public/private partnership with Belmont Sayre

Key Issues for Consideration:

- Private development of multifamily housing, up to 275 units.
- Affordable Housing component for Council to negotiate; number of units, target AMI, unique product types.

Fiscal Impact/Resources:

The Town's five-year financing plan has \$34M set aside for the Municipal Services Center Project. The Town could receive payment for the sale of land used for private development in addition to future tax revenue.

Where is this item in its process?



Attachments:

- Draft MOU
- Site Concept
- Links to: [October 2021 Risk Report](https://www.townofchapelhill.org/home/showpublisheddocument/49955/637695445799930000)
<<https://www.townofchapelhill.org/home/showpublisheddocument/49955/637695445799930000>> ,
- Links to: [May 2021 Risk Report](https://www.townofchapelhill.org/home/showpublisheddocument/48995/637559734961130000)
<<https://www.townofchapelhill.org/home/showpublisheddocument/48995/637559734961130000>>

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Laura Selmer, Economic Development Manager
Mark Moshier, Legacy Property Group

RECOMMENDATION: That Council discuss a Memorandum of Understanding (MOU) with Belmont-Sayre regarding a redevelopment project at 828 Martin Luther King Jr. Blvd. and identify key issues ahead of a February vote to execute.

DRAFT - 12/30/21 Town version

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) provides the general, non-binding terms of engagement between the Town of Chapel Hill (the Town), a North Carolina municipality, and Belmont Sayre, LLC, a company based in Carrboro, North Carolina with expertise in mixed use, brownfields redevelopment projects (Belmont)(collectively the “Parties”), regarding the potential redevelopment of the 10.9-acre Town-owned property located at 828 Martin Luther King Jr. Boulevard (the Property). The Parties anticipate entering into a binding Economic Development Agreement (the “EDA”) later this year for redevelopment of the Property promptly after completing the concept review process before the Town, and further discussions with brownfields program representatives with the North Carolina Department of Environmental Quality (DEQ), pursuant to the schedule provided in Exhibit A to this MOU.

Overview

The Property is currently improved with Chapel Hill’s main police station headquarters and associated surface parking, and a portion of the Bolin Creek Trail right-of-way, a Town-maintained multipurpose recreational greenway trail that transects the southern portion of the Property along Bolin Creek. In October 2019, the Property was deemed by DEQ to be provisionally eligible for redevelopment under the North Carolina brownfields program administered by DEQ. In addition to a brownfields agreement with DEQ, redevelopment of the Property would require a conditional zoning permit (CZP) under the conditional zoning provisions in the Town’s Land Use Management Ordinance (Ordinance). It would also require the Town securing bond or other financing for a desired new municipal service center (MSC) to be constructed on the Property.

The Preferred Project

The preferred public-private redevelopment plan (the Preferred Project), which is supported in principle by the Parties and that has been presented to the public, is a continuous phase, mixed-use project, consisting of construction of a new Town MSC, a complementary private development by Belmont that would provide additional community benefit, and a common parking deck. As reflected in the current Concept Plan, a copy of which is attached as Exhibit B, the preference is for the private development to primarily if not wholly consist of multi-family residential housing. The greenway trail along Bolin creek would be maintained.

More specifically, subject to obtaining the necessary entitlements and municipal financing, the Preferred Project would generally consist of:

- a) demolition of the existing police station building and improvements, after temporary offsite relocation of the police department operations;
- b) construction of a retaining wall and any other environmental remedial measures required pursuant to a brownfields agreement and management plan, stormwater management design and construction, and other site-wide redevelopment tasks;
- c) subdivision of the Property into one or more Town-owned parcels for the MSC and Bolin Creek Trail right-of-way, and one or more privately-owned parcels for the private development component by Belmont;
- d) sale of the parcel(s) designated for private development from the Town to Belmont or a Belmont affiliate company;
- e) construction of the new MSC;
- f) construction of the private development component that may include apartment complex (preferred), offices, retail or a mix of uses; and
- g) construction of a parking deck that would serve both the MSC and the private development; and
- h) preservation of the greenway trail.

Belmont would serve as the Preferred Project's overall development and construction manager, including the MSC, private development and brownfields remediation and risk mitigation. The Town development staff, attorneys and consultants would provide assistance as described herein.

Certain costs of common site development, including brownfields remediation and risk mitigation, will be apportioned between the parties in a manner to be set forth in the EDA. In arriving at that apportionment, the parties will account for, among other relevant factors, the Town's environmental and other costs incurred to date that will aid in redevelopment of the Property, and the proportion of the Property that will be used for private redevelopment versus the MSC.

The Town would fund all costs associated with the development of the MSC. The Town would also pay Belmont a management fee based on a to-be determined percentage of the total hard costs for both the design and construction of the MSC, in exchange for Belmont's services related to the design and construction of the MSC described below.

Belmont would fund its private development component of the Preferred Project. As reflected in the current concept plan, the preference is for the parking deck to be located on the privately-developed land.

The MCS-Only, Alternate Project

In the event that a private development is not allowed for in the CZP or brownfields agreement, the redevelopment would be limited to required remediation and risk-mitigation, construction of the MSC and related parking, with retention of the greenway trail. In such a case, Belmont would still serve in the project management role for the redevelopment project on behalf of the Town as described herein, for the to-be-determined fee based upon the hard costs of design and construction of the MSC.

Due Diligence Prior to Entry of an EDA

A high level sequence and initial-stage schedule for pursuing a project to redevelop the Property is attached as Exhibit A to this MOU.

The Parties recognize the viability of the Preferred Project will be influenced by the conditions ultimately imposed by the Town Council in the required CZP, and the remedial and other requirements imposed by DEQ in a brownfields agreement. Accordingly, as reflected in the schedule in Exhibit A, the Parties agree that two things should happen in the short term and prior to entry of a binding EDA. First, Belmont will formally submit the Concept Plan (attached as Exhibit B) for the Preferred Project for review under the Ordinance within thirty (30) days of entry of this MOU. The Parties will work to finalize and execute an EDA within forty-five (45) days after the Concept Plan review process is completed. Also no later than thirty (30) days after entry of this MOU, with Belmont taking the lead, the Parties will commence discussions with representatives of DEQ's brownfields program regarding the Preferred Project, what if any further assessment is necessary, and the possible scope of remedial and risk-mitigation measures that may be required in a brownfields agreement.

Anticipated Terms for the EDA

I. Regarding the necessary entitlements – a CZP and Brownfields Agreement.

- A. Belmont as the developer will take the lead in seeking a CZP and satisfactory brownfields agreement, with the Town's development staff, its environmental consultants and counsel providing support, pursuant to the schedule in Exhibit A. Belmont thus will retain at its sole expense any planning, design, engineering, environmental consulting and other professionals needed for seeking the CZP and a brownfields agreement, with the exception of any

design services for the MSC and the Town's environmental consultants and counsel, who shall be retained by the Town.

- B. The parties will designate liaisons for these efforts who will consult on a regular basis through the entitlement (CZP and brownfields) processes.

Regarding the brownfields agreement:

- C. As noted above, the Parties will commence discussions immediately with representatives of DEQ Brownfields Program, and diligently pursue a brownfields agreement and preparation of a brownfields Environmental Management Plan.
- D. Per the schedule in Exhibit A, no later than 30 days after an EDA is executed, Belmont will pay the \$30,000 Redevelopment Now enrollment fee for expedited consideration of the brownfields agreement by DEQ. That fee will be treated as one of the common site development costs to be allocated between the Parties.
- E. Both parties will be signatories to the brownfields agreement, provided the Project includes a private development component. The Town would be the sole signatory to the agreement in the event that development is solely for the MSC.
- F. The brownfields agreement must allow for the following future land uses: (a) commercial, including the MSC, (b) a private development component, (c) structured parking, and (d) continued recreational use of the Bolin Creek Trail.
- G. Belmont at its expense will be responsible for preparation of a development environmental management plan ("EMP") under the brownfields agreement, per DEQ's requirements, with input from the Town's environmental consultants and counsel.
- H. The Town at its expense will continue to implement the current, DEQ-required interim remedial measures until those measures are replaced or the EMP is implemented for site development.

Regarding the CZP:

- I. The Town development staff will seek to have Town planning retain a planner assigned to review entitlement and permit applications to make the process quicker.

- J. A CZP shall be sought for the preferred Project shall include the MSC and a private development component, as described above and in the Concept Plan, a copy of which is attached as Exhibit B to this MOU.
- K. A CZP shall be sought for a private development component that seeks to provide additional community benefit, which is technically and economically feasible. The current preferred private development component is multifamily residential consisting, on a preliminary basis, of at least 150 apartment units. This is consistent with the Chapel Hill 2020 Plan's goal to help create a range of housing options and enhances community value through improved connectivity for bicycles, pedestrians and use of the future Bus Rapid Transit (BRT) line along south MLK Jr. Blvd.
- L. Belmont acknowledges the Town staff and council will review and process the Concept Plan (Exhibit B), followed by a CZP application, in accord with the Town's Land Use Management Ordinance. The Town Council retains the authority to impose the terms and conditions in a CZP, upon completion of those processes, that it deems to be in the public interest.

II. Town Financing for New Municipal Service Center.

The Town anticipates financing the design and construction of the MSC, and possibly it's portion of common site development costs, through issuance of limited obligation bonds.

- A. Per the schedule in Exhibit A (Step 7), the Town will commence the financing process, which will take approximately four months, so that it is completed at or about the same time that the CZP is issued and a brownfields agreement is entered.
- B. This financing will require approval from the North Carolina Local Government Commission ("LGC"). While the Town fully anticipates receiving that approval, if that does not occur, the Town will use best efforts to secure alternative sources of financing.

Assuming a CZP is issued, a brownfields agreement is entered, and the Town's bond financing is approved, the parties will commence the actual redevelopment of the Property, as reflected in Steps 8-12 of the schedule in Exhibit A.

III. Site-Wide Redevelopment and Remedial Tasks.

- A. Belmont will assist the Town in relocating the police headquarters in accordance with Step 8 in the Schedule in Exhibit A.

- B. Belmont as the developer will manage and have primary responsibility to contract for and oversee the necessary site-wide redevelopment activities, which shall include:
1. Demolition. Demolishing the current police station building and parking lots and proper disposal of the resulting construction debris at a permitted facility, by a deadline to be agreed upon.
 2. General site grading, stormwater management design and construction, and other common site improvements.
 3. Retaining Wall. A planned component of the response action to address the historical use of coal combustion residuals as fill on the Property is the design, engineering and construction of a retaining wall, which will separate the upper portion of the Property, which will be redeveloped, from the lower portion along the Bolin Creek Trail right-of-way, by a deadline to be agreed upon. The Town will approve the final design of the retaining wall, which will not be unreasonably withheld. Under the current concept plan, the retaining wall will be located on the private portion of the redeveloped Property.
- C. The Town development staff will provide assistance with site-wide development activities as reasonably needed. The Town will provide access to the Property for redevelopment purposes. Insurance and other requirements applicable to third-parties conducting work on Town property shall be applied.
- D. The Parties' liaisons will continue to meet periodically during the redevelopment of the Property, with periodic reports from Belmont to the Town's development liaison, and to Town management and council as needed.
- E. In the EDA, the Parties will agree to an allocation of site-wide development costs, and a mechanism for the Town to pay Belmont for the Town's portion of such costs. That allocation will be based primarily on the acreage of land to be conveyed by the Town to Belmont for private development in relation to the acreage to be retained by the Town for the MSC (excluding acreage of the trail). Other factors may be considered, however, including the Town's environmental assessment and remedial costs incurred to date on the Property. Prior to entry of the EDA, Belmont will provide the Town with an updated, line item pro forma of projected site-wide development costs that will be subject to this allocation.

IV. Subdividing the Property, and Sale of New Parcel(s) to Belmont.

- A. Provided the CZP and brownfields agreement allow for the Preferred Project, including the private development component, the Property will be subdivided, creating two or more separate parcels consisting of the following:
 - 1. Private Parcel(s) for private development, including an apartment complex (preferred), offices, retail or a mix of uses, and a parking deck, to be owned by Belmont or an affiliate; and
 - 2. Public Parcel(s) for the MSC, the Bolin Creek Trail right-of-way, and any other public space to be owned by the Town.
- B. The Town anticipates that it will convey fee simple title to Private Parcel(s) “as is” to Belmont, via a general warranty deed.
- C. In the EDA, the Parties will agree upon and document the approximate acreage and dimensions of the Private Parcel(s), and a price per acreage that Belmont will pay for the land, subject to the reopener described below.
- D. In arriving at a purchase price per acre, the Parties shall give due consideration to the market value of the land (unimpaired), the site-wide development costs and the Parties’ allocation of those costs, the value of brownfields tax credits accruing to Belmont, the present value of future property taxes on the land accruing to the Town, the benefit to the community the Preferred Project offers, and similar considerations.
- E. The purchase price per acreage will also be based upon specific assumptions regarding what private development will be permitted in a CZP (such as a minimum number of units of multi-family), and other requirements in a CZP (such as any affordable housing requirements). If the terms of the CZP do not corollate with these assumptions, then the purchase price for the Private Parcel(s) shall be renegotiated and adjusted to account for the financial impact to Belmont of the variance from these assumptions.
- F. Closing on conveying the Private Parcel(s) is anticipated to take place at an appropriate point, to be determined, in relation to the site-wide redevelopment activities.
- G. Payment for the Private Parcel(s) shall be made at Closing.

V. Design and Construction of New Municipal Building.

- A. The Town will select, contract directly with and be solely responsible to pay the invoices of the architect, general contractor, engineers and other professionals needed for the MSC design and construction.
- B. Belmont will serve as the Town's outside project manager and agent in the design and construction. of the MSC. In that capacity, Belmont will:
 - 1. Handle day-to-day communications with the architect, general contractor and other professionals;
 - 2. Coordinate and oversee all schedules;
 - 3. Make weekly reports to the Town's designated development liaison, including regarding progress in relation to schedules, and costs in relation to budget;
 - 4. Make initial review and comments on all draw and payment requests, forwarding them to the Town for payment; and
 - 5. Such other similar project management tasks to be mutually agreed upon by the parties.
- C. Belmont will be paid a project management fee based on a "to-be determined" percentage of the total hard cost for the design, engineering and construction of the MSC that will be agreed upon in the EDA (excluding soft costs like interests).

VI. Parking Deck Access. Assuming as currently contemplated per the concept plan that a parking deck will be constructed by Belmont on the Private Parcel(s), the Parties will enter a 100-year lease, by which Belmont will lease a to-be-determined number of parking spaces on the lowest floors of the deck to the Town for its exclusive use.

VII. Miscellaneous.

- A. Insurance. Through completion of the new municipal building, Belmont will maintain insurance per the terms below:
 - 1. Commercial General Liability (CGL) with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The CGL policy, with Products and Completed Operations coverage, must be continued for a period of 36 months after completion of the new municipal building. The Town named as an additional insured.

2. Business Auto Liability with limits of at least \$1,000,000 for each accident. The Town named as an additional insured.
 3. Workers Compensation for the statutory limits.
- B. Indemnities. Belmont will agree to indemnify and hold harmless the Town, its council members and employees from all loss, liability, claims or expenses (including reasonable attorneys' and expert fees) arising from bodily injury or property damage to any person or persons proximately caused in whole or in part by the negligence or willful misconduct of Belmont, its employees or agents. To the extent allowed by law, the Town will give an identical indemnity to Belmont.
- C. Force majeure. The EDA will contain a common force majeure provision that a party is not deemed to be in material default of the EDA if they are unable to meet a deadline due to circumstances beyond their control (e.g., Acts of God, vandalism), and any such deadline will be extended for the time necessary to remedy the force majeure conditions.
- D. Dispute Resolution.
1. The parties recognize that not all challenges and circumstances that may be faced in a redevelopment project like this one can be identified in advance at the time the EDA is entered, and will work in good faith to address any unforeseen challenges or circumstances, in a way that is consistent with the parties' respective obligations under the EDA.
 2. In the event a dispute arises over a material term of the EDA, the parties' respective, designated project managers will first confer to try to resolve the issue, within five business days of when either project manager invokes the dispute resolution process in writing, describing the issue to be addressed. Unless the project managers agree to an extended period to try to resolve the issue between themselves, any dispute the project managers are not able to resolve will be elevated to the attention of the parties' designated senior managers within 14 business days of when either project manager invoked the dispute resolution process. Due to any urgent circumstances, either project manager may request this schedule to meet and confer for dispute resolution be shortened.
 3. The parties may, but will not be required to, mediate any unresolved dispute prior to the initiation of any civil action between the parties.
- E. Assignment. Belmont may not assign any of its rights or obligations under an MOU or EDA to any third-party without the Town's prior consent. The Town's

consent is not needed, however, for any such assignment to a newly-created entity, subsidiary or affiliate of Belmont, or that has common ownership to Belmont.

- F. E-Verify. Belmont will comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
- G. Non-Discrimination. Belmont will fulfill its obligations under the EDA without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.
- H. Limitation of liability of Town officers or employees. No Town officer or employee will be subject to any personal liability by their execution of the EDA on the Town's behalf, who will do so solely in their official capacities.
- I. No Partnership. The parties do not intend to form a legal partnership in pursuing redevelopment of the Property.

By the signatures of their duly-appointed representatives, the Parties endorse the contents of this MOU.

FOR THE TOWN OF CHAPEL HILL:

By: _____

Maurice Jones,

Town Manager

FOR BELMONT SAYRE, LLC:

By: _____

Kenneth Reiter

Manager

EXHIBIT A – High Level Project Steps

Through Obtaining CZP (Conditional Zoning), Brownfields Agreement and Public Financing:

Step 1 – Memorandum of Understanding (MOU) entered – early February 2022

Step 2 – Concept Plan Submitted for Town Review – by late February 2022

Step 3 – Commencement of joint discussions with DEQ brownfields program representatives – by late February 2022

Step 4 - Economic Development Agreement (EDA) entered – 45 days from completion of Concept Plan Review – *circa* July 2022

Step 5 – Conditional Zoning Permit (CZP) application submitted – 60 days from entry of the EDA – *circa* August 2022

Step 6 –Payment of fee and begin negotiations for Brownfield Agreement (BFA) under Redevelopment Now option – 60days from entry of the EDA – *circa* August 2022

Step 7- Town seeks and obtains bond financing for the MSC building – by the time the CZP is obtained and the brownfields agreement is entered.

After Issuance of CZP, Entry of Brownfields Agreement and Securing Public Financing:

Step 8 – Temporary Relocation of Police Operations and Demolition

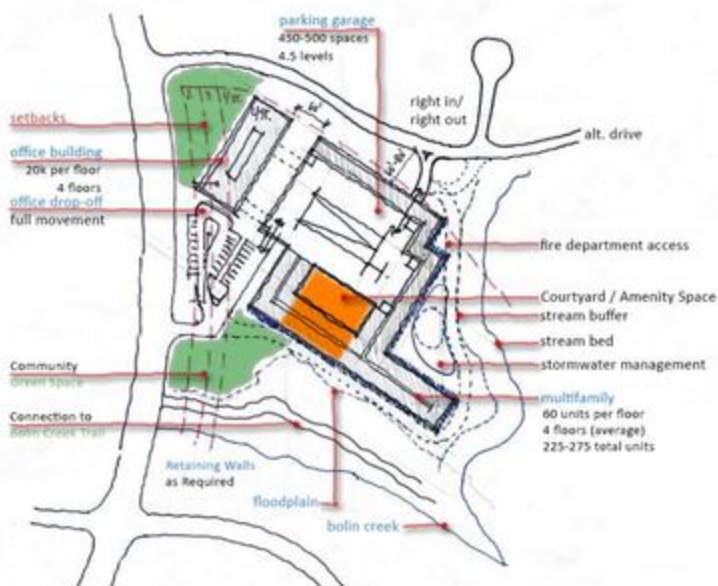
Step 9 – Site-wide Redevelopment and Remedial Tasks

Step 10 – Subdivision of the Property and Conveyance of Land from the Town to Belmont for Private Development Component (assuming Preferred Project is entitled and pursued)

Step 11 - Construction Completion

Step 12 – Permanent Locations of Future Police/MSC Operations

EXHIBIT B – Concept Plan



828 MLK JR. BOULEVARD
PROPOSED SITE PLAN

Market-rate Office Program
 Up to 80,000sf
 Market, workforce housing
 ~225 - 275 units
 ~450 parking spaces
 Stormwater controls
 Expand buildable area



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 10., **File #:** [22-0064], **Version:** 1

Meeting Date: 1/26/2022

Consider Adopting the OneOrange Countywide Racial Equity Framework.

Staff:

Loryn Clark, Deputy Town Manager
Shenekia Weeks, Diversity, Equity and Inclusion Officer

Department:

Town Manager's Office

Overview: In January 2020 the Government Alliance on Race and Equity Multi-Jurisdictional Task Force, One Orange, established subcommittees to work on each plan section. One Orange comprises staff from the Towns of Carrboro, Chapel Hill, Hillsborough, and Orange County.

One Orange is committed to creating a community where race no longer predicts life outcomes and is eager to share this plan with the community. There are five mutually reinforcing pillars of the Racial Equity Framework. Each is represented by a multi-jurisdictional subcommittee led by at least one jurisdictional member and includes staff from each jurisdiction. The subcommittees are Training, Racial Equity Tool Kit, now more aptly named the Racial Equity Assessment Lens (REAL), Community Engagement, Racial Equity Index, and Evaluation and Accountability. Through the work of these committees, a draft plan was established.



Recommendation(s):

That the Council receive and adopt the OneOrange Countywide Racial Equity Framework: Catalyst for Moving Forward.

Background

In June 2021, the Orange County Board of Commissioners received the [Orange County Racial Equity Plan: A Framework for Moving Forward](https://www.orangecountync.gov/DocumentCenter/View/17039/One-Orange-Countywide-Racial-Equity-Plan-?bidId=>) <<https://www.orangecountync.gov/DocumentCenter/View/17039/One-Orange-Countywide-Racial-Equity-Plan-?bidId=>>>. Since June 2021, the One Orange staff team organized community outreach events, shared the draft plan with the community, and received valuable feedback. Three general sessions, held online, were designed to inform, involve, and consult with the community by sharing the purpose and status of the draft plan and by asking a series of questions to gauge if the plan met the community's interests and needs in advancing racial equity. The responses were used to create questionnaire for targeted outreach engagement. Information about the racial equity plan was provided along with the questionnaire. One Orange utilized the feedback to refine the Racial Equity Plan. Since the Plan was initially presented, the One Orange team has made the following adjustments:

- Revised Racial Equity Tool provides a more detailed analysis.
- Developed Racial Equity Assessment Lens FAQ.
- Expanded the Community Engagement section includes suggested strategies and tools.

Key Issues:

The **One Orange Countywide Racial Equity Framework Catalyst for Moving Forward** relies on

developing and implementing five pillars: Training, Racial Equity Assessment Lens (REAL), Community Engagement, Racial Equity Index, and Evaluation and Accountability.

Training, Racial Equity Assessment Lens, and Community Engagement are the mechanism by which each jurisdiction can begin to normalize conversations around race and organize their internal structures to begin uncovering bias within their practices, policies, and programs.

- **Training Progress**

- 28 Town employees have attended GARE's Racial Equity Training. Post-training surveys reflected:
 - 100% understand the role of government in advancing equity
 - 94% better understand diversity, equity, and inclusion (DEI) terms
 - 87% better understand the need to operationalize and organize DEI efforts
- Implemented a Recruitment, Retention, and Promotion Academy for Town employees addressing the following topics:
 - Sourcing & Recruitment
 - Retention
 - Promotion and Development
- Wellness Lunch & Learn on Medical Microaggressions
- Black History Lunch & Learn Series
- Racial Equity Institute Training (Phase 1 & 2)

- **Racial Equity Assessment Lens Progress**

Infrastructure implemented to operationalize REAL Tool:

- Established a Town Equity Lab, a bi-monthly space for staff to become new learners of REAL Lens and begin applying the lens to current and future initiatives while receiving support from the DEI Officer.

- **Community Engagement Progress**

The current community engagement tools have influenced the following initiatives:

- American Rescue Plan Act (ARPA) Implementation
- Reimagining Community Safety Task Force Implementation
- Community Connections Strategies
- Let's Talk Town
- Land Use Management Ordinance (LUMO) Revision
- Boards and Commissions Recruitment Strategies
- Town's Community Survey

Strategies Under Development

- The Racial Equity Index informs community-level outcome measures and jurisdictional racial disparity reduction strategies when fully established and combined with community engagement. Discussions are ongoing with data vendors.
- Evaluation and accountability will measure the implementation of county-wide and jurisdictional racial equity initiatives.

Coordinated plan presentations are currently underway; Orange County Commissioners adopted the plan on January 18. If the Council chooses to receive and adopt this plan, the Equity Lab will serve as the infrastructure to transition Town staff from early adopters of racial equity tools to racial equity practitioners. Moving racial equity from innovation to standard practice is the goal.

Fiscal Impact/Resources: There is no fiscal impact associated with adoption of the County-wide Racial Equity Plan. Adoption of the plan would require staff to continue coordinating implementation and planning with our county wide partners.

Next Steps: We anticipate returning to the Council in the Fall for guidance and potential financial support for the following items: Racialized History Report, Racial Equity Capacity Building Training, and Racial Equity Index and evaluation and accountability.

**Attachments:**

- Resolution
- Draft Staff Presentation
- One Orange Countywide Racial Equity Framework: Catalyst for Moving Forward

**A RESOLUTION ADOPTING THE ONEORANGE COUNTYWIDE RACIAL EQUITY FRAMEWORK
(2022-01-26/R-7)**

WHEREAS, One Orange is committed to creating a community where race no longer predicts life outcomes and is eager to share this plan with the community.; and

WHEREAS, in January 2020, the GARE Multi-Jurisdictional Task Force, One Orange, established subcommittees to work on each plan section. One Orange comprises staff from the Towns of Carrboro, Chapel Hill, Hillsborough, and Orange County; and

WHEREAS, the One Orange Countywide Racial Equity Framework Catalyst for Moving Forward relies on developing and implementing five pillars: Training, Racial Equity Assessment Lens (REAL), Community Engagement, Racial Equity Index, and Evaluation and Accountability; and

WHEREAS, Training, Racial Equity Assessment Lens, and Community Engagement are the mechanism by which each jurisdiction can begin to normalize conversations around race and organize their internal structures to begin uncovering bias within their practices, policies, and programs.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council, in coordination with Carrboro, Hillsborough, and Orange County, commits to building racial equity capacity within the Town of Chapel Hill by adopting the One Orange Countywide Racial Equity Framework: Catalyst For Moving Forward, as described in the January 26, 2022 meeting materials.

BE IT FURTHER RESOLVED that the Training, Racial Equity Assessment Lens, and Community Engagement are the mechanisms the Town of Chapel Hill will implement to normalize conversations around race and organize their internal structures to begin uncovering bias within their practices, policies, and programs.

BE IT FURTHER RESOLVED that the One Orange Multi-jurisdictional team will continue to meet to coordinate the Racial Equity Index and the Evaluation and accountability measures.

BE IT FURTHER RESOLVED that the One Orange Multi-jurisdictional Team will return to the Council in the Fall of 2022 for guidance and potential financial support for the following items: Racialized History Report, Racial Equity Capacity Building Training, and Racial Equity Index.

This the 26th day of January, 2022.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Shenekia Weeks, Diversity, Equity and Inclusion Officer

RECOMMENDATION: That the Council receive and adopt the One Orange Countywide Racial Equity Framework: Catalyst for Moving Forward.



One Orange Countywide Racial Equity Framework: Catalyst For Moving Forward



One Orange Mission Statement

One Orange is a commitment by Orange County leaders and staff to uncover and address implicit racial biases in our institutions to ensure that race can no longer be used to predict life outcomes in our community.

Framework Report

1. Introduction & Overview

2. Racial Equity Pillars Updates

- Training & Organizational Capacity
- Community Engagement
- Racial Equity Index
- Racial Equity Assessment Lens
- Evaluation and Accountability

3. Next Steps

4. Questions

draft

What is Racial Equity?

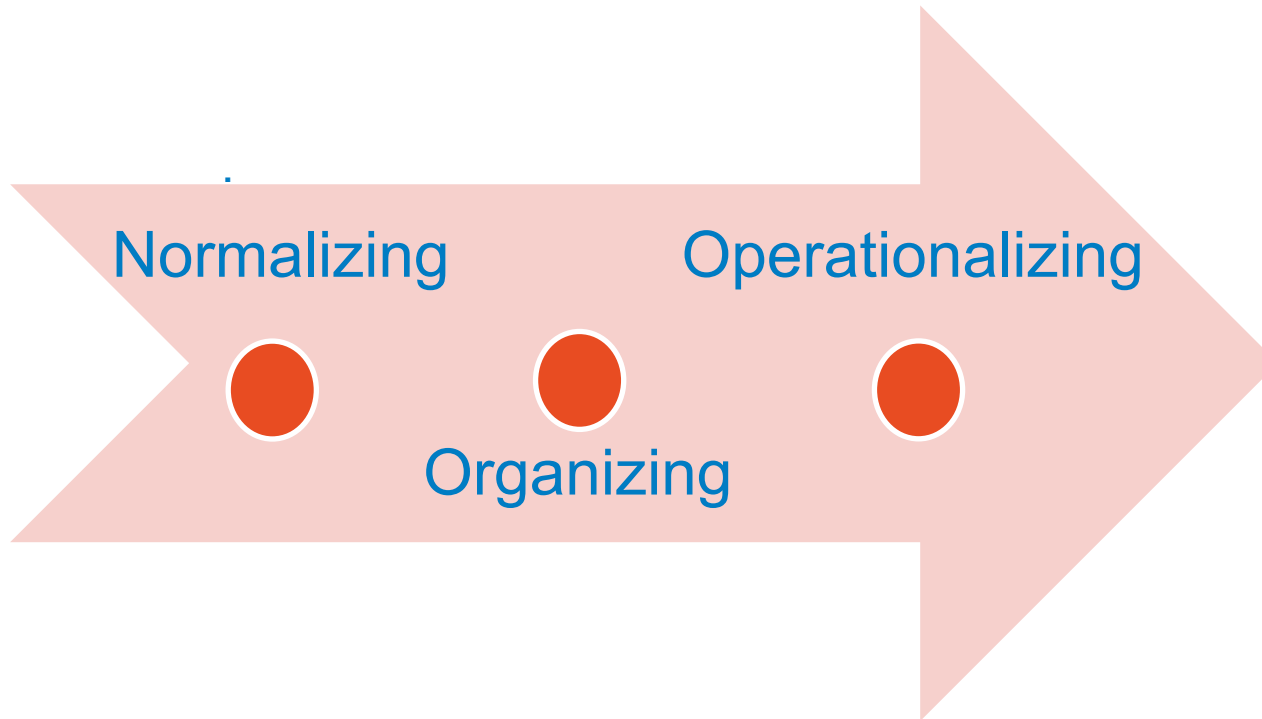
- When race can no longer predict life outcomes
- People of all races struggle, and when you compare outcomes across most indicators, black and brown people struggle the most.

Draft

Why Equity?

- Racial equity is about making sure our policies and practices no longer cause harm to black and brown communities.
- When we do this, we make things better for everyone.
 - Equity is about fairness
 - Equality is about sameness

Why Race?

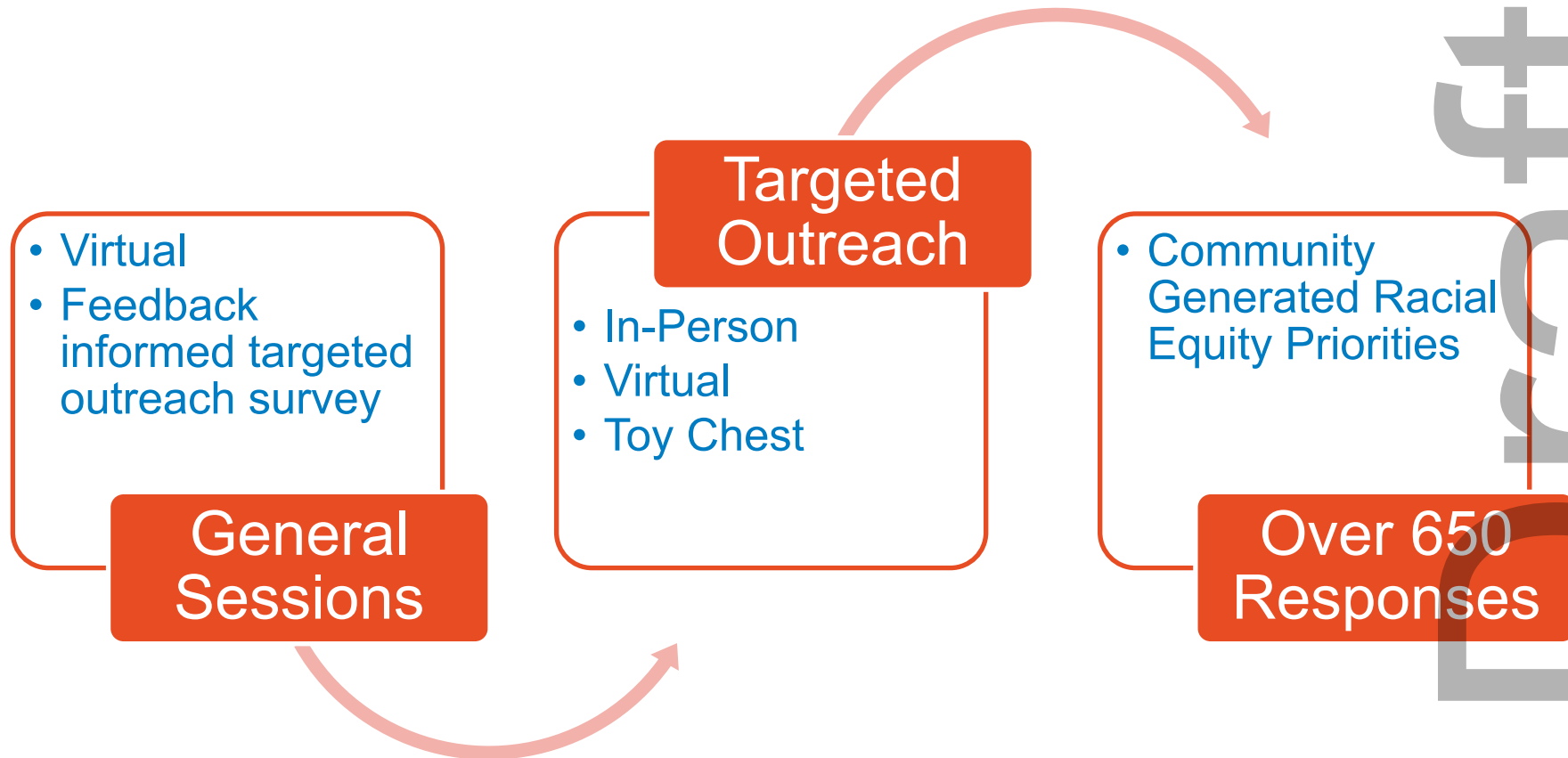


Systems are built that better address wealth inequity and recognize bias for all people.

Government Alliance on Race and Equity (“GARE”)

- Support state and local jurisdictions that are advancing racial equity;
- Build internal capacity to uncover racism and bias within their organization; and
- Help expand and strengthen local and regional collaboration.

Community Engagement



[illegible]

What three results regarding racial equity would you like to see?

285 Improved Education Outcomes for Children of Color

285 Increased Affordable Housing Options

162 Increased Employment Opportunities for People of Color

157 Improved Health Outcomes for People of Color

146 Decreased Criminal Justice Involvement for People of Color

140 Increased Opportunities for Youth Voice(s)

138 Increased Community Unity

119 Increased Decision-Making Opportunities for People of Color

108 Increased Influence on Budget/Resource Allocations

82 Increased Community Engagement for People of Color

82 Increased Local Government Accountability to Communities of Color

Racial Equity: Catalyst for Change



draft

Training & Organizational Capacity

- Developed a plan to provide training to key stakeholders to advance racial equity and embed racial equity into countywide systems.

draft

Community Engagement

Principles

Commit to change toward a new power dynamic for shared decision-making, working together with the community.

Commit to co-design desired results and engagement processes (IAP2 Spectrum of Public Participation) with the community.

Commit to listen, learn, and implement solutions from all communities, especially impacted communities of color

Commit to provide training and technical assistance for employees seeking to engage and build partnerships with the community.

Key Updates

- Community Engagement Framework
 - International Association for Public Participation (IAP2) Model
- 3-Step Community Engagement Process

Step 1 CLARIFY

- Community Engagement Design Tool

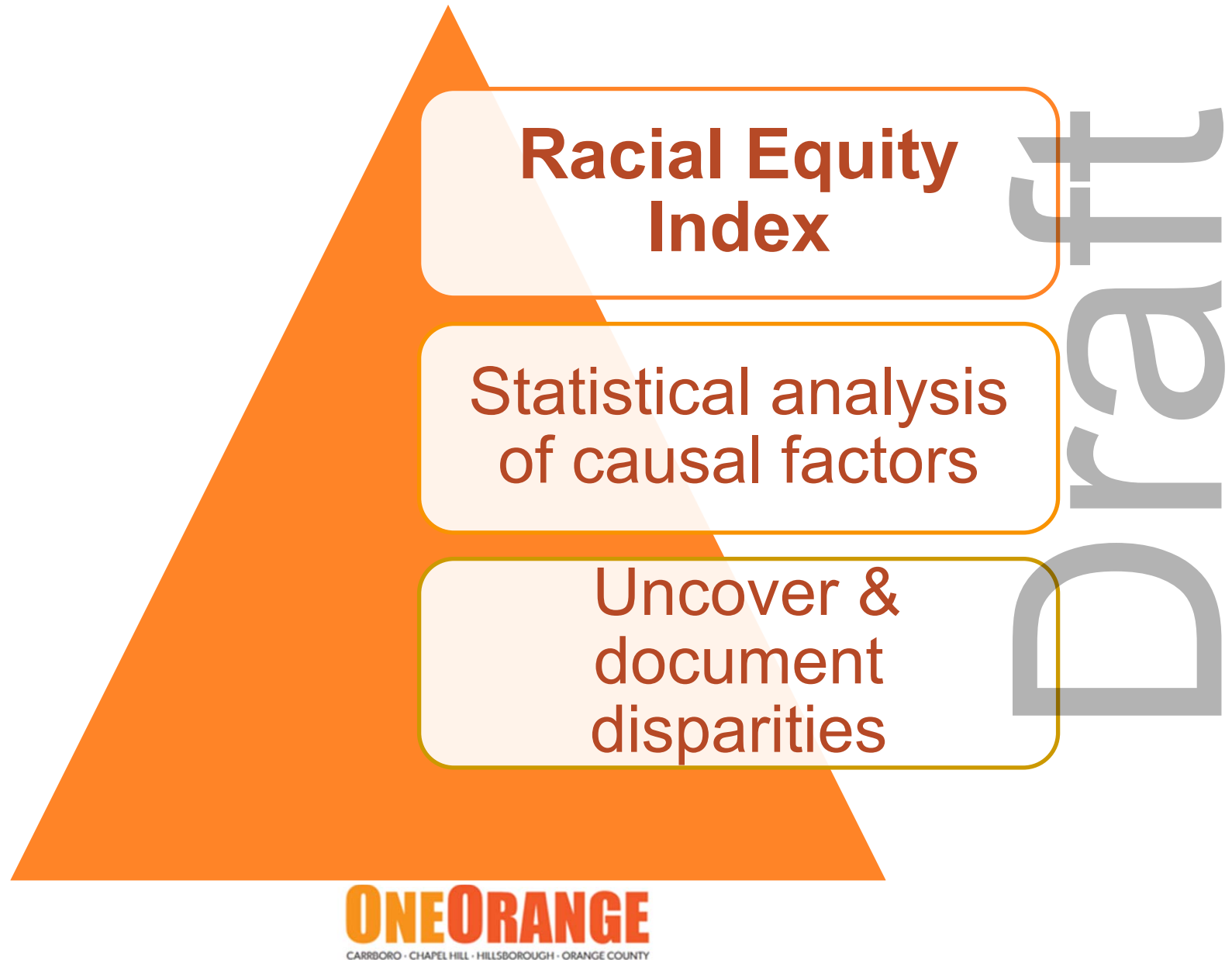
Step 2 DETAIL & TAILOR

- Community Engagement Matrix Tool

Step 3 SELECT STRATEGY

- IAP2 Methods Matrix

Racial Equity Index (Data Process)



Racial Equity Assessment Lens

- Approach to evaluate existing and new policies, practices, services and other initiatives using a racial equity lens.
- Aligns racial equity outcomes to racial equity goals.

draft

Evaluation and Accountability

- The Evaluation and Accountability Committee will develop an Evaluation Plan based on the principles of the Results-Based Accountability (“RBA”) framework.
- RBA is a national model and provides a disciplined, data-driven, decision-making process to help local governments take action to solve problems.
- An Evaluation Plan will help local governments apply racial equity principles embedded into the Results-Based Accountability (RBA) methodology into Racial Equity Action Plans.

Training Implementation

- GARE's Racial Equity Training
- Recruitment, Retention, and Promotion Academy for Town employees
- Wellness Lunch & Learn on Medical Microaggressions
- Black History Lunch & Learn Series
- Racial Equity Institute Training

draft

Racial Equity Assessment Lens Implementation



The Equity Lab

Brave collaborative space for Town of Chapel Hill employees to apply racial equity tools to current and future projects, policies, and programs. The Equity Lab, an internal mechanism by which we will operationalize equity principles and produce equitable outcomes within the town and the community.

The graphic features a black background. On the left, the text 'The Equity Lab' is displayed in a large, white serif font. To the left of the text is a vertical column of seven lightbulbs; the middle one is illuminated with a rainbow glow, while the others are unlit. On the right side of the graphic, there are two white line-art icons: the top one shows two stylized human figures with curved arrows indicating a collaborative cycle, and the bottom one is a magnifying glass. The central text is in a smaller, orange, sans-serif font.

Community Engagement

- American Rescue Plan Act Implementation ARPA
- RICS Implementation
- Community Connections Strategies
- Let's Talk Town
- LUMO Revision
- Boards and Commissions Recruitment Strategies
- TOWN Community Survey

draft

Next Steps

Next Steps

- Continued Collaboration
 - Develop racialized history
 - Design racial equity index, evaluation and accountability
 - Racial equity capacity building training

Multi-Jurisdictional Leads

Carrboro: Anita Jones-McNair,

Chapel Hill: Shenekia Weeks

Hillsborough: Haley Bizzell, Jen Della Valle

Orange County: Erica P. Bryant, Nancy Coston, Sharron Hinton

Special Acknowledgement: Annette M. Moore

Does this plan meet your interests?

One Orange Countywide Racial Equity Framework Catalyst For Moving Forward

Introduction and Overview

Throughout the country, more and more communities are committing to advancing racial equity. Many are pursuing foundation first and following the National Practice - normalize, organize and operationalize the work. Orange County jurisdictions are also committed to this work and that commitment is one of the main reasons why we are members of the Government Alliance on Race & Equity (GARE). GARE is a national network of government agencies working to advance racial equity. Over the past decade, a growing field of practice has emerged based on lessons learned from practitioners, as well as academic experts, studying data and listening to the community so that residents have better outcomes. GARE brings together governments throughout the country to provide racial equity training, racial equity tools, sharing best practices, peer-to-peer learning, and academic resources to help strengthen work across jurisdictions. As a county and within our individual jurisdictions, we continue to benefit from our involvement.

Many people ask, “What is racial equity and why consider race”?

WHAT IS "RACIAL EQUITY"?

GARE defines racial equity as "when race can no longer be used to predict life outcomes and outcomes for all groups are improved."

- The difference between racial equity and equality is that equity is about fairness, while equality is about sameness.
- Equity cannot be achieved until everyone starts from a level playing field.
- Across all indicators of success, racial inequities continue to be a factor (e.g., education, housing, criminal justice, jobs, public infrastructure, and health).

Over the history of our country, government has created and maintained a hierarchy based on race, of who succeeds, fails, benefits, and burdened by the laws, policies, and practices. Inequities are sustained by historic legacies, structures, and systems that support these patterns of exclusion. To achieve racial equity, a fundamental transformation of government is necessary. In prior years, the government has focused on addressing the symptoms of racial inequity by:

- Funding programs and services that have proven to be mostly ineffective at addressing underlying causes; and
- Passing Civil Rights laws, which made racial discrimination illegal, but, after more than 50 years, racial inequity continues to exist.

Government efforts, instead of focusing on symptoms of racial inequity, should focus on the policies and institutional strategies that are driving the production of inequities.

WHY RACE?

Race is a social construct and not biological, as people often think. Defining racial categories has changed over the years. Issues involving race are often "the elephant in the room" but rarely discussed with a shared understanding. To advance racial equity, it is necessary we talk about race.

In the United States, while race, income, and wealth are closely connected, racial inequity is not just about income. Even when income is the controlling factor, there still exist many inequities across multiple indicators of success, including education, jobs, housing, health and incarceration. It is important to talk about race to advance racial equity. To advance racial equity, we must normalize the conversation about race and operationalize strategies for advancing racial equity. In advancing racial equity, we will also be building systems that allow us to address income and wealth inequity and recognize the bias that exists based on gender, sexual orientation, ability, age, and religion. Focusing on race allows us to develop a framework, tools, and resources that apply to other areas of marginalization, recognizing that different strategies will be necessary to achieve equity in other areas.

RESULTS - ADVANCING RACIAL EQUITY IMPROVES OUR COLLECTIVE SUCCESS

Focusing on racial equity is critical in helping us achieve different outcomes for our communities. The goal is not just to eliminate the inequities between whites and people of color, but to increase and enhance the success of all groups. To eliminate disparities, we must strategize based on the experiences of communities being underserved by existing institutions, systems, and structures. To understand the experience of those communities, they must be included and engaged. In this process, we move past looking at disparities and find racialized systems that are costly, suppress outcomes, and life chances for all groups. Systems that are failing communities of color are failing us all by suppressing life chances and outcomes.

The One Orange Countywide Racial Equity Framework: Catalyst for Moving Forward is designed with the commitment of uncovering and addressing implicit biases in our jurisdictions to ensure that race no longer can be used to predict life outcomes in the Orange County community. Since August 2020, a multi-jurisdictional workgroup collaborated on this framework using GARE methodology and listening to the community. The workgroup presented a recommendation to develop a countywide framework to elected officials of the Towns of Carrboro, Chapel Hill, and Hillsborough and Orange County between October 2020 and January 2021.

Upon receiving support from the elected officials, the multi-jurisdictional workgroup formed sub-committees and began working on this framework for change. Sub-committees began researching, collaborating, compiling findings and drafting sections of the framework in April 2021. The first draft of the framework was shared with elected officials and other stakeholders in June 2021.

This working document embodies racial equity as the strategy for change. The change materializes using five pillars – 1) Training, 2) Community Engagement, 3) Racial Equity Index, 4) Racial Equity Assessment Lens and 5) Evaluation/Accountability. Each jurisdiction will use this framework as guidance to take action on a county and jurisdictional level.

One Orange Community Engagement in Action

The initial framework draft was presented in June 2021, and community engagement remains a touchstone of the framework. The multi-jurisdictional workgroup offered three general presentation sessions, followed by targeted outreach presentations to various communities and demographic groups and collected questionnaire feedback.

The general sessions, held online, were designed to inform, involve, and consult with the community by sharing the purpose and status of the draft plan and by asking a series of questions to gauge if the plan met the community's interests and needs in advancing racial equity. See questions and response summaries below. During targeted outreach, the length of the presentations adjusted due to time constraints. Information about the racial equity plan was provided along with the questionnaire.

In total, there were 660 responses, some participants selected more than three results regarding racial equity that they would like to see. Overwhelmingly we encountered equity friendly community members and many of those have lived experiences as a person of color. Many of the comments denoted a lack of trust that progress towards racial equity will be achieved. Through further development and full implementation of each of the pillars listed below, we intend to restore that trust.

Question 1: What is one hope and one fear about this Countywide Racial Equity Framework?

- **Hopes** – Community, change, people being treated fairly, unity, and peace.
- **Fears** – Lack of action, initiative will fail, increased racial tension, and violence.

Question 2: What three results regarding racial equity would you like to see?

There were 11 major themes noted. The top four results were:

1. Improved Education Outcomes for Children of Color
2. Increased Affordable Housing Options
3. Increased Employment Opportunities for People of Color
4. Improved Health Outcomes for People of Color

See additional details and tables in Appendix A.

Racial Equity Pillars

A sub-committee was developed for each pillar - Training, Community Engagement, Racial Index, Racial Equity Assessment Lens, and Evaluation and Accountability. Each subcommittee included staff from Carrboro, Chapel Hill, Hillsborough and Orange County.

Pillar 1 – Training and Organizational Capacity

Organizational capacity is a key component in advancing racial equity efforts. This includes a plan to provide training to build capacity and advance racial equity in countywide systems. It is important to provide adequate racial equity training to ensure that employees, Elected Officials, advisory boards and commissions, community partners and other stakeholders build a foundation including definitions of key terminology and commonality. It is also important to evaluate policies, services and new initiatives incorporating an equity lens and encompassing racial equity in everyday operations and decision-making processes.

GARE racial equity training topics include:

- History of race
- Implicit and explicit bias
- Institutional and structural racism
- How to use and apply racial equity tools
- Understanding the role of government in advancing racial equity
- Be motivated to take action

Targeted training groups:

- Elected officials
- Management/supervisors
- Non-management
- Advisory board and commission members
- Community/business partners
- General public

To ensure that an organization is ready to train the various groups, each organization should look at the organization's readiness to make a change. Leadership needs to be supportive of efforts and establish a clear vision. An organization must also have appropriate resources such as staff time and budget. Training can be provided as a requirement for all staff or as a voluntary opportunity.

While the specific training implementation will be determined by each jurisdiction, a benefit of this countywide effort is the opportunity to leverage one another and collaborate on training, when possible.

Appendix B has more detailed information developed as a set of best practice guidelines to review and consider prior to implementing racial equity training.

Pillar 2 – Community Engagement

Community Engagement, a vital strategy in centering and advancing racial equity in the community, requires the expertise and people of lived experiences. To effectively remove race as a predictor of success, residents and employees of color should also be engaged as subject matter experts on institutional barriers and the strategies to dismantle those barriers. This engagement will make for better procedures, policies, and programs.

This sub-committee established the following shared principles for shifting the power dynamics in government to prioritize the perspective of communities most impacted by racism.

ONE ORANGE RACIAL EQUITY COMMUNITY ENGAGEMENT PRINCIPLES

Commit to change toward a new power dynamic for shared decision-making, working together with the community.	Commit to listen, learn, and implement solutions from all communities, especially impacted communities of color	Commit to co-design desired results and engagement processes (IAP2 Spectrum of Public Participation) with the community.	Commit to provide training and technical assistance for employees seeking to engage and build partnerships with the community.
--	---	--	--

Each jurisdiction has community engagement methods and strategies, and the strategy laid out in Appendix C can be used to strengthen and supplement those efforts. The Spectrum of Public Participation below is a tool of the International Association for Public Participation (IAP2). The international professional organization works to advance the practice of public participation globally, and the spectrum is considered a best practice. Additional tools adapted from various sources are provided to help operationalize community engagement.

Use the 3-Step Community Engagement Process to select the best engagement approach. This process can assist jurisdictions in creating an engagement process that centers equity and honors the wealth of knowledge in each jurisdiction. Community engagement provides an opportunity to repair or replicate harm and to build relationships and community. For all community members, each interaction and each engagement contribute to the experience of their relationship with the government. Our focus on racial equity acknowledges that interactions and lack of engagement have historically led to disparate outcomes for communities of color. Community engagement fulfills the social justice maxim, “Nothing About Us, Without Us,” and increases the likelihood of community buy-in during implementation.

GARE also suggests providing a form of reimbursement for their time and expertise — not as an incentive but as compensation. Jurisdictions are encouraged to explore community engagement compensations strategies, begin piloting the 3-Step Community Engagement Process and provide feedback as we continue to refine the One Orange Community Engagement Strategy.

The One Orange Racial Equity Framework requires a pragmatic approach informed by the analysis racially disaggregated data from the Racial Equity Index covered in the next section of this report, coupled with the information learned through community engagement.

Pillar 3 – Racial Equity Index

The overall goal of this pillar is to develop an index depicting the correlations of key indicators to predict outcomes and impacts on racial disparity in identified areas such as income, education and health in the county and jurisdictions. The use of data and analytics is integral to the work of GARE to present a descriptive picture of where the county and municipalities are currently in racial equity work, and to track progress overtime.

The first work deliverable will be developing an overview of available relevant data and organizing it into a user-friendly public-facing web page. Some of this work is anticipated to build on current intergovernmental work being completed through Carolina Demography.

The second deliverable will be an analysis of the county workforce data utilizing the SAS modeling. After this pilot, a decision will be made about the platform to use for future index work.

Pillar 4 – Racial Equity Assessment Lens

Evaluation of existing and new policies, practices, services and initiatives is another component of advancing racial equity efforts. The Racial Equity Assessment Lens is designed with a user-friendly approach incorporating a racial equity emphasis. The findings can effectuate change that results in better community outcomes. To maintain the effectiveness of this approach, periodic review of this assessment lens should occur based on real life experiences. See Appendix D for FAQ's and assessment lens.

Pillar 5 – Evaluation and Accountability

The Evaluation and Accountability Sub-committee is working on an evaluation process based on the Results-Based Accountability principles (RBA) framework. The RBA framework provides a disciplined, data-driven decision-making process to help local governments take action to solve problems. RBA is embedded in the Racial Equity Assessment Lens that "starts with the desired result and works backward to the means, to ensure the desired results that your plan works toward community results with stakeholder-driven implementation." Results-based accountability helps distinguish between population level (whole group), and performance measure (activity-specific) indicators that organizations use to determine whether they are having an actual impact. The RBA framework indicates the relationship over time between results, indicators, and activities. It is based on seven questions of population accountability: What are the desired results? What would the results look like? What are the community indicators that would measure the desired results? What does the data tell us? Who are your partners? What works to change the data trend toward racial equity? What actions should you start with?

Performance Accountability for Actions: The Road to Getting to Results

In using the RBA framework, the groundwork has already been set. For each community indicator, the group has identified a set of actions. Facilitated action planning sessions help to refine the steps. Population-level indicators and results will then help to build a performance plan. Performance measures will ensure actions or activities are crafted in a way to decrease racial disparities. More details are outlined in Appendix E.

Some questions asked in this process are:

1. Who do you serve?
2. What is an action's intended impact?
3. What is the quality of the action?
4. What is the story behind the data?
5. Who are the partners with a role to play?
6. What works to have a greater impact?
7. What are the next steps?

Community outreach is a necessity in evaluation and accountability. A performance measure is a quantifiable measure of how well an action is working and an action are the specific things that a jurisdiction will do to achieve the outcomes. Some questions to consider includes: Are there outcomes and actions that are receiving less attention than others? Is there a need to change the plan? Have plan actions been implemented or are in progress? What do the results indicate as to how to improve? Is there an explanation and/or proposal for resolving the issue if there are unmet or blocked actions Are there racially diverse staff working on the plan over the year(s)? Are residents of color engaged in the

implementation of the plan over the year(s)? Are measures being recorded and updated as actions change, or are they completed? Is the jurisdiction reporting on challenges and successes?

The One Orange Racial Equity Framework is designed so that evaluation and accountability of racial equity work is aided by the Racial Equity Assessment Lens which is rooted in Results Based Accountability. Evaluation of actions and outcomes is a continual process that relies on community outreach, transparency, and effective data analysis.

Implementation

The multi-jurisdictional task force will continue to work collaboratively on education, projects, community engagement and communication. Racial equity work should be guided by the Racial Equity Goals and decisions of Elected officials in each jurisdiction. Each jurisdiction will use the five pillars as the foundation to take action on a jurisdictional level.

Acknowledgements

Jurisdictional CORE Team Members: Bolded Names Reflect Multi-Jurisdictional Team Members

Carrboro

Anita Jones-McNair, Lakisha White-Kelly, Allie Hansen, Chris Clark, Catherine Lazorko, Jon Hartman-Brown, Cary McNallan, James Walker, Zequel Hall, Greg Sherman, Julie Eckenrode, Laura Janway Mary Bryant, Trish McGuire and Will Potter

Chapel Hill

Shenekia Weeks, Rae Buckley, Celisa Lehew, Lisa Edwards, Tom Clark, and Shannon Bailey

Hillsborough

Haley Bizzell, **Jen Della Valle**, Stephanie Trueblood, Eli Valsing, and Catherine Wright

Orange County

Erica P. Bryant, **Nancy Coston**, **Sharron Hinton**, Brenda Bartholomew, Quintana Stewart, Renee Price, Robert Williams, Sarah Pickhardt, Melvyn Blackwell, Desmond Frierson, Jennifer Galassi, Diogenes DeLosSantos, Juliet Sheridan, Tara May, and Vicki Jones

Appendices

APPENDIX A. - One Orange Community Engagement in Action Results

General Organizational Invite	Targeted Outreach Presentation
Marian Cheek Jackson Center	Refugee Support Center
El Centro Hispano members	Northern Orange Branch of the NAACP members
Cedar Grove Community Center	Public housing residents
Rogers-Eubanks Neighborhood Association (RENA)	Orange County Changemakers
Juvenile Justice Crime Control Commission	Orange County Partnership to End Homelessness
Third Sector Alliance	Chapel Hill-Carrboro of the NAACP members
Orange County Community Remembrance Coalition	Long -Term Recovery Groups/contacts
Refugee Community Partnership members	Inter-Faith Council residents
Orange Congregations In Missions	Local Reentry Council
United Voices of Efland Cheeks	Intergovernmental Park Work Group
Orange County Juvenile Crime Prevention Council	Orange County Toy Chest
A Helping Hand	Orange County Senior Center
Art Therapy Institute	Chapel Hill - Carrboro Public Housing
Big Brothers Big Sisters of the Triangle, Inc	Joint Board of Health
Boys and Girls Club of Durham and Orange County	Chapel Hill – Carrboro School Board
Transplanting Traditions Community Farm, Inc.	Carrboro Racial Equity Commission
Farmer Food Share	Chapel Hill Public Housing Resident Council meeting
Piedmont Health Services	Orange County School Board
Boomerang Youth, Inc.	Orange County Commissioners
Table NC	Orange County Board of Health meeting
Club Nova Community, Inc.	
The Arc of the Triangle	
Chapel Hill Meals on Wheels	
Hope Renovations	
Pathway to Change	
Community Members	

Specifically, the following community input was gathered. Using the interactive tool Mentimeter, during the general sessions, the visual representation below captures attendees responses displaying the most frequent words more prominently.

The multi-jurisdictional workgroup learned it is easier to connect with community bodies formed with decision-making authority, specific planning responsibilities, or service providers. By leveraging Orange County's Toy Chest, we were able to reach voices that would otherwise go unheard. Conversely, engaging people of color in the community with different lived experiences of institutional racism through general invitation can be challenging for many reasons. However, many of the families opted to take the survey, going beyond checking a box to thoughtfully crafting sentences to voice their desire for racial equity. As we move forward to effectuate this plan, each jurisdiction is encouraged to use the communities' input as they apply a racial equity lens to their policies, practices, and initiatives

APPENDIX B. TRAINING/ORGANIZATIONAL CAPACITY FRAMEWORK

Purpose: The training committee will develop a plan to provide training to policymakers, managers, staff, boards and commission members, community partners, and the general public to build capacity to advance racial equity and to embed racial equity into countywide systems.

1. Each organization should identify the following prior to providing racial equity training:

- a. Organization's racial equity vision – this will allow the organization to determine how the training can align with and make progress toward the overall equity vision.
- b. Purpose of the training
- c. Training goals
- d. Assessment of what has already been done, such as policy revisions and previous trainings including the content, focus, and perspectives of previous trainings.
- e. Next steps after training and who is responsible for moving those efforts forward.

2. Questions to ask prior to training:

- a. What is the staff's capacity to take on this training and time commitment?
- b. Does the organizational culture support candid conversations around race and equity?
See Organizational Capacity section below.
- c. Is leadership invested in transformative change?
- d. What do employees expect and/or want to get out of the training? Training can then be tailored to those interests.
- e. What are timely next steps for participants?

3. Structure of training: Below are guidelines and/or suggestions and considerations for the structure of racial equity training.

- a. Adapt presentation style for each member group ensuring diversity of participants within each training session.
 - Elected officials
 - Management/supervisors
 - Non-management
 - Advisory board members
 - Community/business partners
 - General public
- b. Multiple training facilitators across jurisdictions & a technical support person
 - Have diverse facilitators to keep trainees engaged including at least one facilitator that is representative of the majority of the group regarding gender and race.
 - Consider having a technical support person to help facilitate.
- c. Offer initial training to start the conversation around racial equity and provide background information.
 - Balance lecture with discussion, breakout sessions, and group discussions.
 - GARE training should be completed consecutively.
 - Training length, including the number of days and hours, will likely vary for each organization depending on the culture, goals, purpose of the training, and the number of people in attendance.

Suggested preparation

- Practice presenting the training beforehand.
- Review GARE's FAQs to prepare for answering staff questions.
- Share resources including training content and FAQs with facilitators across organizations.

4. Training Content:

- a. Initial background/information session on racial equity. This introductory training would be geared toward new employees or people who have not attended racial equity training. The initial training helps build a shared language and understanding of basic

concepts. When presenting the training content, consider varied literacy and learning styles across participants.

b. On-going/follow-up training

Implicit and explicit bias

Institutional and structural racism

Racial equity tool – what it is and how to use it for your organization.

Inclusive outreach and public engagement

Operationalizing and organizing racial equity

c. After the training, ask for feedback or an evaluation to help improve future training content.

5. Organizational Capacity:

a. Organization's culture

Is the organization ready to make changes to advance racial equity?

b. Develop, engage and maintain a core team of employees from multiple levels of influence across departments.

c. Time commitment

- Facilitators and participants
- Initial training from GARE and learning COHORT process.
- Train the trainer approach.
- Management & supervisors time to attend trainings and complete assignments outside of training.

d. Resources






- Budget
- Community partners
- Employee commitment
- Full-time diversity, equity, and inclusion position

e. Cross-organizational teams

- Facilitation

APPENDIX C. Suggested Community Engagement Strategy

Spectrum of Public Participation

	 Inform	 Consult	 Involve	 Collaborate	 Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public	<i>We will keep you informed.</i>	<i>We will keep you informed, listen and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.</i>	<i>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed, and we will provide feedback on how public input influenced the decision.</i>	<i>We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.</i>	<i>We will implement what you decide.</i>

Increasing impact on decision-making



Levels of Participation Defined

[Organizing Engagement](#) provides a detailed description of each level of participation and its benefits and limitations.

LEVEL OF PARTICIPATION	BENEFITS	LIMITATIONS
Inform: In an informing process, participants are largely passive recipients of information, although they may use the information they receive later to vote or choose to participate in additional engagement efforts.	At its most effective and beneficial form, the information shared with the public is as objective, accurate, and fact-based as possible and an informing process keeps the public apprised of the rationales motivating the decisions being made by leaders.	In its most potentially harmful manifestation, an informing process can be used as a manipulative tactic to mollify legitimate public concerns or deceive the public into supporting a decision or policy that is not in their interest. <i>*Use the Racial Equity Assessment Lens to investigate benefits and burdens of your project on the community.</i>
Consult: In a consulting process, participants contribute their viewpoints, opinions or preferences, and leaders then use this information to inform decisions.	At its most effective and beneficial form, a consulting process improves the outcomes of a decision-making process by giving public officials a more accurate understanding of the beliefs, needs, concerns, or priorities of those their decisions will impact.	At its most harmful form, a disorganized consulting process can take a large amount of the public's time or resources but produce few tangible results, or it can be manipulatively designed to make the public feel it has been heard when leaders are ignoring the public's recommendations. <i>*Provide compensation when possible.</i>
Involve: In an involving process, participants are actively involved in a decision-making process organized by leaders.	At its most effective and beneficial form, an involving process includes members of the public in meaningful roles, with the public included from the beginning stages of the process through its conclusion.	At its most harmful form, an involving process can be intentionally and selectively exclusionary to empower some members, groups, or viewpoints over others, or it can be so mismanaged, disingenuous, or even fraudulent that the public begins to distrust those in leadership positions, lose faith in their public institutions, or question whether any participatory process can be genuine. <i>*Racial equity requires that we are race explicit, not exclusive. Center the voice of people of color and lived experiences.</i>
Collaborate: In a collaborative process, leaders work in partnership with members of the public to identify problems and develop solutions.	At its most effective and beneficial form, genuine collaborative processes and partnerships give leaders and participants equal status, with those who hold the power sharing some degree of control, management, or decision-making authority with participants.	At its most harmful form, leaders use their position, authority, influence, or power to exploit or disempower their partners or ask them to do all the work on a project while the leaders derive most of the benefits, funding, or accolades. <i>*Provide compensation when possible.</i>
Empower: In an empowering process, leaders may partially or entirely turn over control, management, or decision-making authority to public participants, or the public may mobilize to develop a decision-making process instead of institutional leadership or action on an important issue.	At its most effective and beneficial form, an empowering process entrusts the public with decision-making authority and, thereby, builds greater trust among the public. It also provides the necessary resources to members of the public who may be disadvantaged or unable to participate without accommodations or assistance.	In a problematic or harmful form, organizations or individuals are entrusted to manage a process they may not have the capacity or resources to manage competently, or institutional leaders, professionals, and experts remove themselves from the process that requires institutional leadership, specialized expertise, or professional skills to achieve a successful conclusion or resolution. <i>*You may have to provide capacity building or technical assistance.</i>

Adapted from [Organizing Engagement](#)

*Indicates ways to center equity principles to avoid causing harm to historically marginalized populations.

Determining the Best Approach (3-Step Community Engagement Process)

To determine the best approach to engage the community, use this three-step process that asks a series of clarifying questions which, when answered thoughtfully, lead to several engagement methods. The steps include:

1. Community Engagement Design Tool — a question-based tool to clarify your engagement's context, scope, people needed, and purpose.
2. Community Engagement Matrix Tool — a grid-based tool used to detail and tailor your engagement needs with potential engagement methods located in the International Association for Public Participation (IAP2) Matrix.
3. IAP2 Methods Matrix — a curated list of engagement methods aligned and organized by level of participation on the spectrum, engagement context, engagement purpose, and scale used to generate engagement methods that match your needs.

STEP 1: COMMUNITY ENGAGEMENT DESIGN TOOL

The Policy Project's Community Engagement Design Tool was adapted below to help determine the best approach to engagement on the IAP2 Spectrum of Public Participation by considering the key factors on your policy or project — namely, the context, scope, people and purpose.

Context: for policy-making supported by engagement. What's the broader context that shapes the environment, likely reaction or readiness of the community to consider the problem or opportunity under consideration?		Scope: of the problem or opportunity. What's the scope of the problem, opportunity, or outcome? Are there any limits on the potential solution?				
<input type="radio"/> Inform <input type="radio"/> Consult <input type="radio"/> Involve <input type="radio"/> Collaborate <input type="radio"/> Empower Engagement level is more likely to be on the left side of the spectrum if there are few complex, significant or controversial factors in the context. Engagement moves further right the more complex, controversial, or challenging the factors are.		<input type="radio"/> Inform <input type="radio"/> Consult <input type="radio"/> Involve <input type="radio"/> Collaborate <input type="radio"/> Empower Engagement level is positioned further left on the spectrum the smaller the policy problem-solving scope is. Engagement moves further right the broader the scope is.				
People: individuals and groups affected. Who are the people, stakeholders, and organizations who will be affected? What's the nature of our relationship and connection to these people?		Purpose: of engagement. What's the purpose of community engagement?				
<input type="radio"/> Inform <input type="radio"/> Consult <input type="radio"/> Involve <input type="radio"/> Collaborate <input type="radio"/> Empower Engagement level moves toward the right on the spectrum the more significant the policy question is to the public, stakeholders, and community organizations.		<input type="radio"/> Inform <input type="radio"/> Consult <input type="radio"/> Involve <input type="radio"/> Collaborate <input type="radio"/> Empower Engagement level moves toward right of the spectrum to receive permission or endorsement or to create solutions. Engagement moves toward center to critique or develop proposals. Engagement moves toward left to provide feedback on a policy proposal.				
Design Factors		Spectrum of Public Participation Levels				
Provide brief statement of rationale describing each of the design factors.		Check all that apply.				
		Inform	Consult	Involve	Collaborate	Empower
Context						
Scope						
People						
Purpose						
Public Participation Levels to Be Used Based on your assessment of the design factors, decide the best public participation level to meet your program's needs. The following public participation levels will be used:						

STEP 2: COMMUNITY ENGAGEMENT MATRIX TOOL

Once use of the Community Engagement Design Tool is complete, the public participation level best suited for your project will emerge. The next step is to consider additional sub-categories that help tailor a community engagement strategy that best fits your community's needs by using the Community Engagement Matrix Tool adapted from [The Policy Project's Selecting Methods of Community Engagement Resource Guide](#).

1. Indicate the level of public participation on the spectrum. *Check all that apply.*
2. Indicate the engagement context. *Check all that apply.*
3. Indicate the engagement purpose. *Check all that apply.*
4. Indicate the anticipated engagement scale. *Check the one that best applies.*

Engagement Project	Spectrum					Engagement Context			Engagement Purpose												Scale									
	Inform	Consult	Involve	Collaborate	Empower	Low Trust	High Complexity	Tight Timeframes	Need New Solutions	Hard to reach audiences	Highly political	High emotion or outrage	Need to understand community better	Share information	Legal Compliance	Understand reactions, implications, and consequences	Generate alternatives	Improve quality of policy, strategy, plans	Relationship development	Community capacity building	Generate support	Behavior Change	Social License (community acceptance)	Community adaptive (impact causes major life changes)	Identify or address problems	Make decisions	Innovations	Individual	Small group	Large group

STEP 3: SELECTING COMMUNITY ENGAGEMENT STRATEGY (IAP2 METHODS MATRIX)

After completing use of the Community Engagement Matrix Tool, by indicating which elements are most relevant to your community engagement project, use the IAP2 Methods Matrix found on pages 6-10 in [The Policy Project's Selecting Methods of Community Engagement Resource Guide](#) to identify possible methods.

The matrix contains 67 innovative methods for engagement. It is arranged by name of the method, followed by a brief description, then by the appropriate Spectrum of Public Participation levels, the engagement context criteria, the engagement purpose criteria, and finally the engagement's scale. Select the method or a combination of methods that meets your capacity, needs, and resources.

		SPECTRUM					ENGAGEMENT CONTEXT					ENGAGEMENT PURPOSE												SCALE										
METHOD	DESCRIPTION	Inform	Consult	Involve	Collaborate	Empower	Low trust	Low interest	High complexity	Tight timeframes	Need new solutions	Hard to reach audiences	Highly political	High emotion or outrage	Need to understand community better	Share information	Legal compliance	Understand reactions, implications, consequences if preparation	Generate alternatives	Improve quality of policy, strategy, plans	Relationship development	Community capacity & capability building	Generate support for action	Behaviour change	Social license	Community adaptive capacity	Identify problems / opportunities to address	Make decisions	Innovation	Individual	Small group	Large group	Public	
35 shuffle	A group activity to identify and then prioritise issues, concerns or ideas. Individuals develop issues, concerns or ideas which are then circulated five times and ranked on a scale of 1 to 7 to prioritise.	✓	✓	✓				✓		✓	✓				✓			✓	✓						✓			✓		✓		✓	✓	
Action research	Research involving a community of practice trying to solve a problem through action. Communities act as 'co-researchers'.		✓	✓	✓				✓		✓				✓			✓		✓		✓	✓	✓					✓		✓		✓	
Advertising	Advertisements paid for in print, broadcast or online mediums. Can be used to promote projects, engagement activities or to meet legal obligations.	✓						✓	✓							✓	✓							✓										✓
Appreciative inquiry	A structured process for decision making that focuses on building on strengths (what works well), rather than focusing on problems and limitations. In AI Summits, participants follow a four-stage process of Discover, Dream, Design, Destiny.				✓	✓				✓		✓			✓				✓		✓	✓					✓			✓		✓	✓	
Blogs	An online series of posts about an engagement project or issues, which the community can share and comment on.	✓	✓	✓							✓	✓				✓			✓					✓	✓	✓								✓
Briefings	Presentations and discussions with community or stakeholder groups. Can vary widely from informing to gathering feedback, ideas or options.	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓				✓	✓		

Portion of IAP2 Methods Matrix to illustrate design Source: [Selecting Methods of Community Engagement](#)

Using the three-step process described above can aid jurisdictions in creating an engagement process that centers equity and honors the wealth of knowledge in each jurisdiction. Community engagement provides an opportunity to repair or replicate harm, to build relationships and community. For all community members, each interaction and each engagement contribute to the experience of their relationship with the government. Our focus on racial equity acknowledges that historically interactions and lack of engagement have led to disparate outcomes for communities of color. Community engagement fulfills the social justice maxim, “Nothing About Us, Without Us,” and increases the likelihood of community buy-in during implementation.

Next Steps

The committee learned it is easier to connect with community bodies formed with decision-making authority, specific planning responsibilities, or service providers. Conversely, engaging people of color in the community with different lived experiences of institutional racism can be challenging for many reasons. GARE suggests providing a form of reimbursement for their time and expertise — not as an incentive but as compensation.

The One Orange Racial Equity Framework requires a pragmatic approach that relies heavily on analyzing racially disaggregated data detailed in the Racial Equity Index covered in the next section of this report. Throughout every step of the process, the committee will use the 3-Step Community Engagement Process to select the best engagement approach. Jurisdictions are encouraged to explore community engagement compensations strategies, begin piloting the 3-Step Community Engagement Process and provide feedback as we continue to refine the One Orange Community Engagement Strategy.

APPENDIX D. RACIAL EQUITY ASSESSMENT LENS

One Orange – Let's Get REAL on Racial Equity

RACIAL EQUITY ASSESSMENT (REAL)

Goal: When we achieve racial equity, race will no longer predict opportunities, outcomes, or the distribution of resources for residents of Orange County, North Carolina, particularly for communities of color. Therefore, it is important to evaluate initiatives and demonstrate how it aligns with the County's and/or Town's racial equity goals.

FAQ's:

What is the purpose of conducting this assessment? Conduct this assessment to measure how communities of color are affected by short and long term governmental decisions. It should be used by decision makers to evaluate new and existing initiatives. The word "initiative" is broadly used to cover policies, practices, processes, procedures, services, projects and the like.

Who should use this assessment? Elected officials, boards, commissions, staff, community partners, and stakeholders to answer and evaluate "who, what, where, why and how" through a racial equity assessment lens.

When should the assessment be conducted? Each jurisdiction will determine when the assessment should be conducted. Once that decision is made, orientation on the assessment shall be provided to all relevant staff and/or stakeholders.

How do I conduct the assessment? The assessment is a worksheet that prompts users to consider the intention of the initiative and how it impacts communities of color. The assessment should generate discussion and analysis that helps government align its initiatives with the racial equity goal stated above. There is not a "correct" answer to the questions. The completion of the assessment has value based on its merit.

How can I get a copy of the lens? The Racial Equity Assessment Lens is included on pages ____.

Racial Equity Assessment Lens (REAL) Lens

NAME OF INITIATIVE	New or Existing?	Who is Conducting the Assessment?

ORIGIN AND DESCRIPTION

- For New initiatives – Why this initiative and why now?
- For existing initiatives- include background information and milestone dates

DESIRED RESULTS

What specific results/outcomes are intended for the community or organization? (How will this initiative achieve this goal? Is anything being created, removed, incentivized, mandated, allowed or assigned by this initiative?)

What policies are relevant to this initiative? How do racial and social inequities impact these areas? Consider topics and subtopics related to what you are trying to achieve, ie: business and economic development, labor and workforce development and retention, the judiciary, public safety, housing, education, health, transportation, environment, human services, youth, recreation and COVID-19.

Topic/Issue	Baseline Data and Racial Disparities	Historical Root Causes of Disparities
For example, rather than write "education" below, list "attendance, school discipline, and commutes."	What does available data or research say about this issue? What disparities already exist within this issue?	What caused the numbers to look like they do today? Were the causes in the distant past and/or more recent? Were they purposeful or unintentional?

What is the specific desired result statement - _____

DEMOGRAPHICS (be as specific as possible)

- Who is this initiative focused on? (Neighborhoods, geographic areas, racial groups, income groups, etc.)
- What data can you provide to describe the target population?
- What data is missing?

Consider groups based on race, earnings, education, geography, occupation, age, gender identity, sexual identity, religion, immigration status, etc. Consider atypical groupings.

	BENEFITTING INDIVIDUALS OR GROUPS	BURDENED INDIVIDUALS OR GROUPS
Funded initiatives		
If the new initiative is funded		
Existing initiative is funded		
Non funded initiatives		
If the new initiative is not funded		
If the existing initiative is no longer funded		

COMMUNITY ENGAGEMENT

List the individuals or groups who will potentially benefit the most or be burdened the most by this Initiative.

- How have you involved community members in developing this initiative?
 - Have you involved those directly impacted?
 - How have you addressed the concerns raised by community members? Especially those directly impacted.
 - Going forward, how do you plan to include voices of those most impacted / burdened? How?
- Please note if they are: (1) Already involved in the drafting of the process; (2) What is your first step in involving them; or (3) Why you are not involving them in the process.

Individual or Group	Already Involved, First Step to Involve, or reason for No Involvement

Who else from the community should be involved in designing, governing, or executing the Initiative? Please note if they are: (1) Already involved in the drafting of the process; (2) What is your first step in involving them; or (3) Why you are not involving them in the process.	
Individual or Group	Already Involved, First Step to Involve, or reason for No Involvement

BENEFITS

- Which area(s) of the County/Town could be impacted by this Initiative?
- Share any relevant data (link to jurisdictional map and/or information)
- Consider differences such as towns, density between residential, commercial, rural and suburban, access to resources, transit, geography, and proximity to health care services.

AREA	HOW AREA WOULD BENEFIT	HOW AREA WOULD BE BURDENED

If you mentioned communities of color in the table of above, how might this Initiative negatively impact them?

If you mentioned people with low incomes in the table above, how might this Initiative negatively impact them?

IMPACTS

Considering the Section above when filling out the table below on unintended consequences.

<ul style="list-style-type: none"> • What are the unintended consequences of this Initiative? Investigate if there have been other Initiatives of this type. If yes, what is known about the effect of these Initiatives, especially of different racial groups? • What can be done to mitigate any negative impacts? • Are there any challenges that need to overcome? How? • Share any relevant data 		

Type	Potential Unintended Consequence	Mitigation Strategies To Prevent Consequences And Advance Racial Equity
SOCIAL Consider native and long term residents, rural residents, transit, trust in government, education, etc.		
ECONOMIC Consider wages, competition, tourism, unemployment, small businesses, etc.		
HEALTH Consider impacts on pollution, health access, existing health disparities, etc.		
ENVIRONMENT Consider impacts on pollution, natural resources, transit, etc.		
OTHER Consider how a resident might interact with this measure “start to finish.” Think through the best- and worst-case scenarios		

What challenges should be overcome? How?

Share any relevant data?

ACCOUNTABILITY

How will the impact of the initiative be measured?

What success indicators or progress benchmarks are incorporated in the proposed Initiative? (Provide indicators/benchmarks/metrics)

What is missing? What will happen if these metrics are met and what will happen if they are not met?

In what way does this Initiative deeply consider the experience of the residents it will impact?

How will you share your results with your leadership and other funders?

How will you share results with community members and stakeholders?

How will you acquire feedback from community members and stakeholders and incorporate findings?

Recommendations –

Signature of Assessor(s)

APPENDIX E. EVALUATION AND ACCOUNTABILITY

PURPOSE: The Evaluation and Accountability Committee will develop an Evaluation Plan based on the principles of [the Results-Based Accountability \(“RBA”\) framework](#). RBA is a national model and provides a disciplined, data-driven, decision-making process to help local governments take action to solve problems. The approach delineates between community conditions/ results and performance accountability/outcomes. Our Evaluation Plan will help us apply racial equity principles embedded into the Results-Based Accountability (RBA) methodology into the Orange County Racial Equity Action Plan.

Results and Community Indicators that Create Outcomes

1. What needs or opportunities were identified during the research and assessment phase of this process?
2. What needs to be different in our jurisdiction’s culture, workforce, policies, practices, and procedures?
4. What change do we ideally want (not just for what we would settle)?
5. What does our jurisdiction define as the most important racially equitable outcomes? (Should be answered by the Community)
6. What are some known racial inequities in your jurisdiction? What does population level data reveal about root causes or factors influencing the racial inequity?
7. What are the root causes or factors creating these racial inequities?
8. How does your jurisdiction’s relationship with communities of color need to change?
9. How can those most adversely affected by an issue be actively involved in solving it?
10. How will proposed outcomes address root causes of racial disparities and advance institutional and/or systemic change?
11. What government programs will this proposal impact? What are the opportunity areas? I.e. budget, health, jobs, social services, criminal justice?
12. How do you ensure your proposal is working and sustainable over time?

Creating Actions to Achieve Outcomes

1. Were actionable solutions identified during the information gathering phase of this process by communities of color?
2. Which actions were identified as priorities by the communities of color?
3. What is a specific change in policy, practice, or procedure that could help produce more equitable outcomes? Are these changes working together, in a complementary way?
4. How will an action decrease racial disparities?
5. Are there any unintended consequences? Who benefits; who will be burdened? Can they be mitigated?
6. Will the proposal impact specific geographic areas and what are the racial demographics of those areas?
7. What capacity is needed to successfully implement the action? Is it adequately funded?
8. How will an action be implemented and by whom?
9. Is the action achievable within the lifetime of the plan?
10. Is the action measurable and how will it be measured?
11. What performance level data is available for the proposal? Are there gaps in the data that need to be filled and/or tell us about the racial inequity in our community.

12. How will the racial equity plan be communicated, internally and externally? Is the communication reaching the intended audience?
13. How can the plan be systematized?

Who is Responsible or Accountable for Completion of Each Action (Stewardship Plan)

1. Ongoing coordination
 - a. What is needed?
 - b. Who is accountable?
 - c. How will they be held accountable?
 - d. Is the plan durable?
 - e. Does the plan allow for continuity and succession?
2. Ongoing, Racially Equitable and Relevant Engagement
3. Community Engagement
 - a. Stakeholder Engagement
 - b. Staff Engagement
 - c. Boards and Commissions
 - d. Elected Officials
4. Annual Progress Reporting prior to the Budget Process
 - a. Are there outcomes and actions that are receiving less attention than others?
 - b. Is there a need to change the plan? (Process Improvements annually)
 - c. Have plan actions been implemented or are in progress? What do the results indicate as to how to improve?
 - d. If there are unmet or blocked actions, is there an explanation and/or proposal for resolving the issue?
 - e. Are racially diverse staff working on the plan over the year(s)? How many?
 - f. Are residents of color engaged in the implementation of the plan over the year(s)? How many?
 - g. Are measures being recorded and updated as actions change or are completed?
 - h. How many citizens are engaged?
 - i. Each jurisdiction reports on challenges and success annually to elected officials.
5. What are the resource gaps?
6. How will we prioritize the needs?
 - a. What is needed?
 - b. Who is accountable?
 - c. How will they be held accountable?
 - d. Is the plan durable?
 - e. Does the plan allow for continuity and succession?



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 11., **File #:** [22-0065], **Version:** 1

Meeting Date: 1/26/2022

Receive the Second Quarter Fiscal Year (FY) 2022 Affordable Housing and Public Housing Reports.

Staff:

Sarah Osmer Viñas, Director
Nate Broman-Fulks, Affordable Housing Manager
Faith Brodie, Director
Stacey Todd, Public Housing Management Analyst

Department:

Affordable Housing and Community Connections
Public Housing

Overview: This quarterly report on affordable housing activities for Fiscal Year 2022 tracks:

- Community indicators related to the housing market and affordable housing
- Our progress toward affordable housing targets
- The status of projects funded with Town resources
- Public Housing Highlights



Recommendation(s):

That the Council receive this Fiscal Year 2022 second quarter report.

- Key community indicators this year:
 - The affordable housing gap is over 3,800 units for households below 60% of the Area Median Income (\$52,000 for a family of four)
 - The median household income for the Chapel Hill Metropolitan Statistical Area has decreased to \$86,400, a decrease of \$4,000 (or 5%) from last year.
 - The median home value is \$486,733, an increase of \$76,000 (or 19%) from last year.
 - The percentage of cost-burdened renters has stayed stable compared to last year's data at 57% of renters currently spending more than 30% of their income on housing expenses.
- Highlights of the report for the second quarter of FY 22 (October 1 - December 31, 2021):
 - The Town has continued to focus on COVID-19 response efforts and 118 Chapel Hill households received assistance through the County-wide Emergency Housing Assistance Program. This assistance is reflected in the total units preserved.
 - The Town allocated all available Affordable Housing Development Reserve funding in the first application cycle for the second year in a row.
 - Five new affordable homes were added to the permanently affordable inventory.
 - Trinity Court and Jay Street Affordable Housing Development Projects completed Concept Plan review and submitted Conditional Zoning Applications to provide over 100 new affordable housing units total.
 - Council authorized a site-development agreement with Self-Help Ventures to begin site development for affordable housing development at 2200 Homestead Road.
 - Council approved updates to the Town Employee Housing Assistance Program, which will be rolled out beginning in January 2022.

Item #: 11., File #: [22-0065], Version: 1**Meeting Date: 1/26/2022**

This report also includes a quarterly report on the status of Public Housing operations and steps that we are taking to exceed expectations outlined by the U.S. Department of Housing and Urban Development. Highlights of the first quarter include:

- Continued COVID related efforts to ensure for the safety of staff and residents
- Continued implementation of the Public Housing Master Plan, including redevelopment of Trinity Court
- Efforts to increase resident engagement and programming.

**Attachments:**

- Draft Staff Affordable Housing Presentation
- Draft Staff Public Housing Presentation
- Affordable Housing Quarterly Report - Fiscal Year 2022 Quarter 2
- Public Housing Quarterly Report - Fiscal Year 2022 Quarter 2

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTERS: Sarah Osmer Viñas, Affordable Housing and Community Connections Director

Nate Broman-Fulks, Affordable Housing Manager

Stacey Todd, Public Housing Management Analyst

RECOMMENDATION: That the Council receive this Fiscal Year 2022 second quarter report and provide feedback on the draft Public Housing Quarterly Report.

AFFORDABLE HOUSING FY22 MID-YEAR REPORT

(JULY 1 – DECEMBER 31, 2021)



Council Meeting Presentation
January 26, 2022



Draft

Agenda

1. Affordable Housing Quarterly Report

2. Public Housing Quarterly Report



The Housing Market Has Seen Dramatic Price Increases

Businessweek

Yes, Real Estate Prices Are Soaring, and No, It's Not a Bubble

WRAL TechWire

Triangle real estate reaches (another) new high with no slowdown in sight

CNN BUSINESS

Soaring home prices pushed the share of first-time buyers to historic lows

The Daily Tar Heel

News

Chapel Hill rent increase exceeds national average since January 2020

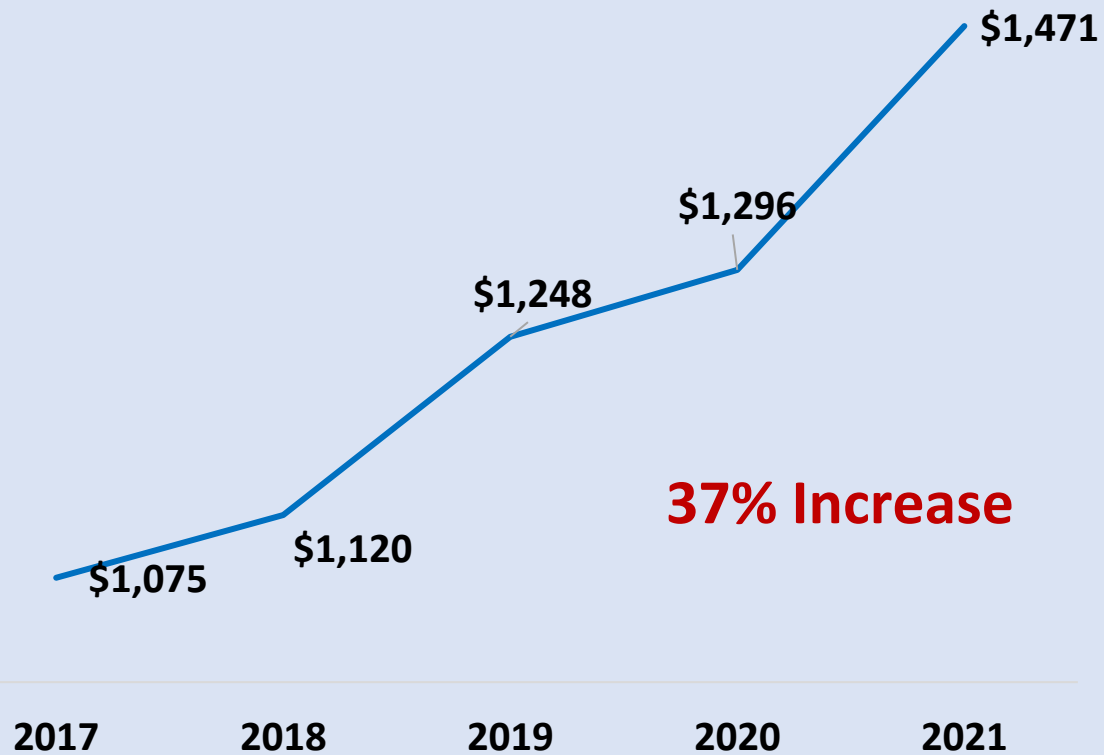
THE WALL STREET JOURNAL

The Cost of Rent Is Where Many Americans Are Feeling Inflation Most

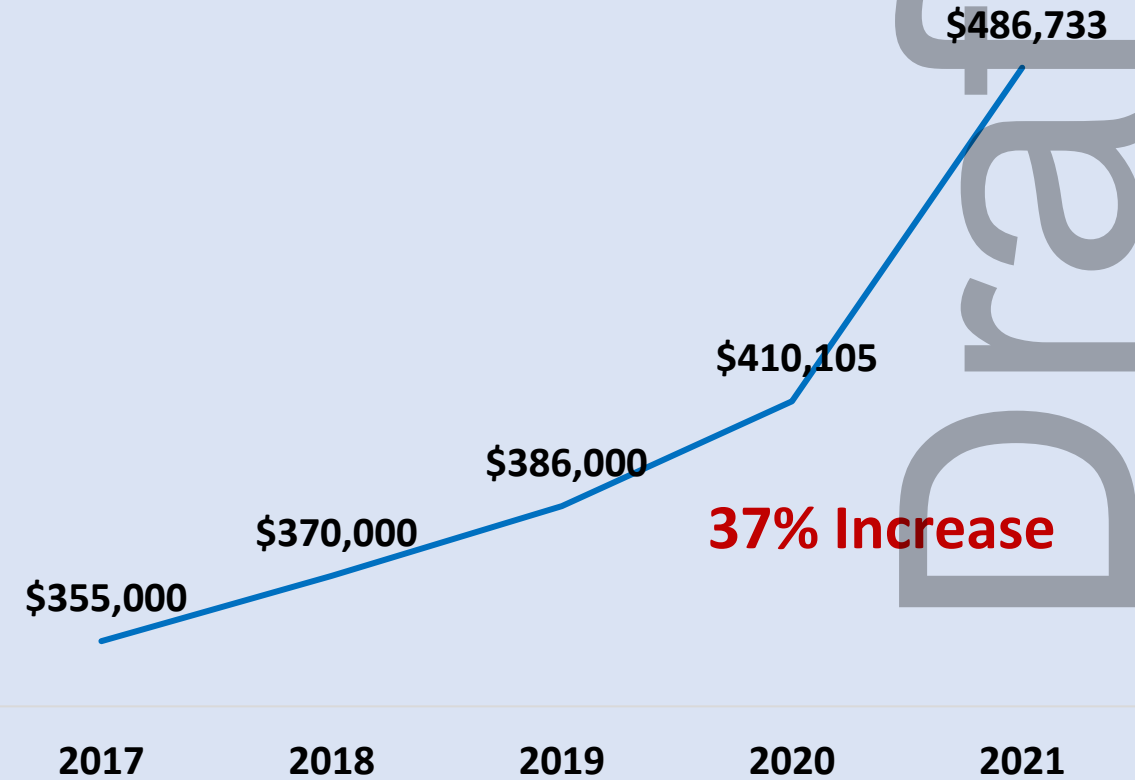


What We're Seeing in Chapel Hill

Chapel Hill Average Rent

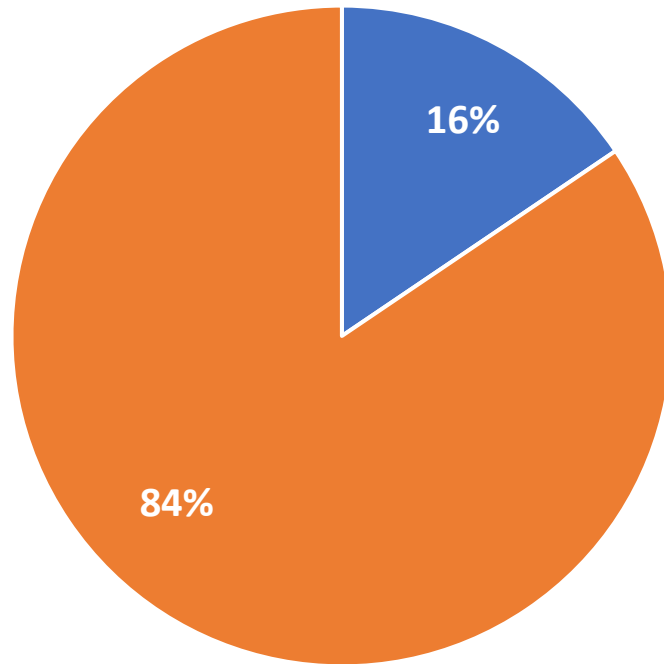


Chapel Hill Home Value Index

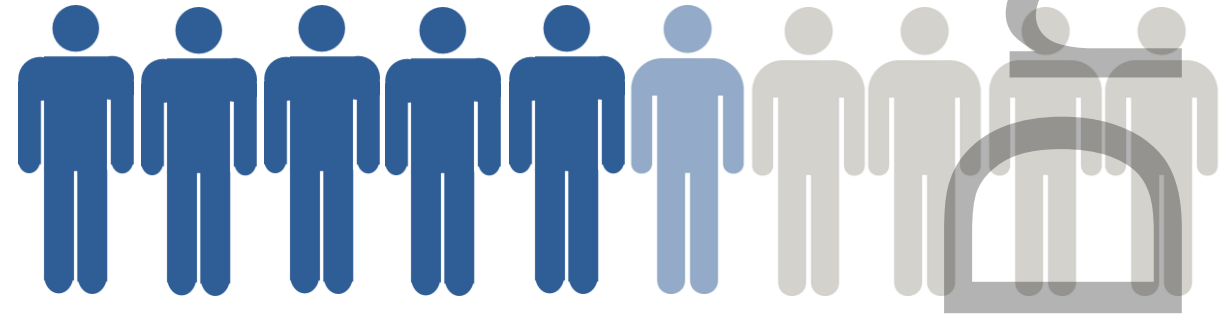


Impacts on Chapel Hill Residents

84% of Rentals are Unaffordable for Households Making Less than \$50k

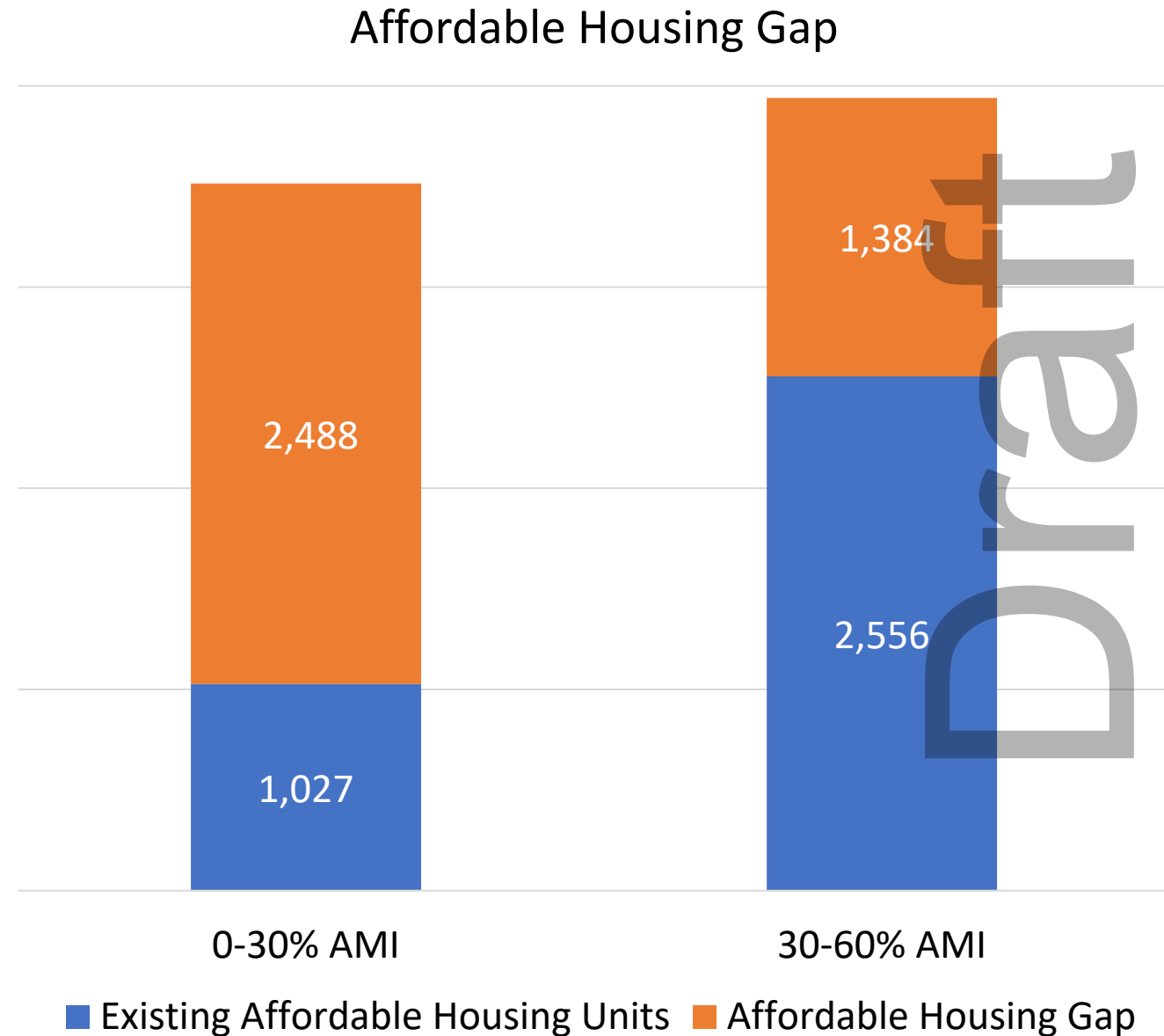


57% of Renters are Cost-Burdened



Gap in Affordable Housing

- 3,800 more homes needed for households making less than \$52,000 per year
- Need to double our existing inventory to close the gap

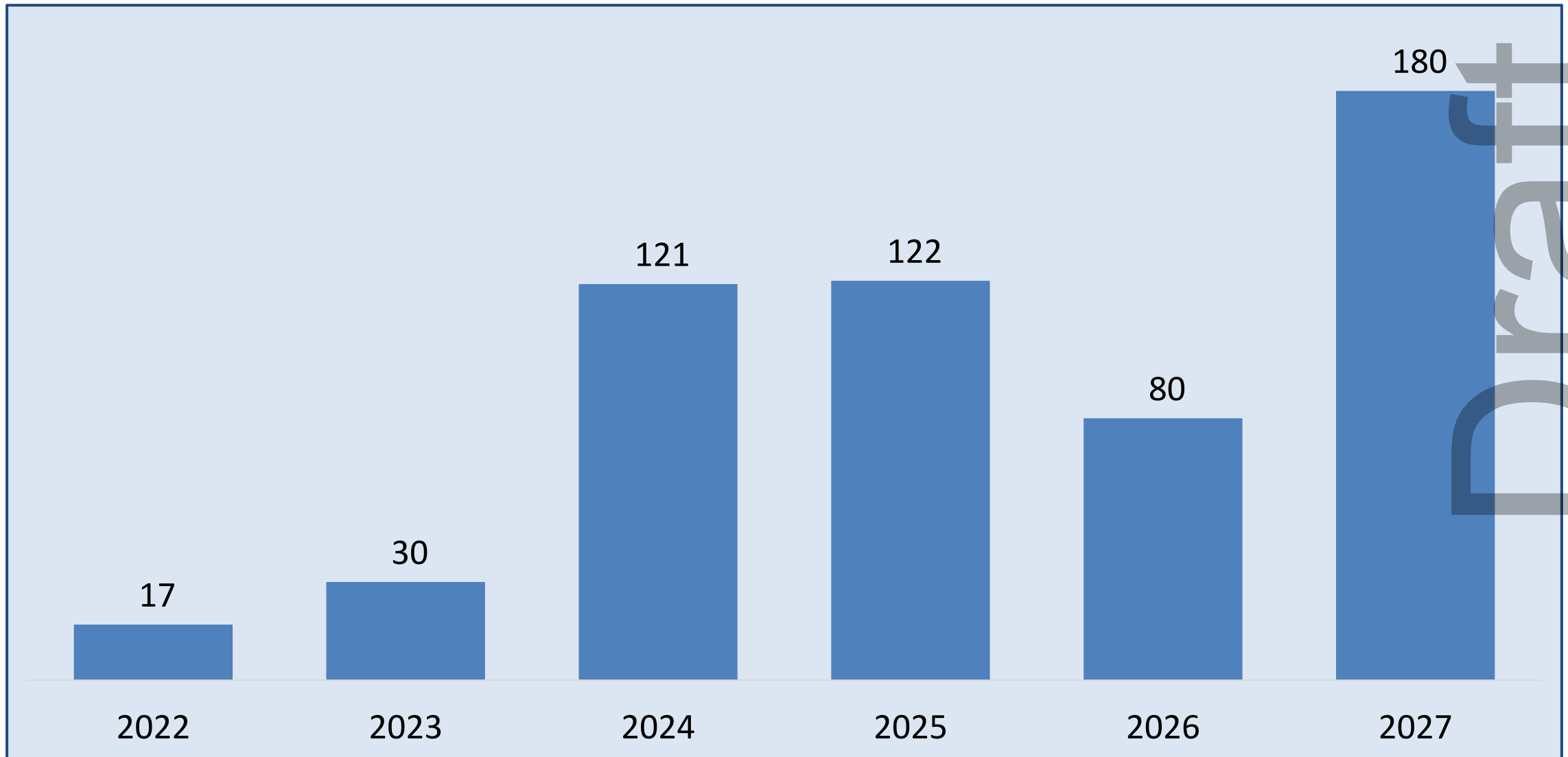


Town Investment

- Over \$12 million invested in affordable housing projects over the last 5 years
 - 200+ units developed
 - 900+ units preserved
 - 550 homes projected to be developed in the next 5 years



Affordable Housing Development Pipeline



Five Year Targets – 2023

400

Development



300

Preservation



Draft

FY22 Projection

15

Development



350

Preservation



Draft

FY22 Progress

5

Units Developed

296

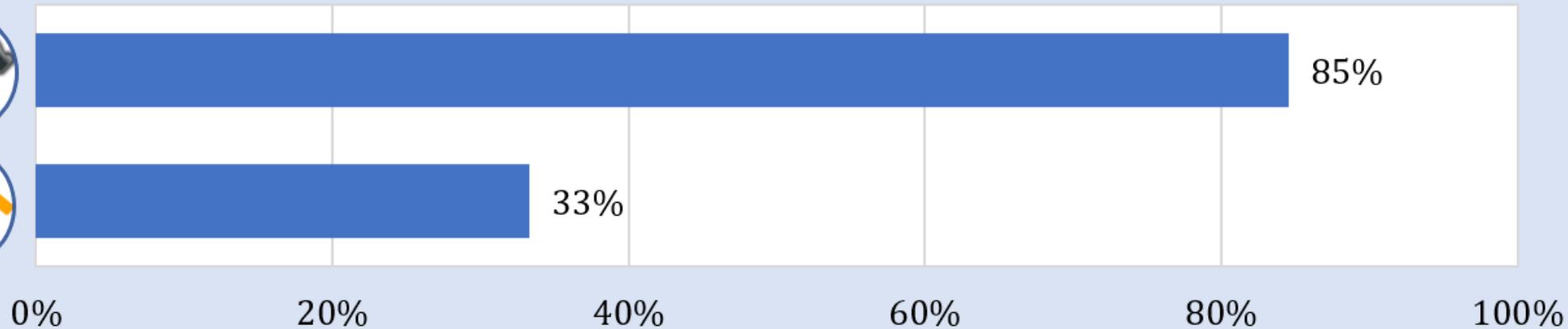
Units Preserved

84%

of Projects on Track

17%of Funding Available
for Projects Allocated**\$1.12 Million**

Allocated to Projects



Projection

Preserve **350** UnitsDevelop **15** Units

Empowerment House Move

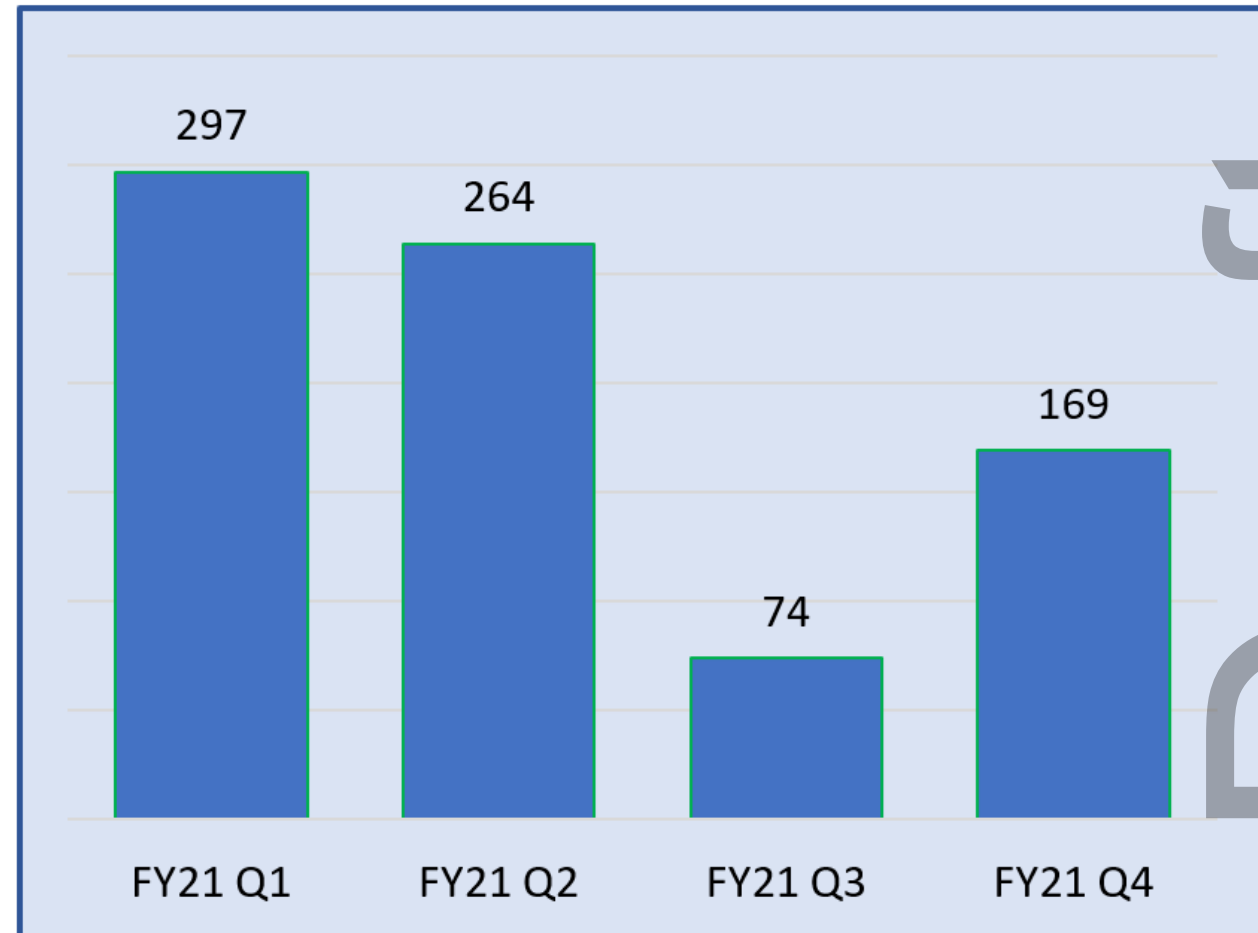
- Northside Neighborhood
- Permanently affordable
- Serving household below 60% AMI
- \$26,000 from the Town
- Town-donated home



Emergency Housing Assistance Program

- 535 unique households assisted
- Serving very low-income households
- \$ 1.3 million contributed by the Town

Number of Payments to Households



Employee Housing Program

Council approved updates in October

- Program materials updated
- Employee engagement sessions scheduled
- Will report back to Council on progress

Employee Housing Incentive Program



Looking to Own a Home in Chapel Hill?

Apply for up to **\$12,500** in down payment and closing cost assistance.

Looking to Rent in Chapel Hill?

Apply for up to **\$4,200** for deposits, fees, and future rent.

Eligibility Criteria

- Permanent employee of the Town of Chapel Hill
- Housing is within 5 miles of Town limits
- Meet certain income requirements



Affordable Housing Investment Plan

Affordable Housing Development Reserve

- \$688,395 allocated after the first RFP process
- Second year in a row where funds fully allocated in first round

Affordable Housing Bond

- Plan to bring a recommended funding plan to Council in the spring for the remaining \$5 million



A PLACE FOR EVERYONE

AFFORDABLE HOUSING BOND REFERENDUM

This fall, Chapel Hill voters will decide on a proposed \$10 million in general obligation bonds to build and preserve housing for persons of low and moderate income.

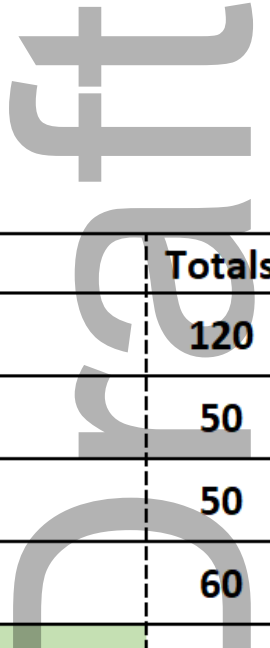
VOTING DATES

Sept. 7-Oct. 30: Absentee Ballots
Oct. 17-Nov. 3: Early Voting
Tuesday, Nov. 6: Election Day

 www.chapelhillaffordablehousing.org/bond

Pipeline of Affordable Housing Development on Town Land

5 projects to deliver >350 affordable units over 5 years:



Calendar Year	2022		2023		2024		2025		2026		Totals
2200 Homestead	Approvals	Construction				Occupancy					120
Jay Street	Approvals			Construction		Occupancy					50
Trinity Court	Approvals			Construction		Occupancy					50
Bennett Road		Visioning		Approvals		Construction		Occupancy			60
Craig Gomains				Visioning		Approvals		Construction		Occupancy	70
Units Delivered	0		0		220		60		70		350

What's Ahead

1. Final round of \$5M in Affordable Housing Bond Funding
2. Council review the County-Wide Manufactured Home Strategy Action Plan
3. Council review CDBG and HOME Annual Plans
4. Council review Trinity Ct and Jay St conditional zoning applications
5. Break ground at 2200 Homestead Road
6. Roll out updated Employee Housing Program



AFFORDABLE HOUSING FY22 MID-YEAR REPORT

(JULY 1 – DECEMBER 31, 2021)



Council Meeting Presentation
January 26, 2022



Draft



Public Housing

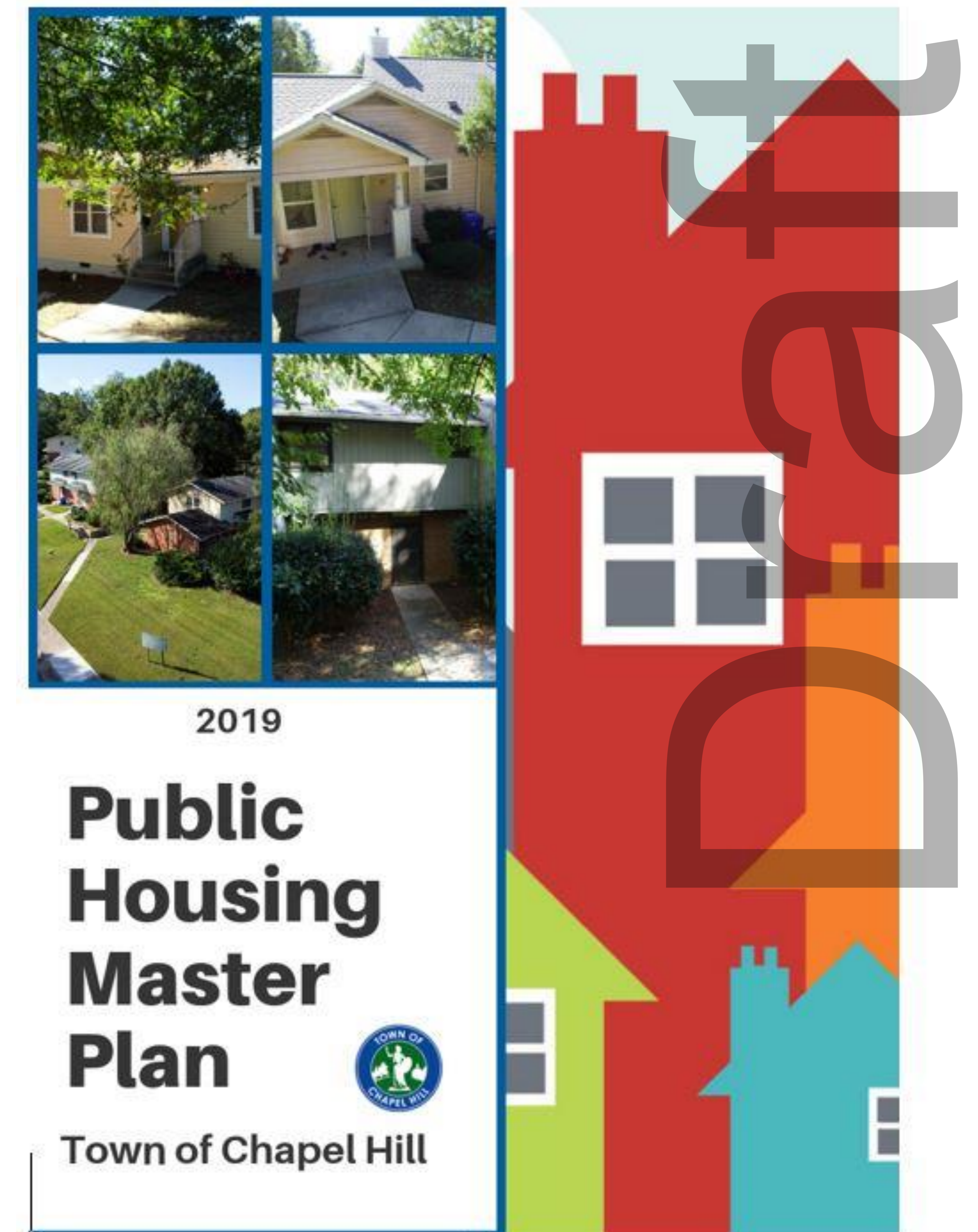
Quarterly Report: October – December 2021



draft

Tracking Progress

- HUD's Public Housing Assessment System (PHAS)
- Public Housing Master Plan





Our NEW Normal

- Emergency and Urgent Work Orders only
- Continued pre-screening process for tenants
- Continued Annual Recertifications via mail
- Continued weekly food distribution



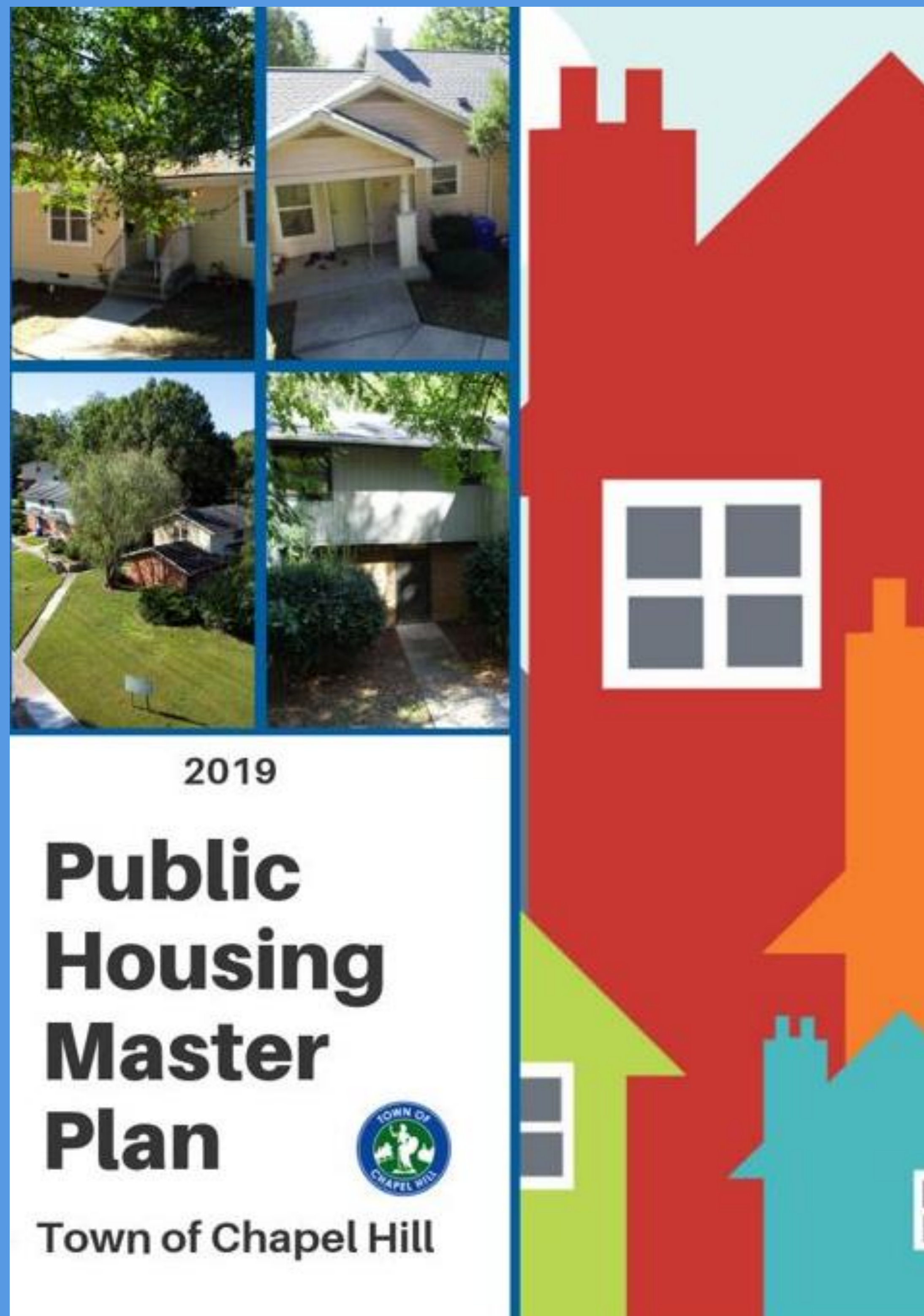
draft

THE CARES ACT



- Postage/ Printing
- Translation services
- On- Site equipment to reduce the spread of germs
- PPE Care Packs for school aged tenants
- Annual Recertifications

MASTER PLAN

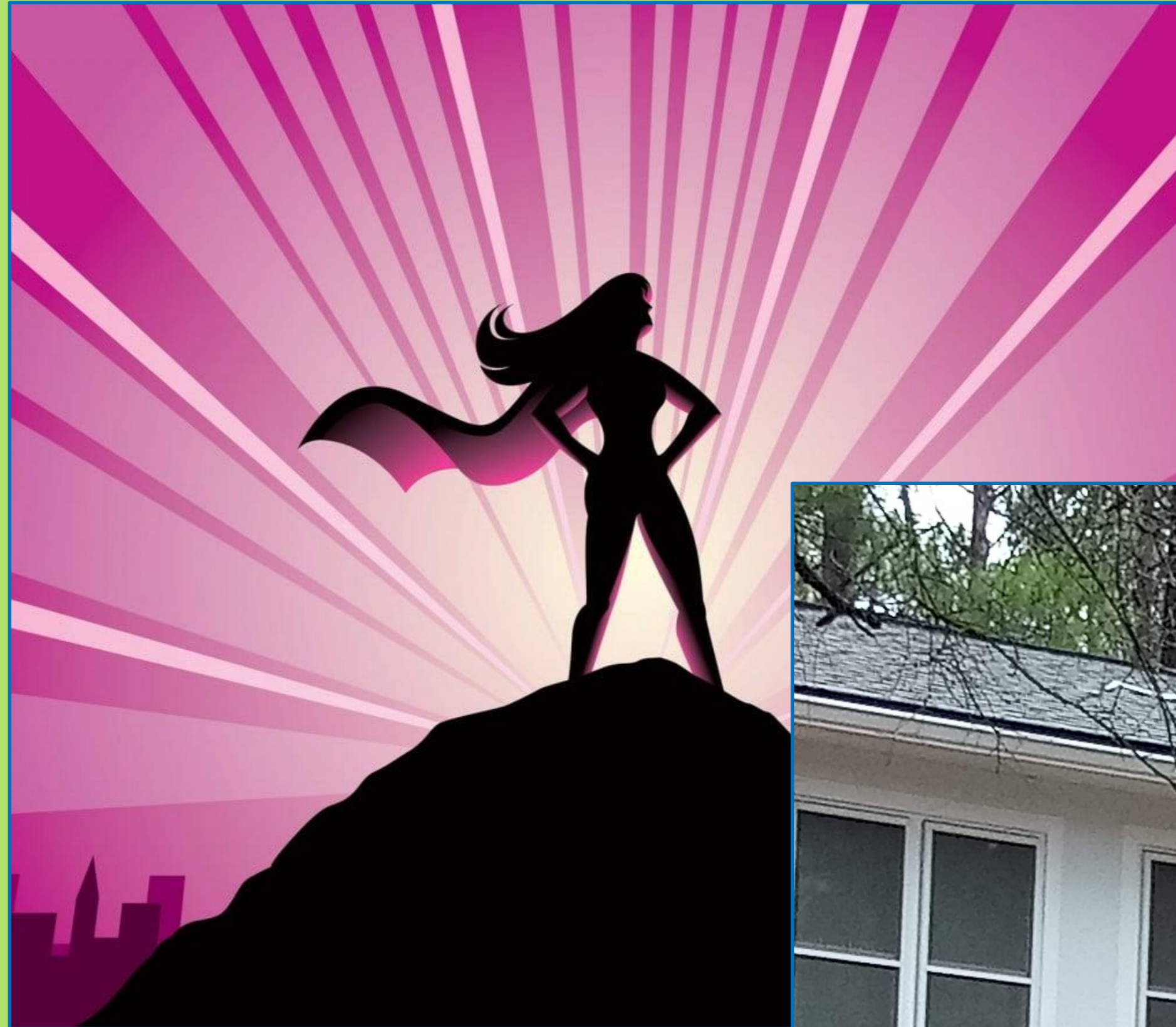


- Created in 2019, Town Approved
- THE MASTER PLAN:
 - Reviews housing portfolio and tenant demographics
 - Sets goals and strategies
 - Goals broken into three categories:
 - Housing Preservation & Creation
 - Resident Programming
 - Core Functions & Organizational Structure
- Who lives in Public Housing?

draft



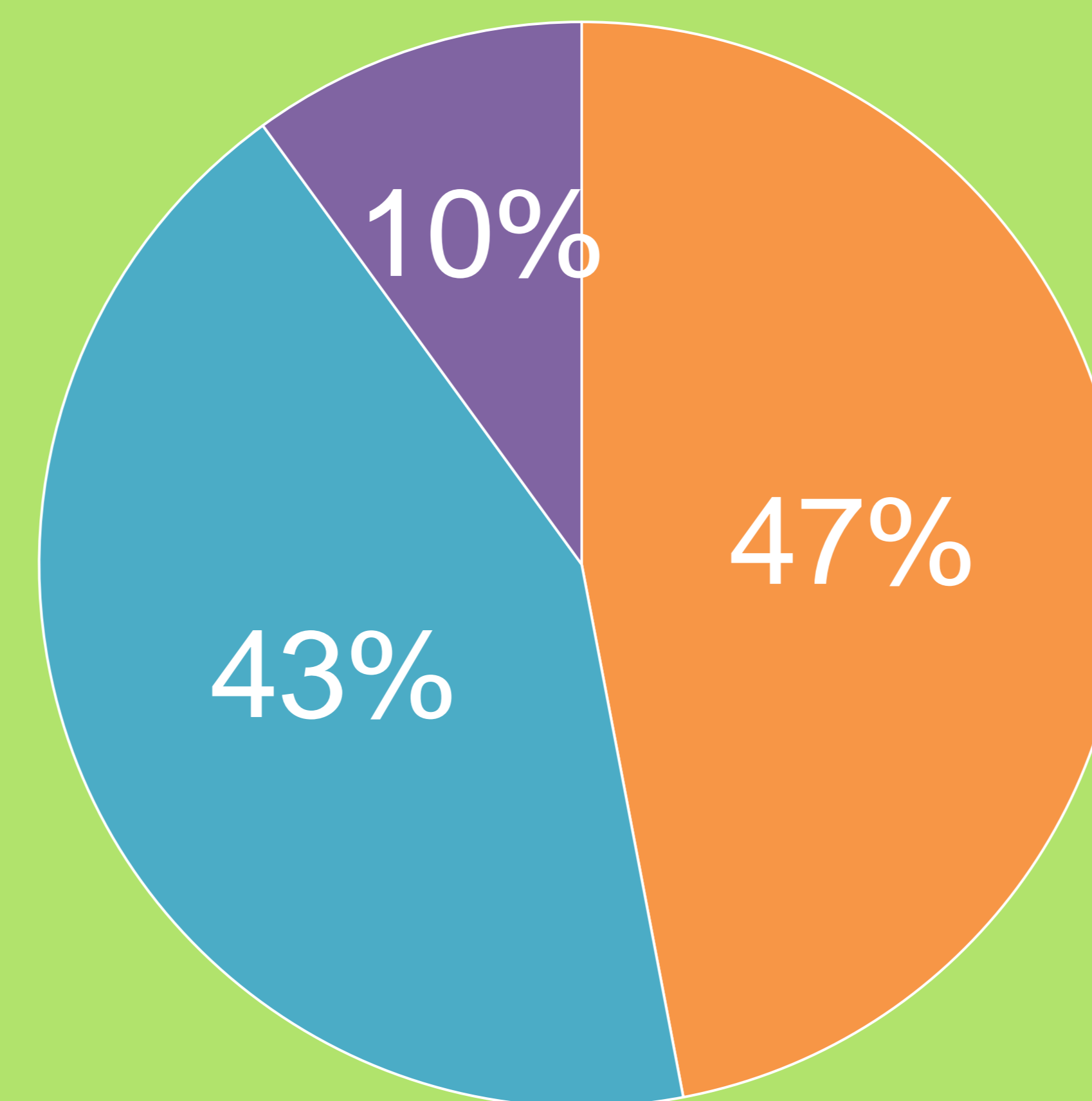
Tenant “Snapshot”



Households: 289

- Female HOH: **72%**
- **\$19,909** median household income
- **\$369** median rent
- **56%** earn employment wages
- **70%** of PH households are ***“extremely low income”***

Age of Tenants



Child Adult Senior

Tenants: 829

- **56%** female and **44%** male
- **89** have a disability
- **47% Black**
- **40% Asian**
- **11% White**
- **182** Limited English Proficiency



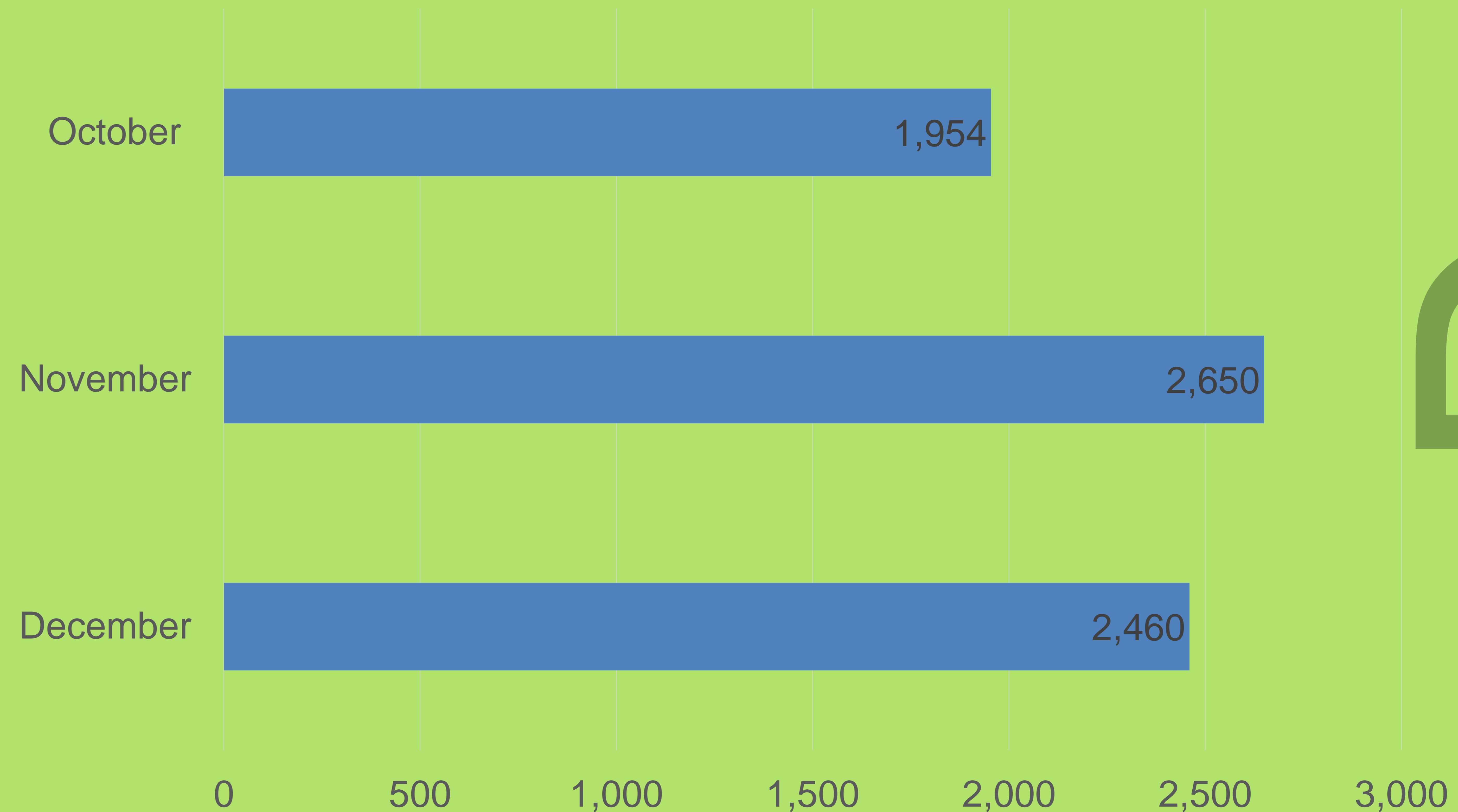
Housing Preservation & Creation

- Trinity Re-Imagined community meeting
- Appliance Replacement Schedule
 - Ranges, Refrigerators, Furnaces, Water Heaters



Resident Programming

- Monthly newsletter
- Resident Council
- Weekly food distribution
- PPE Care packs



res

Core Functions & Organizational Structure

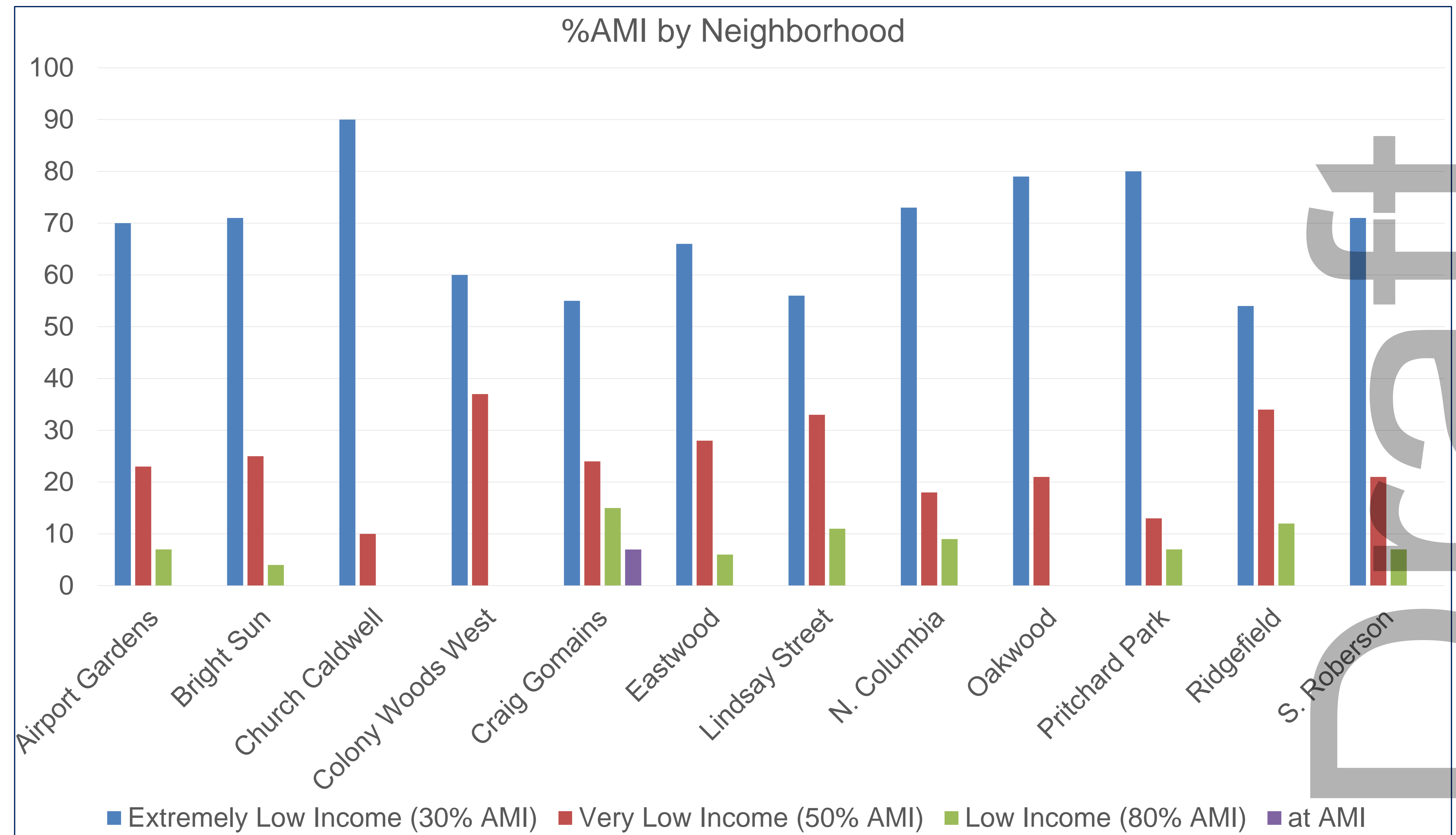
- New Maintenance Programs Supervisor
- Capital Improvement Projects
- Updating Policies/ Procedures

draft



Additional Efforts

■ Deconcentration Plan



■ Sale of small piece of land at Oakwood



- **Administrative staff working remote**
- **Maintenance staff continuing prioritization of Emergency Work Orders**
- **Annual Plan for HUD**
- **Tenant transfers in accordance with appropriate bedroom size units**



THANK YOU



from Public Housing

Draft

AFFORDABLE HOUSING QUARTERLY REPORT






FISCAL YEAR 2022 QUARTER 2
(OCTOBER 1 – DECEMBER 31, 2021)



OUR GOAL

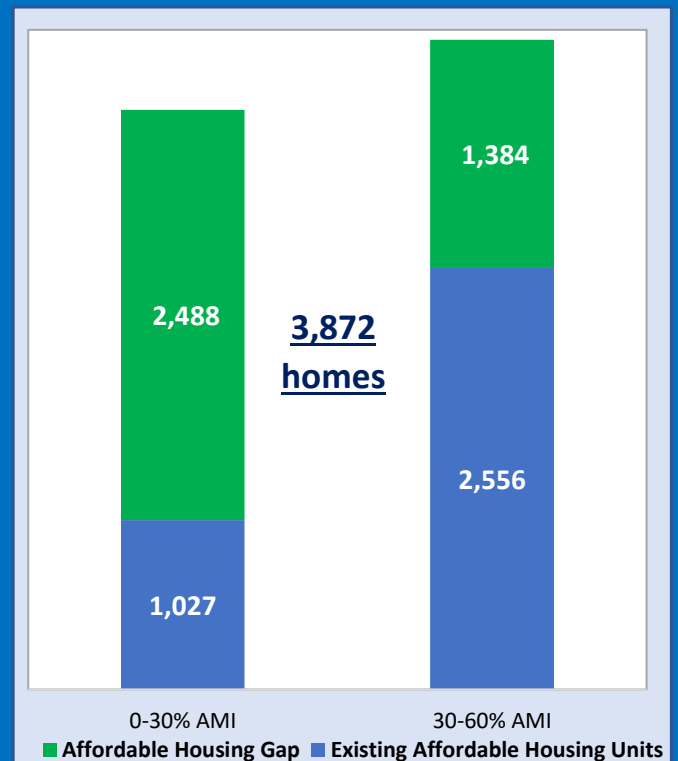
To increase access to housing for residents across a range of incomes, and to constantly strive for more equitable outcomes and opportunities for historically underserved populations.

COMMUNITY INDICATORS

<p>\$5,729,606</p> <p>Town Budget for Affordable Housing Strategies</p> 	<p>\$86,400</p> <p>Median Household Income</p> 	<p>57%</p> <p>of Renters spend more than 30% of income on Housing</p>	<p>36%</p> <p>of Housing Units affordable to households with income at 80% AMI</p>
	<p>\$486,733</p> <p>Median Home Value</p> 	<p>22%</p> <p>of Homeowners spend more than 30% of income on Housing</p>	<p>23,713</p> <p>Total housing units in town</p>

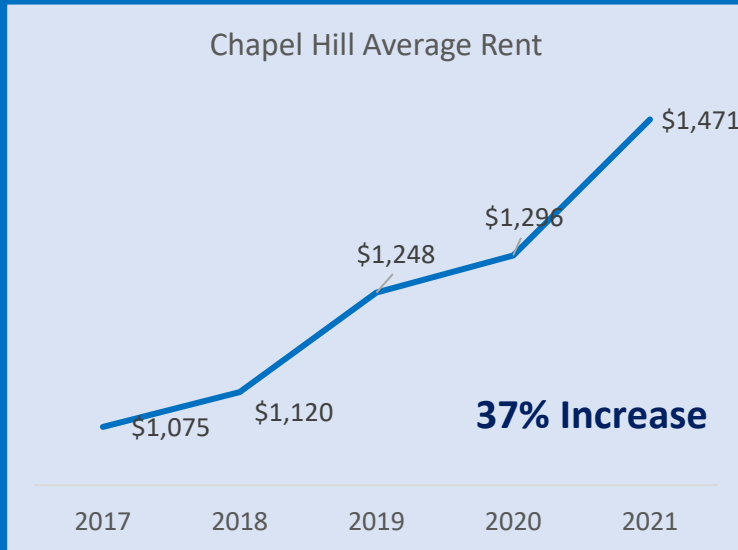
Number and Percent of Households that are Cost-Burdened by Income Level

Additional Affordable Housing Units Needed by Income Level

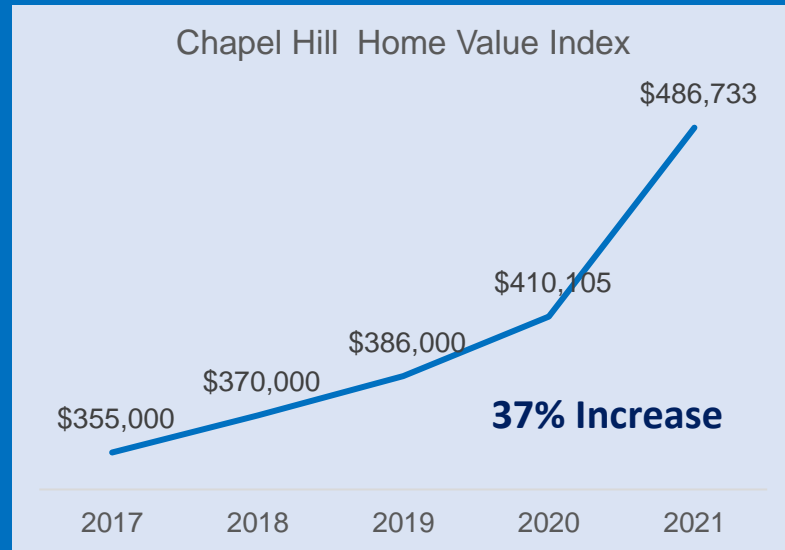


Housing costs have been rising in Chapel Hill since 2017:

Rise in Rental Rates

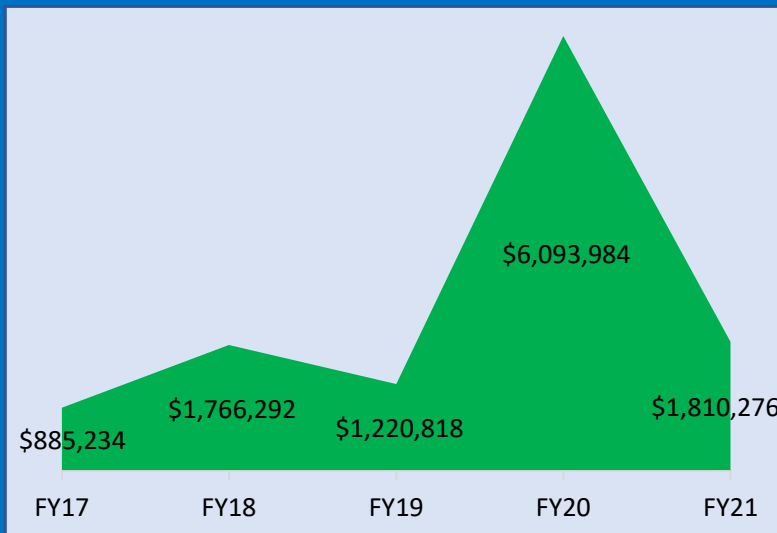


Rise in Home Values

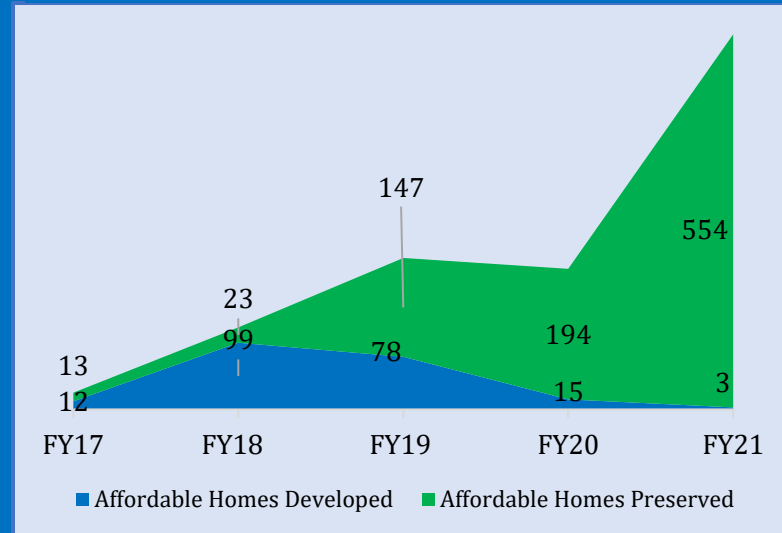


The Town has increased its support for affordable housing to address housing needs:

Affordable Housing Funding Allocated to Projects

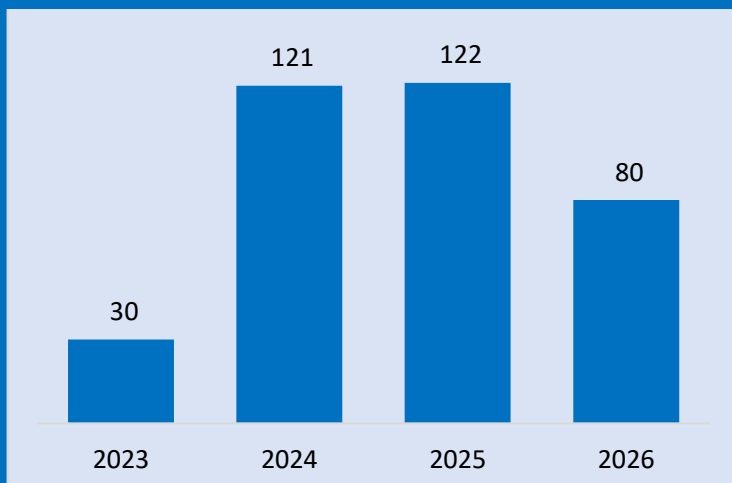


Development and Preservation Units Completed

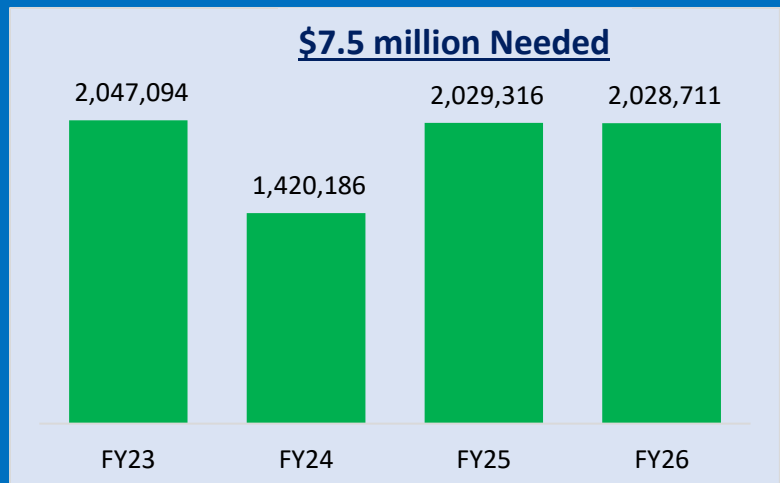


More affordable housing is planned to be created but funding is still needed:

Affordable Housing Development Pipeline



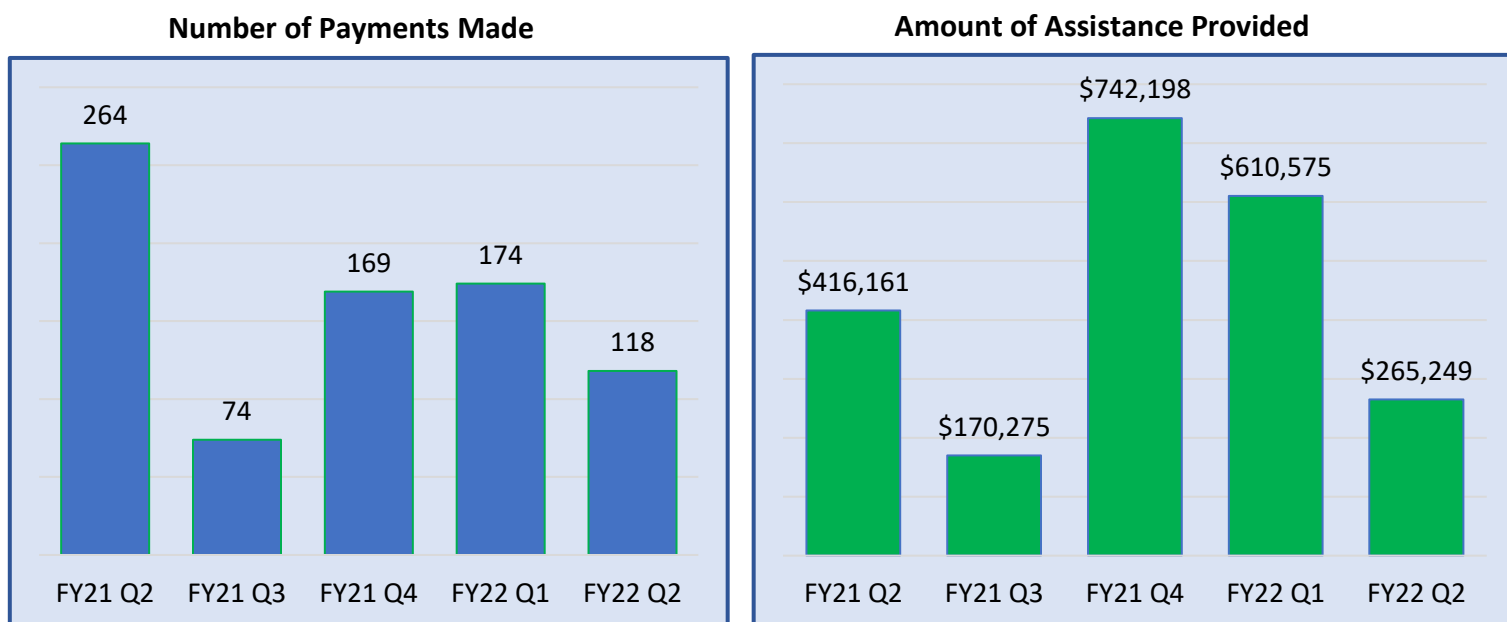
Additional Funding Need to Support Projects



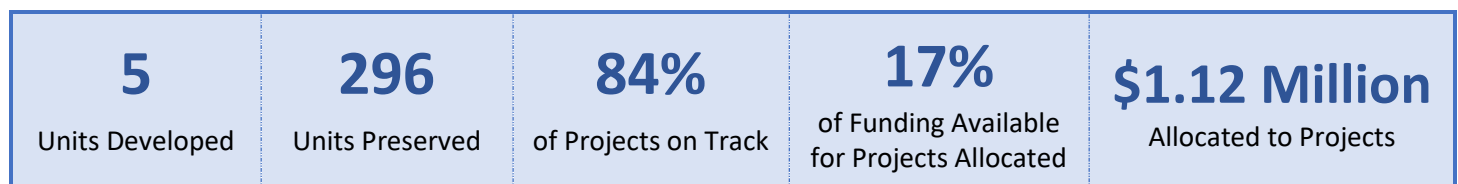
FY22 Q2 Highlights

- The Town allocated all available Affordable Housing Development Reserve funding in the first application cycle for the second year in a row.
- Five new affordable homes were added to the permanently affordable inventory.
- Trinity Court and Jay Street Affordable Housing Development Projects completed Concept Plan review and submitted Conditional Zoning Applications to provide over 100 new affordable housing units total.
- The Town has continued to focus on COVID-19 response efforts and 292 Emergency Housing Assistance payments have been made to Town residents in the first half of this fiscal year.
- Council authorized a site-development agreement with Self-Help Ventures to begin site development for affordable housing development at 2200 Homestead Road.
- Council approved updates to the Town Employee Housing Assistance Program, which will be rolled out beginning in January 2022.

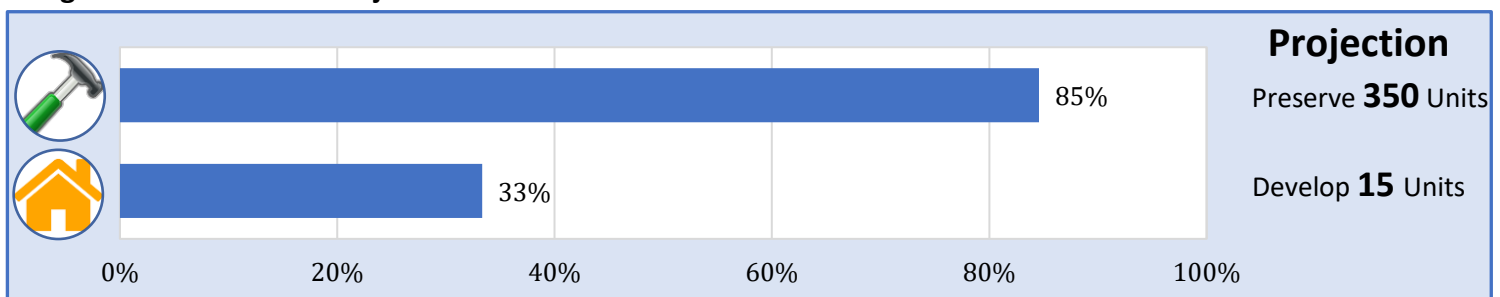
Emergency Housing Assistance



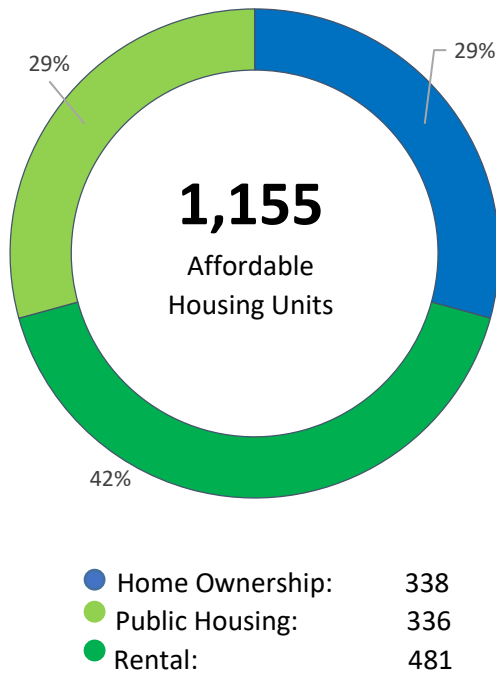
FY22 Town Performance-to-Date



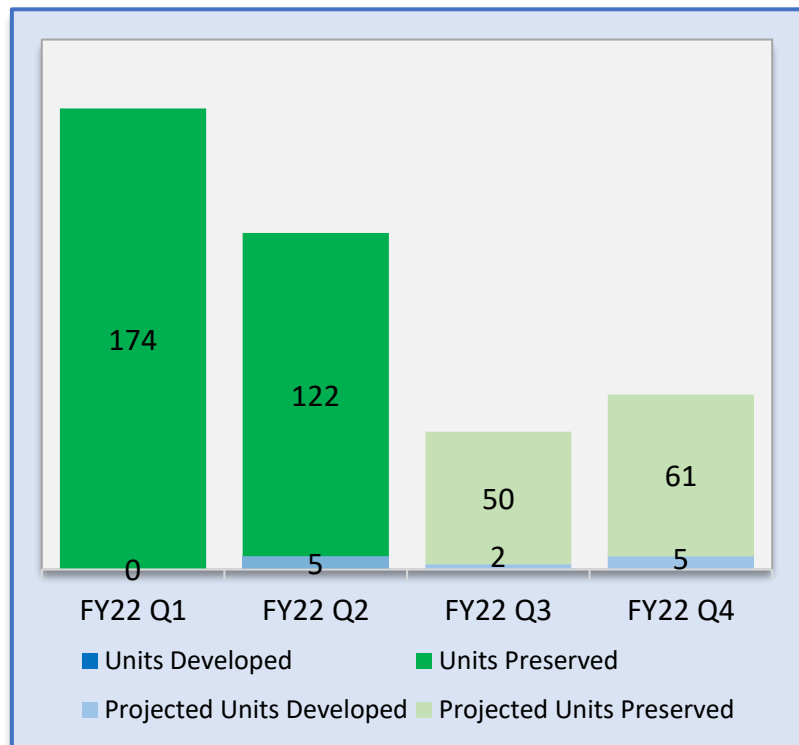
Progress Towards FY22 Projection



Number of Subsidized Units in Town



Units Developed and Preserved by Quarter







Affordable Housing Projects Underway Supported by the Town

Project Type	Provider	Project Name	Number of Units	Projected Completion	Status
	Self-Help/Empowerment Inc.	Grisham Cottages/Lindsay St Duplex	2	FY22 Q2	✓
	Town of Chapel Hill Public Housing	Oak Avenue Furnace Replacement and Fire Repair	3	FY22 Q2	✓
	Self-Help/Empowerment Inc.	Gomains St Duplex Acquisition	2	FY22 Q2	✓
	Pee Wee Homes	Mitchell Lane Tiny-plex	2	FY22 Q3	●
	Town of Chapel Hill	Employee and Transitional Housing Program Master Leasing	5	FY22 Q4	●
	Town of Chapel Hill	Transitional Housing at Umstead Road	1	FY22 Q4	●
	Town of Chapel Hill Transitional Housing	Ashley Forest Renovation	1	FY22 Q4	●
	Self-Help	Northside Housing Rehab	4	FY22 Q4	●
	Self-Help	Northside Acquisition and Development	4	FY22 Q4	●
	Orange County Preservation Coalition	Homeowner Rehab	3	FY22 Q4	●
	Orange County	Emergency Housing Assistance	300	FY22 Q4	●
	CASA	Perry Place at Merritt Mill	24	FY23 Q4	●
	EmPOWERment, Inc.	Gomains St House Move	1	FY23 Q4	●

	Town of Chapel Hill	2200 Homestead Road	120	FY24 Q2	
	EmPOWERment, Inc.	PEACH Apartments	10	FY24 Q2	
	Town of Chapel Hill	Jay Street	48	FY25 Q2	
	Town of Chapel Hill	Trinity Court	54	FY25 Q2	
	Habitat for Humanity	Weavers Grove	100	FY28 Q2	

Legend:

✓ : The project has been completed

 : The project is on track to meet its project scope and schedule : The project has been delayed in meeting its previous quarter project scope and schedule : The project has stalled and may not be completed : Development Project : Preservation Project**Affordable Housing Work Plan Highlights**

Project	Progress Update
DEVELOPMENT	
2200 Homestead	<ul style="list-style-type: none"> Council approved the development agreement with Self-Help for site development. Development team plans to break ground in spring/summer of 2022.
Jay Street	<ul style="list-style-type: none"> Development team submitted a conditional zoning application on December 1, 2021. The project held a Public Information Meeting in January and will begin Advisory Board review in February. Council is expected to hold the first public hearing in late March.
Trinity Court	<ul style="list-style-type: none"> The development team submitted a conditional zoning application on December 8, 2021. The project held a Public Information Meeting in December and will begin Advisory Board review in February. Council is expected to hold the first public hearing in late March.
Bennett Road	<ul style="list-style-type: none"> Staff are finalizing a proposed visioning process designed to engage the Council and community and assess development options.
PRESERVATION	
Implement Manufactured Home Communities Strategy	<ul style="list-style-type: none"> Each jurisdiction has shared the draft County-wide Manufactured Home Action Plan with their housing advisory boards, the OCAHC, Preservation Coalition, and the Local Government Affordable Housing Collaborative in the fall for feedback. Staff plan to bring the Action Plan for Council review in March. Staff continue to explore options for applying the Resident Owned Community (ROC) model to manufactured home communities in Orange County.
Affordable Housing Preservation Strategy	<ul style="list-style-type: none"> The Town continues to participate in the County-wide Emergency Housing Assistance (EHA) program. The EHA partnership was selected by ChangeLabSolutions¹ to participate in their Housing Solutions Collaborative peer learning cohort to evaluate EHA program success and sustainability. Staff from each jurisdiction and Empowerment are serving on that team. Staff is conducting additional research on implementation options for the Preservation Strategy based on Council's feedback.
POLICY	
Implement Employee Housing Program	<ul style="list-style-type: none"> Council unanimously approved program updates at their October 27th meeting. Staff are updating our program guidelines and promotional materials, and have developed a work plan to prepare for launch of new iteration of the program in January 2022.

¹ <https://www.changelabsolutions.org/>

Housing Petition Response	<ul style="list-style-type: none"> Staff developed a response to the recent housing petition and the preliminary work plan, timeline, and resource needs was shared with Council at their November 17th Meeting. Implementation of work plan underway.
FUNDING	
Implement Investment Plan for Affordable Housing – Affordable Housing Bond	<ul style="list-style-type: none"> Staff planning next Bond Request For Proposal process in winter/spring for Council to allocate remaining \$5 million. Staff exploring eligible uses of American Rescue Plan Act funds and how other communities are using ARPA to support affordable housing efforts.
Manage Funding Programs <ul style="list-style-type: none"> Affordable Housing Fund (AHF) Development Reserve (AHDR) CDBG 	<ul style="list-style-type: none"> Staff completed RFP process for the Affordable Housing Development Reserve in October; Council approved the HAB's proposed funding plan in November allocating all AHDR funds for this fiscal year (\$688,395). CDBG Annual Action Plan submitted to HUD in May and Comprehensive Annual Performance and Evaluation Report (CAPER) submitted in early October.
MANAGING TOWN-OWNED HOUSING	
Transitional Housing Program	<ul style="list-style-type: none"> Renovations of Ashley Forest units and Umstead Drive home underway. Households have begun moving into the Union units. The units will serve residents in the Transitional Housing Program and Employee Housing Program.

Notes & Citations

- The percentage of renters and homeowners that pay more than 30% of their income on Housing, the number and percentage of cost-burdened housing, and total occupied housing units in town data source is U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates
- HUD defines cost-burdened families as those who pay more than 30% of their income for all housing-related expenses and may have difficulty affording necessities such as food, clothing, transportation, and medical care.
- Staff calculated the need for affordable housing units by income level by comparing the number of households with incomes that fall within the specified AMI levels to the number of affordable units available to households at those income levels. The data source for household income level was the American Community Survey. The unit count data was pulled from the Co-Star Naturally Occurring Affordable Housing database and the Orange County Subsidized Affordable Housing Inventory.
- The median household income data source is the HUD 2021 Median Family Income Estimates based on American Community Survey data for the Durham-Chapel Hill Metropolitan Statistical Area.
- The median home value data source is Zillow.com and average rent rate is from Co-Star data.
- The total budget this fiscal year for affordable housing strategies captures all Town expenditures for affordable housing. This includes the Affordable Housing Fund, CDBG Funds, and operating funds, among others.
- The percentage of housing units that are affordable to households with income under 80% AMI includes naturally occurring affordable housing and units subsidized by the Town. The data source for this metric and corresponding chart is the commercial real-estate research firm Co-Star and the County-wide data inventory created through the Orange County Affordable Housing Coalition.
- The percent-of-budget allocated metric displays the percentage of the Town budget for affordable housing projects allocated as of the date of the quarterly report.
- The data source for the number of units subsidized by the Town is the County-wide Data Inventory created through the Orange County Affordable Housing Coalition.
- The data source for subsidized housing unit development projections is the County-wide data inventory created through the Orange County Affordable Housing Coalition.



PUBLIC HOUSING QUARTERLY REPORT

FY22 Q2: October - December 2021

Our quarterly reports are designed to provide an overview of the Public Housing Department's efforts to improve our federal scoring and share preservation efforts of our Public Housing portfolio. To be consistent with the United States Department of Housing and Urban Development (HUD)'s evaluation methods, we include information as it pertains to the Public Housing Assessment System (**PHAS**), which obtains results that are objective, uniform, and verifiable. These metrics are shared for context, but this report is organized by goals set forth in our **Public Housing Master Plan**.

Public Housing's current PHAS score is based on the October 2019 Real Estate Assessment Center (**REAC**) inspection. Due to COVID, there has not been a graded assessment since that time. HUD did conduct a **Habitability Inspection** on July 27 and 29, 2021, however that was not a graded inspection. Public Housing maintains the "Troubled" status that was assigned from the October 2019 REAC inspection.

The Evaluation Tools are referred to as **PHAS Indicators**. Chapel Hill Public Housing leadership added a fifth indicator, Community Engagement, to identify opportunities for additional connections with tenants. The five indicators are listed below, as well as evaluation measures and steps taken to positively influence those measures.

INDICATOR (our score)	HUD EVALUATION MEASURES	ACTIONS TAKEN TO IMPROVE SCORE
Physical Condition (19/40 points)	<ul style="list-style-type: none"> Physical inspections 	<ul style="list-style-type: none"> Building improvements Repairs
Financial Condition (25/25 points)	<ul style="list-style-type: none"> Management of funds 	<ul style="list-style-type: none"> Monitor and process all invoices to ensure they are paid within 30 days
Management (5/25 points)	<ul style="list-style-type: none"> Tenant Accounts Receivable Occupancy Rate Accounts Payable 	<ul style="list-style-type: none"> Account for reductions in rent due to loss of income during pandemic Offer timely rent payment incentives Maintain all payable accounts within current status; paid within 90 days
Capital Fund (5/10 points)	<ul style="list-style-type: none"> Obligation of HUD funds Occupancy Rate 	<ul style="list-style-type: none"> Obligate funds to specific projects – Create timeline to complete projects on time Decrease time units are vacant
Community Engagement*	<ul style="list-style-type: none"> Create opportunities to develop and analyze community engagement efforts. 	<ul style="list-style-type: none"> Continue Monthly newsletter Coordinate weekly Food Bank Facilitate Resident's Council Survey residents reference programming interest



OUR “NEW NORMAL” IN RESPONSE TO COVID

- Continued COVID related screening process (employees, tenants, and applicants)
- Continued abbreviated monthly safety inspections, including regular Pest Control inspections
- Responded to Emergency and Urgent Work Orders only (maintained record of Routine Work Orders)
- Staggered staffing at Administrative Office
- Continued asking tenants and applicants to schedule appointments before coming to the office



CARES FUNDING EXPENDITURES

On March 27, 2020, the President signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law (P.L. 116-136). The CARES Act aimed to provide relief to individuals, businesses and government organizations.

At Chapel Hill Public Housing, we used the CARES funds we received from HUD as an opportunity to provide:

- Translation Enhanced Services: Implementing Language Line translation services has made on-demand translation available to all tenants. The service is used by our Maintenance team while working with our limited English Proficient tenants in their homes, as well as by our Administrative staff to handle questions regarding our processes and in completing Annual Recertifications. The Language Line service adds an additional layer of assistance to our tenants.
- On-Site Equipment to Reduce Risk of Spreading Germs: Installation of various “no touch” equipment throughout the administrative office and Community Centers such as; hand sanitizer stations, hand washing sinks, automatic flush commodes, blow dry hand dryers, bottle filler water fountains, and a temperature check thermometer at the front door.
- PPE Care Packs: Individual care packs made for school-aged tenants. Each bag contained a sealed pack with masks, hand gel, wipes. The packs were customized based on age level to be more suitable for a better fit. The care packs also included a double-wall water bottle, understanding that access to water at school buildings may be limited due to COVID.
- Postage/ Printing: There has been a significant increase in printing and postage costs while increasing our efforts to keep residents informed and being able to translate documents easier and quicker using the Language Line service. We became more intentional about making information more accessible to tenants via mail.
- Annual Recertifications for Tenants: HUD-required Annual Recertifications are now completed via mail to limit in-person contact. CARES funds were used to offset a percentage of salary cost (wages and FICA) for administrative staff to complete recertifications with a mail-in system.



PUBLIC HOUSING MASTER PLAN

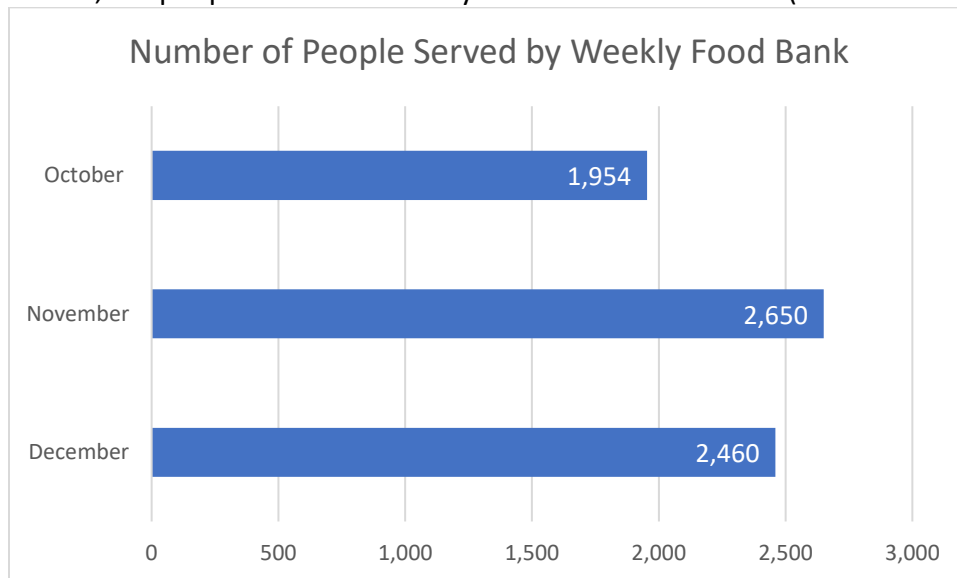
The Public Housing Master Plan was approved in 2019 and is organized into three sections: **Housing Preservation & Creation, Resident Programming, and Core Functions & Organizational Structure.**

Housing Preservation & Creation:

- Our Trinity Re-Imagine Development Partner held the third community engagement meeting in a virtual format
- Appliance Replacement schedule was finalized for future use
- Asphalt Assessment conducted in conjunction with Public Works Department
- Completed and submitted a record of Public Housing's Capital Improvement Plan to the Town

Resident Programming:

- Newsletter mailed each month to every household
- The Resident Council met in October (no meetings in November or December due to the holidays)
- Wellness Committee information shared with tenants
- Over 7,000 people served at weekly Food Bank Distribution (from October to December)



Core Functions & Organizational Structure:

- Hired a new Maintenance Programs Supervisor! He will begin Jan. 10, 2022
-



PUBLIC HOUSING TENANTS

- 829 tenants, residing in 289 households in Public Housing's 12 neighborhoods
 - 47% are 18 years old or younger; 43% are adults; 10% are 62 years old or older
 - 72% of households have a female head of household
 - 89 tenants have a documented disability (2%)
- Average household income is \$19,909/ year
 - This is 24% of the current Area Median Income (AMI) of \$86,400
 - 56% of households earn wages from employment
- Average household rent is \$369/month



COMPLETING THE PICTURE

- Sale of small piece of Oakwood
- 5 transfers completed to ensure tenants are in the appropriate bedroom size unit
- Staff completed Deconcentration Plans in 2000, 2010 and 2020. This is a document required by HUD to evaluate placement of public housing tenants based on their household income and number of household members. The intent of this document is to ensure public housing agencies are not "concentrating" extremely low or very low-income households in particular areas of public housing. Per HUD, Public Housing Deconcentration Plans will now be updated annually for the calendar year.
 - In this quarter, data was collected for 2021 to provide an update to the 2020 Deconcentration Plan.

**** NOTES AND DEFINITIONS**

HUD- U.S. Department of Housing and Urban Development

PHAS- Public Housing Assessment System- An assessment tool used by HUD to measure Public Housing Agencies uniformly and consistently.

PHAS Indicators - Four areas of Public Housing Agency operations that are inspected and rated; they are physical condition, financial condition, management, and capital fund.

Habitability Inspection: HUD conducted inspections; does not result in "grade" but does allow PHA to make corrections to any identified needs.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 12., **File #:** [22-0066], **Version:** 1

Meeting Date: 1/26/2022

Appointments to the Housing Advisory Board.

Staff:

Sabrina Oliver, Director/Town Clerk
Amy Harvey, Deputy Town Clerk
Brenton Hodge, Assistant Town Clerk

Department:

Communications and Public Affairs



Recommendation(s):

That the Council make appointments to the Housing Advisory Board for two seats.



Attachments:

- Recommendation
- Ballot
- Applications

MEMORANDUM

TO: Mayor and Town Council

FROM: Sue Hunter, Housing Advisory Board Chair

SUBJECT: Recommendation for the vacancy(s)

DATE: 1/11/22

RECOMMENDATION: The Housing Advisory Board met on Tuesday January 11, 2022 and by a unanimous vote made the following recommendation(s) to the Town Council for consideration:

- Rex Mercer, Appointment, Tenant or Homeowner
- Robert Dowling, Appointment, Housing, Planning, or Public Policy Expert

SPECIAL REQUEST(s): No Comment

BACKGROUND: Mr. Mercer understands the housing challenges this community faces from his background working with the IFC and at a local women and children's shelter; he has first-hand experience working with community members that have the least amount of resources.

Mr. Dowling's experience as Executive Director of the Community Home Trust allows him to bring a wealth of knowledge about affordable homeownership and the Town's Inclusionary Zoning model and policy; and his passion and advocacy for affordable housing over the years makes him a perfect match for the housing, planner, or public policy expert seat.

Note: Communications and Public Affairs notes that the Housing Advisory Board reviewed the following applications: Ming Feng, Rex Mercer, and Robert Dowling. No additional applications were received between January 11 and 19, 2022 for the Housing Advisory Board.

BALLOT**HOUSING ADVISORY BOARD****JANUARY 26, 2022**

Total Membership: 9 (1 Non-Market Rate Housing Resident, 3 Homeowner or Tenant, 1 Affordable Housing Advocate, 1 Non-Profit Housing Provider/Professional, 1 For-Profit Developer, 1 Real Estate Broker, and 1 Housing, Planning or Public Policy Expert)

Current Membership: 7 (4 Female, 3 Male; 1 African American and 6 Caucasian; [1] 18-24, [1] 25-34, [4] 35-54, [1] over 55)

Current Vacancies: 2 (1 Homeowner or Tenant, 1 Housing, Planning or Public Policy Expert)

Number of Applicants: 3

Homeowner or Tenant
Please vote for up to one (1) applicant

___ Ming Feng
 ___ Rex Mercer

___ Other; please list _____

Housing, Planning or Public Policy Expert
Please vote for up to one (1) applicant

___ Robert M Dowling

___ Other; please list _____

Council Member Signature

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

rmdowling1954@gmail.com

Email Address

Robert

First Name

M

Middle Initial

Dowling

Last Name

1536 Pathway Drive

Street Address

Suite or Apt

Carrboro

City

NC

State

27510

Postal Code

Mobile: (919) 448-7769

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Carrboro Town limits (Light Pink)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

None Selected

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Housing Advisory Board: Eligible

Question applies to Housing Advisory Board

Select a Seat Category for the Housing Advisory Board *

☒ Housing, Planning or Public Policy Expert

Which Board is your First Choice? *

☒ Housing Advisory Board

How did you find out about this opportunity? (select all that apply)

☒ Other (provide additional information below)

If you chose "Other" from the advertising opportunity listed above, please specify:

Town staff person

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I was employed by affordable housing nonprofit organizations for 25 years, until I retired in January 2020. My experience is mostly in affordable homeownership, but I have some experience with rental housing as well.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Male

If other, please describe:

Please select your age from the following list. *

☒ over 55

Retired

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

Robert Dowling
January 2022

Supplement to my application to the Town of Chapel Hill
Housing Advisory Board

Since my application to the Town does not include all that I had written (due to technology challenges), I thought I should write this brief supplement.

As mentioned in my application, I spent the last 25 years of my career working for nonprofit organizations in the affordable housing sector. For three of those years, I worked at Hayti Development Corporation in Durham. For the last 22 years of my working life, I was the executive director of Community Home Trust. I retired in January 2020.

Early in my tenure at CHT, we started using the community land trust (CLT) model to sell homes. This entailed using a 99-year ground lease to enable our homes to remain affordable to successive buyers. Once we began using the CLT model, the Town of Chapel Hill initiated their inclusionary housing program and asked CHT to administer the program. Together with the Town, we learned many lessons and provided affordable homes to hundreds of families and individuals.

Late in my career, we acquired a tax credit rental property in Carrboro called The Landings. We also began managing the Town's master leasing program during my final year at CHT. These two experiences broadened my experience working with extremely low-income households. However, I never participated in the development of housing designed for households below 50% of median income.

Prior to working in affordable housing, I was a banker in New York and Chicago. I had experience with both corporate and retail banking. While working, I also completed a master's degree in finance at NYU. However, my banking experience and finance education is clearly dated.

I decided to apply for a position on the HAB because I believe my experience will be helpful to both the HAB and the Town staff. My goal is to assist the Town in making well-informed decisions about affordable housing. If I am approved to become a member of the HAB, I will be happy to share my experience where applicable and strive to understand new development models that are already in the Town's pipeline. I fully realize that the HAB's role is to advise the Town Council, not to make decisions.

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

fengming1107@gmail.com

Email Address

Ming

First Name

Feng

Last Name

Middle Initial

214 Napa Valley Way

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (313) 471-0687

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Orange County (Not Chapel Hill limits ETJ or JPA)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 0-12 months

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Housing Advisory Board: Eligible

Question applies to Community Design Commission

Select a Seat Category for the Community Design Commission

☒ Chapel Hill Resident

Question applies to Housing Advisory Board

Select a Seat Category for the Housing Advisory Board *

☒ Homeowner or Tenant

Which Board is your First Choice? *

☒ Community Design Commission

How did you find out about this opportunity? (select all that apply)

None Selected

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

☒ Non-Chapel Hill Board Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

Stanat's Place (2516 Homestead) Development affects my living community. And I wish to attend the town council virtual meeting to give suggestions.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

N/A

Question applies to Community Design Commission

Do you have special interest, experience, or education/training in design field, architecture, landscape design, horticulture, city planning, green design, place making or related fields? If yes, please explain.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ Asian or Pacific Islander

Gender *

☒ Male

If other, please describe:

Please select your age from the following list. *

☒ 25-34

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☐ No

Have you participated in the Peoples Academy?

☐ Yes ☐ No

Are you a Town of Chapel Hill employee?

☒ Yes ☐ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

rexmerc@live.com

Email Address

Rex

First Name

Mercer

Last Name

406 New Parkside Drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ Greater than 10 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Housing Advisory Board: Eligible

Question applies to Housing Advisory Board

Select a Seat Category for the Housing Advisory Board *

☒ Homeowner or Tenant

Which Board is your First Choice? *

☒ Housing Advisory Board

How did you find out about this opportunity? (select all that apply)

☒ Email

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

As a resident of Chapel Hill for more than 20 years, I am very familiar with the town and have followed closely the local issues that affect our residents. I am particularly interested in the issue of housing and see the need to have adequate and varied housing options for residents of all income levels as well as appropriate student housing availability. The most critical current need is for more housing options for very low income residents (<30% AMI), including housing providers who will accept subsidies (e.g. Housing Choice Vouchers). All housing should be planned, constructed, and maintained in ways that help create a high quality of life for all residents. This would include attention to things like housing density, traffic impacts, proximity to retail and services, transportation options, walkable/bikeable access routes, diverse neighborhoods, protection of historic neighborhoods, and appropriate architectural designs.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

Current and past relevant employment, volunteer experience, and education include: - SOAR SOCIAL WORKER, Orange County Department of Social Services. Represented people experiencing or at risk of homelessness to the Social Security Administration as they applied for SSI/SSDI disability income/insurance. The objective was to enable these individuals to secure housing. - HOMESTART PROGRAM MANAGER, Inter-Faith Council for Social Service (IFC). Managed operations and social work/case management support at shelter for women and families experiencing homelessness. Also served as case manager and client services rep in previous roles with IFC. - HABILITATION COUNSELOR, Alberta Professional Services. Supported residents of a Chapel Hill group home for adults with severe and persistent mental illnesses. - ORANGE COUNTY JUSTICE UNITED. Affordable Housing Research Team. - ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS. HOME Committee, Project Connect, Point-In-Time Count. - HUMAN SERVICES ADVISORY BOARD, Town of Chapel Hill. Vice-Chair. - PERSONNEL APPEALS COMMITTEE (renamed Grievance Hearing Board), Town of Chapel Hill. - CDBG REVIEW BOARD, Town of Chapel Hill. - MASTER OF SOCIAL WORK degree from UNC-Chapel Hill. - (Also see attached resume.)

[Rex Mercer - resume - Dec 2021.docx](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Male

If other, please describe:

Please select your age from the following list. *

☒ over 55

Social worker

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Rex Mercer

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

REX MERCER

Chapel Hill, NC

Social worker with proven success providing human services support to individuals experiencing poverty and homelessness

SOCIAL WORK EXPERIENCE

Orange County Department of Social Services, Hillsborough, NC

SOAR Social Worker (August 2019 – November 2020)

Using the SSI/SSDI Outreach, Access, and Recovery (SOAR) model, represented people experiencing or at risk of homelessness to the Social Security Administration as they applied for Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Inter-Faith Council for Social Service (IFC), Chapel Hill/Carrboro, NC

Program Manager, HomeStart (July 2017 – July 2019)

Managed operations and social work/case management support at shelter for women and families experiencing homelessness. Applied housing-first, low-barrier, and trauma-informed models.

Case Manager, HomeStart (July 2016 – July 2017)

Provided case management services to resident families. Facilitated goal setting, follow-up, and community resources connections. Served as agency HMIS database administrator.

Client Services Rep, Community Services (August 2010 – August 2012)

Provided direct services (financial assistance, food, clothing), advocacy, referrals, and information to clients experiencing poverty. Trained, supervised, and assisted volunteers.

UNC Psychology Department Community Clinic, Chapel Hill, NC

Therapist, MSW Internship, UNC School of Social Work (August 2013 – May 2014)

Independently conducted mental health assessment and therapy sessions with clients using cognitive behavioral therapy and other interventions as appropriate.

Freedom House Recovery Center, Chapel Hill, NC

MSW Internship, UNC School of Social Work (September 2012 – April 2013)

Assisted with biopsychosocial intake assessments and individual/group therapy sessions for clients with substance abuse and mental health issues.

Alberta Professional Services, Chapel Hill, NC

Habilitation Counselor (September 2012 – August 2013)

Supported residents of a group home for adults with severe and persistent mental illnesses.

OTHER WORK EXPERIENCE

Fidelity Investments, Human Resources Services, Durham, NC
Director/Vice President, Talent Management Operations (July 2005 – October 2008)
Senior Manager, Compensation and Performance Management (August 2002 – June 2005)

IBM, Human Resources Department, Research Triangle Park, NC
Human resources management and generalist positions (January 1990 – July 2002)

EDUCATION

Master of Social Work
University of North Carolina at Chapel Hill

Master of Personnel and Employee Relations (Human Resources)
University of South Carolina at Columbia

BS in Business Administration
University of North Carolina at Chapel Hill

COMMUNITY / VOLUNTEER EXPERIENCE

Orange County Justice United, Chapel Hill, NC
 Affordable Housing Research Team (2021 – current).

United Church of Chapel Hill, Chapel Hill, NC
 Board of Justice, Outreach, and Service (2020 – current).

Human Services Advisory Board, Town of Chapel Hill, NC
 Vice-Chairperson. Assessed local human services agencies' needs and recommend funding levels to town council. Appointed for 3-year term (2014 – 2017).

Community Development Block Grant Review Board, Town of Chapel Hill, NC
 Assessed applications for CDBG funds and recommended funding levels to town council (2016).

Orange County Partnership to End Homelessness
 HOME Committee (2016 – 2020); Project Connect (2013 – 2019); Point-In-Time Count (2013 – 2014).

Personnel Appeals Committee, Town of Chapel Hill, NC
 Conducted grievance and appeal hearings for town employees and provided advisory opinions to the town manager. Appointed for 3-year term (2011 – 2014).

Chapel Hill/Carrboro CROP Hunger Walk, Church World Service, Inter-Faith Council
 Coordinated community fundraising event, raising \$47,000 for hunger relief efforts (2011).



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 13., **File #:** [22-0067], **Version:** 1

Meeting Date: 1/26/2022

Appointments to the Justice in Action Committee.

Staff:

Sabrina Oliver, Director/Town Clerk
Amy Harvey, Deputy Town Clerk
Brenton Hodge, Assistant Town Clerk

Department:

Communications and Public Affairs



Recommendation(s):

That the Council make appointments to the Justice in Action Committee for three seats.



Attachments:

- Recommendation
- Ballot
- Applications

MEMORANDUM

TO: Mayor and Town Council

FROM: Justice in Action Committee

SUBJECT: Recommendation for the vacancy(s)

DATE: 01/14/22

RECOMMENDATION: The Justice in Action Committee met on Thursday, December 2, 2022, and by a unanimous vote made the following recommendation(s) to the Town Council for consideration:

- Julia Cunningham, Appointment, CH/Carrboro Planning District
- Alix McKay, Appointment -CH/Carrboro Planning District

SPECIAL REQUEST(s): This leaves 1 additional seat, recently vacated by a board member. Waiting on additional applications to fill seat.

BACKGROUND: JIAC recommends Julia Cunningham to council as her work within the community and university aligns with the vision of JIAC.

Julia attended CHCCS in middle and highs school and has lived in Chapel Hill since 2003.

Julia's profession background is in education policy and advocacy. She currently has the role of Deputy Director of State Engagement for The Hunt Institute, engaging elected officials and education stakeholders around the country in order to implement equitable education policy that creates meaningful change for Black, Latinx, Indigenous, low-income, and differently abled students and their families

JIAC recommends Alix McKay to council as her professional and volunteer experience will bring additional insight to JIAC. Alix works in Chapel Hill for the American Board of Pediatrics, whose initiative is to achieve equality in experience and education for better overall health outcomes for children.

In addition, Alix was born and raised in Chapel Hill and has three biracial children who attended Chapel Hill schools giving her an understanding of obstacles within our community and school system that effect success.

Note: Communications and Public Affairs notes that the Justice in Action Committee reviewed the following applications: Julia Cunningham, Alix McKay, and Simon N Palmore. One additional application was received from Aaron Carpenter between December 2, 2021 and January 19, 2022 for the Justice in Action Committee.

BALLOT**JUSTICE IN ACTION COMMITTEE****JANUARY 26, 2022**

Total Membership: 9 (Nine (9) members: One non-voting members from Chapel Hill under the age of 18 appointed by the Chapel Hill Youth Council; seven (7) members who live or work within the Chapel Hill or Carrboro planning jurisdiction, which would include the Town's limits, extraterritorial planning jurisdictions, and joint planning areas; two (2) members from outside of the Chapel Hill or Carrboro planning jurisdictions)

Current Membership: 6 (4 Female, 2 Male; 4 African American, and 2 Caucasian; [0] 18-24; [2] 25-34, [3] 35-54, [1] over 55)

Current Vacancies: 3 (Chapel Hill or Carrboro Planning Jurisdiction)

Number of Applicants: 4

Chapel Hill or Carrboro Planning Jurisdiction
Please vote for up to three (3) applicants.

_____ Aaron Carpenter
 _____ Julia E Cunningham
 _____ Alix W McKay

_____ Simon N Palmore
 _____ Other; please list _____

Council Member Signature

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

aaronwc@ad.unc.edu

Email Address

Aaron

First Name

Carpenter

Last Name

Middle Initial

411 Flemington Rd

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home: (336) 639-9296

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 0-12 months

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Justice in Action Committee: Eligible

Question applies to Justice in Action Committee

Select a Seat Category for the Justice in Action Committee *

☒ Chapel Hill or Carrboro planning jurisdiction

Which Board is your First Choice? *

☒ Human Services Advisory Board

How did you find out about this opportunity? (select all that apply)

☒ Internet

☒ Speaker at an event

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

As a Black man and a Jew, as well as someone who grew up below the poverty line in a single-parent household, who is pursuing a Masters of Public Health, I bring a plethora of perspectives to the table.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

- MPH student - Formerly on Boone Town Council's Cultural Resources Advisory Board - Lived experiences - Diverse background - Student perspective

[Aaron Carpenter Human Services Graduate Intern Resume.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ African American

Gender *

☒ Male

If other, please describe:

Please select your age from the following list. *

☒ 18-24

Student / Graduate Assistant

Occupation

Are you a caregiver for or identify with a disability?

☒ Yes ☐ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

Aaron William Carpenter

Chapel Hill, NC | Aaronwc@ad.unc.edu | 336-639-9296 | www.linkedin.com/in/aaron-carpenter-773023162/

EDUCATION

<u>University of North Carolina at Chapel Hill</u>	May 2023
Masters of Public Health (Health Policy and Management Concentration)	
<u>Appalachian State University, Boone NC</u>	May 2021
Bachelor of Science, Biology (Cellular and Molecular Concentration)	
Bachelor of Science, Psychology (Health Studies, Natural Science, and Sustainability Concentrations)	
Minors: Gerontology, General Business, and Public Health	

WORK AND RESEARCH EXPERIENCE

<u>Graduate Research Assistant (University of North Carolina at Chapel Hill)</u>	
North Carolina Institute of Public Health (Accreditation Team)	October 2021 - Present
<ul style="list-style-type: none"> - Review the accreditation standards of local health departments and make sustainable and equitable suggestions for quality improvement through research, literature reviews, policy analysis, and the creation of equity toolkits and resources - Meet with community partners, board members, and other shareholders to discuss implementation, adjustments, and oversight of accreditation standards for North Carolina's county health departments - Contribute sustainable equity suggestions to ensure local health departments adequately serve and consider persons of color, those with low SES backgrounds, and those in rural and medically underserved counties and communities 	
Lineberger Comprehensive Cancer Center (Equity Team) - Dr. Marjory Charlot Lab	September 2021 - Present
<ul style="list-style-type: none"> - Work towards health equity in clinical trials through assessing African American individuals' opinions and viewpoints on clinical research, access to care, and offering navigation resources and compiling this information - Meet with healthcare providers, public health professionals, and patients to assess the gaps in equity, barriers to care, and clinical trial information dissemination within the UNC Healthcare System through actionable discussions, and use this information to make internal policy suggestions - Assist primary investigator in data management, data analysis, content creation, and communications with patients, providers, and community partners 	
<u>Jews of Color Initiative</u>	February 2021 - September 2021
Jews of Color Philanthropy Cohort Participant	
<ul style="list-style-type: none"> - Worked with a committee of Jews of Color to analyze and distribute a funding portfolio of \$25,000 to organizations and individuals who are working to further equity in Jewish spaces regarding health, education, and a multitude of other facets - Collaborated with other Jews of Color to discuss socioeconomic disparities impacting persons of color in and outside of the Jewish community, as well as the importance of community and impact investments in alleviating these gaps and issues 	
<u>Undergraduate Research Assistant (Appalachian State University)</u>	
Health Disparities Research Lab - Dr. Adam Hege Lab	January 2020 – August 2021
<ul style="list-style-type: none"> - Studied health disparities prevalent among students, BIPOC individuals, and those with chronic illnesses - Investigate the relationship between long-haul truck-driving and chronic diseases and obesity - Investigate food insecurity in Western North Carolina and on college campuses utilizing quantitative data and qualitative interview data 	
<u>Chancellor's Student Advisory Board for Diversity Recruitment and Retention</u>	November 2019 - May 2021
Board Member	
<ul style="list-style-type: none"> - Advised and collaborated with administrators to increase minority enrollment and retain minority students by drafting strategic plan portions, brainstorming and implementing programs, organizing and creating calling campaigns, and support systems for current students 	
<u>CliniSpan Health</u>	May 2021 - August 2021
Community Engagement Specialist	
<ul style="list-style-type: none"> - Recruited BIPOC individuals for medical studies related to COVID-19 and Influenza by utilizing social media campaigns and coalition building with the aim of reducing racial disparities in clinical trial samples - Worked with community members and organizations around the country to recruit and educate communities on the importance of vaccinations and clinical trials 	
<u>StandWithUs</u>	June 2020 - June 2021
Southern Region Campus Liaison	

- Helped students on 15 college campuses combat antisemitism and hate through strategic planning, connecting them with resources in their communities and on their campuses, funding opportunities, and training students, as well as connected students with resources to fight hate and coalition build
- Spoke on panels discussing anti-semitism, community building, and program planning

Upstart Labs**October 2020 - January 2021****Jews of Color Fellow**

- Worked on an end of year campaign to raise \$30,000 for programming and development utilizing funder-base data programs, social media campaigns, letter-writing campaigns, and partnerships
- Assisted with grant writing for numerous programs and created grant database highlighting funding options for developing nonprofit partner organizations in the realms of education, business ventures, and sustainability

VOLUNTEER EXPERIENCEOrange County Health Department**December 2021 - Present****Volunteer**

- Assist the Health Director in compiling information for and assessing goals for the county's strategic health plan as it relates to outcomes measures and racial equity assessments

NC Health Advocacy Project**October 2021 - Present****Policy Analysis Volunteer**

- Analyze national food insecurity trends, programs, and solutions to inform equitable policy suggestions for alleviating food gaps and disparities in North Carolina
- Compile data and meta-analyses to investigate measures of governmental and impact investment regarding food insecurity

Boone Town Council**November 2020 - June 2021****Cultural Resources Advisory Board**

- Advised politicians and town officials in combating hate and supporting marginalized communities within the Boone community by contributing to programmatic efforts, strategic planning, funding suggestions, and posing discussions about equity

American Red Cross**August 2018 - August 2020****Disaster Action Volunteer / Board Member**

- Coordinated smoke detector installations in over 200 homes across Watauga County and recruited volunteers for the project
- Served as a student liaison between the American Red Cross Club and the Blue Ridge Chapter of the American Red Cross, providing input on strategic planning, funding, and project management
- Assisted in planning out events in Watauga County related to disaster relief, education, and poverty alleviation

12th Annual Homecoming Blood Drive Committee**May 2018 - September 2018****Donor Coordinator**

- Assisted in planning out one of the historically largest, single-day blood drives in the United States by recruiting over 1,200 individuals to donate blood over an 8-week span through social media campaigns, tabling, and community outreach

AWARDS AND ACHIEVEMENTS**Undergraduate Achievement Key****August 2021**

- Recognized by Alpha Epsilon Pi for outstanding student leadership, campus and community service, and impactful and successful programmatic efforts

Stephen N. Zacks Rampant Lion Award**August 2021**

- Recognized by Alpha Epsilon Pi for outstanding anti-antisemitism activism both on and off campus

Ronny L Brooks Award**April 2021**

- Recognized by the Department of Student Affairs for outstanding leadership and community impact

Spirit of Service Award**April 2021**

- Recognized by Club Council for outstanding organizational leadership and service

Greek Man of the Year**November 2020**

- Selected out of over 800 fraternity men as Appalachian State University's Greek Man of the Year

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

juliaecunningham6@gmail.com

Email Address

Julia

First Name

E

Middle Initial

Cunningham

Last Name

1521 E Franklin St.

Street Address

B-301

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 360-0019

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 4-9 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Justice in Action Committee: Eligible

Question applies to Justice in Action Committee

Select a Seat Category for the Justice in Action Committee *

☒ Chapel Hill or Carrboro planning jurisdiction

Which Board is your First Choice? *

☒ Justice in Action Committee

How did you find out about this opportunity? (select all that apply)

☒ Email
☒ Internet

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I have considered Chapel Hill home since 2003. I went to middle school and part of high school in the Chapel Hill School District, and my family has lived in the community this entire time, even as my academic and professional paths took me elsewhere. I have seen the community grow and change regularly over the years, and always find my way back to the Chapel Hill community that I love. My professional background is in education policy and advocacy, as well as four years teacher students in rural South Dakota on the Pine Ridge Reservation. My students are almost 100% Oglala Lakota. I currently work as the Deputy Director of State Engagement for The Hunt Institute, engaging elected officials and education stakeholders around the country in order to implement equitable education policy that creates meaningful change for Black, Latinx, Indigenous, low-income, and differently-abled students and their families. This requires us to name the challenges, systemic racism, class injustices, and lack of resources devoted to citizens' futures, and advocate to change and improve those systems. I am also currently working towards my Masters in Public Health through the UNC Chapel Hill Gillings School of Public Health. I see the intersection of education, health, housing, and community resources and engagement as the most important collaboration to support community members and ensure we are engaging existing community assets and strengths. I hope to use my education and health policy, strategy, partnership, and coalition building skills to work with existing Justice in Action Committee members and engage community members to build a community that serves all Chapel Hill residents, regardless of ethnicity, equitably.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I have a background in education and health policy, mostly coalition building and advocacy in those two areas. I am experienced in building trusting relationships with a variety of stakeholders, including other advocates, elected officials and policymakers, educators, and, most importantly, community members. I am most interested in leveraging the existing resources of a community-- particularly in the education and health fields-- to develop solutions and strategies that prioritize community voice.

[Julia Cunningham Resume August 2021.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Female

If other, please describe:

Please select your age from the following list. *

☒ 25-34

Deputy Director for State
Engagement at The Hunt
Institute

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

Julia E Cunningham

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

Julia E. Cunningham

1521 E. Franklin Street • B-301 • Chapel Hill, NC 27514 • (919) 360-0019 • juliaecunningham6@gmail.com

PROFESSIONAL EXPERIENCE

The Hunt Institute – Durham, NC

September 2018 – Present

Senior Policy Analyst (July 2020 – Present)

Policy Analyst (September 2019 – June 2020)

Associate Policy Analyst (September 2018 – August 2019)

- Managed the development of the Institute's strategic planning for state expansion.
- Supervised a small team of Associate Policy Analysts and Policy Analysts responsible planning and implementing state-based legislative programming.
- Developed and managed budgets for state legislative retreats and other relevant programming.
- Managed and tracked grant requirements for various funding streams.
- Collaborated internally to create The Hunt Institute's ESSER Allowable Uses Menu, which was distributed to all state superintendents of education nationally and, as a result, facilitated discovery conversations with 15+ state superintendents of education to advise them on best uses of COVID-19 federal relief funding.
- Led expansion into Ohio, Illinois, North Dakota, and Missouri by facilitating the development of annual state legislative retreats in each state, recruiting on average 30 bipartisan leaders to attend a two-day education retreat covering the entire education continuum.
- Developed, managed, and moderated *Homeroom for Education Leaders*, a monthly webinar series interviewing state superintendents of education from around the country, averaging 200 attendants per webinar; as of June 2021, the webinar has hosted 33 state superintendents.
- Developed and executed *The Commissioner's Education Policy Committee*, a statewide advisory council for the Missouri Education Commissioner to develop the Department's policy agenda.
- Managed legislative outreach in key expansion states by facilitating relationships with consultants to facilitate strategic relationships.
- Consulted for the Chickasaw Nation in Oklahoma, authoring a 30+ page report on the feasibility of a statewide virtual charter school authorized by the Chickasaw Nation.

Jobs for the Future – Boston, MA

March 2018 – August 2018

Grant Support Consultant

- Supported communities in Promise Zone and Performance Partnership Pilot Initiatives.
- Collaborated with leaders to provide technical assistance for community development.
- Connected with community education leaders to identify needs and provide resources.

American Horse School – Allen, SD

August 2013 – May 2017

Middle School Writing Teacher

- Managed five writing classes of 18 – 30 students per class for school years 2013 – 2017.
- Served as Middle School Team Leader for two years, acting as a liaison to school leaders.
- Served as an official liaison between Teach for America and American Horse School.
- Trained and coached 20 incoming Teach for America Corps members by leading professional development.

EDUCATION

Gillings School of Public Health, UNC Chapel Hill— Chapel Hill, NC Expected May 2023
Masters in Public Health- Leadership in Practice

Current Coursework: Methods & Measures for Public Health Practice; Understanding Public Health Issues; Data Analysis for Public Health; Developing, Implementing, and Evaluating Public Health Solutions

Harvard Graduate School of Education (HGSE) – Cambridge, MA May 2018
Masters of Education in Education Policy & Management

Relevant Coursework: New Pathways for College & Career Readiness: Increasing Opportunity & Equity through Education; State Education Policy: A Practicum, Leadership in Social Change Organizations, Introduction to Applied Data Analysis, Managing Financial Resources in Nonprofit Organizations

University of South Dakota – Vermillion, SD August 2015
Graduate Certificate in Nonprofit Management and Leadership

Relevant Coursework: Introduction to the Nonprofit Sector, Public Personnel Management, Nonprofit Administration, Budgetary and Fiscal Management

Fordham University – Bronx, NY May 2013
Bachelor of Arts

Major: English Literature Minors: Communications & Media Studies; Comparative Literature

PROJECT EXPERIENCE

Rural Educators Alliance – Cambridge, MA Fall 2017 – Spring 2018
Rural Education Week

- As co-founder of the Rural Educators Alliance, organized Rural Education Week, a series of events highlighting rural communities and schools.
- Collaborated with outside organizations and rural education leaders to organize events.
- Advocated for recognition of rural communities and inclusion of rural-centric curricula at HGSE as a member of the Rural Educators Alliance leadership team.

HGSE Student Research Conference – Cambridge, MA Spring 2018
"Rural Career Pathways: Identifying Methods for Career Education Programs in Rural Regions"

- Conducted a case study of the "Big Sky Pathways" CTE program in Montana to identify strategies for implementing CTE programs in rural regions.
- Presented a report outlining scalable opportunities for rural CTE programs at the 2018 HGSE Student Research Conference.

Native Americans in the 21st Century: Nation Building II – Cambridge, MA Spring 2018
Southern Ute Nation Community Development Program – Youth Leadership Initiative

- Conducted field-research with the Southern Ute Indian Nation Tribal Council to develop a Youth Leadership Community Development Program to promote student engagement.

SKILLS, CERTIFICATIONS, COMMUNITY INVOLVEMENT

- Proficient in Tableau, Adobe Creative Suite, Salesforce, Stata, Qualtrics, and Microsoft Office
- Proficient in French; Beginner in Spanish
- Member of the Fordham University Alumni Mentorship Program
- Member of the HGSE Alumni Ambassador Program

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

amckay@abpeds.org

Email Address

Alix

First Name

W

Middle Initial

Mckay

Last Name

161 Weaver Dairy Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 906-3834

Primary Phone

Business: (919) 929-0461

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ Greater than 10 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Justice in Action Committee: Eligible

Question applies to Justice in Action Committee

Select a Seat Category for the Justice in Action Committee *

☒ Chapel Hill or Carrboro planning jurisdiction

Which Board is your First Choice? *

☒ Justice in Action Committee

How did you find out about this opportunity? (select all that apply)

☒ Internet

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I was born and raised in Chapel Hill and have three biracial children who I raised in Chapel Hill. Two are currently in college and one attends East Chapel Hill High School. Raising biracial children in the town of Chapel Hill has given me a unique perspective regarding how children of color can succeed or have their success jeopardized by various obstacles in the community as a whole as well as the school system. I am also a member of the American Board of Pediatrics' DEI Council, where I have worked since 2009.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I work for the American Board of Pediatrics, whose offices are located in Chapel Hill and achieving equality in experience and education is part of our initiative for better overall health outcomes for children. I feel my experience at the board for the last almost 12 years has given me invaluable knowledge that would be an asset to this board. Additionally, I was named to the ABP's DEI Council in 2020 and have gained valuable experience and education through that appointment.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Female

If other, please describe:

Please select your age from the following list. *

☒ 35-54

Research/Credentialing

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

☒ I Agree

simonpalmore@gmail.com

Email Address

Simon

First Name

N

Middle Initial

Palmore

Last Name

600 MLK Blvd

Street Address

Apt 523

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (202) 450-9747

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

☒ 1-3 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Justice in Action Committee: Eligible

Question applies to Justice in Action Committee

Select a Seat Category for the Justice in Action Committee *

☒ Chapel Hill or Carrboro planning jurisdiction

Which Board is your First Choice? *

☒ Justice in Action Committee

How did you find out about this opportunity? (select all that apply)

☒ Advisory Board or Council member

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

Chapel Hill, I have long noticed, is a starkly different place to different people. As a student at the UNC-Chapel Hill, I have long noticed these differences among my fellow students. My white peers and their families believe the common refrain, "The Southern Part of Heaven," to be an apt description of our town. But to my fellow students of color, especially Black students, the experience here is much different. The frequent presence of neo-Confederates on campus and in town, the disproportionate police response to student protests compared to the muted response to students illegally and irresponsibly rushing Franklin Street, and even the passive but insidious feeling of not belonging in the place that you're meant to love: these are the experiences of a student of color in Chapel Hill. As with all community discussions, student voices are crucial but often overlooked, and as a student of color at UNC, I believe I bring an important perspective to both the Community Policing Advisory Committee and the Justice in Action committee.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

In high school, I was an award-winning leader in diversity, equity, and inclusion, organizing educational forums about racial justice and LGBTQ issues. From May-November 2020, I worked full time on a congressional campaign, which provided me with substantial community outreach experience. In summer 2021, I am working for the Attorney General of Rhode Island in a role that involves collaboration with the police and consideration for due process and other defendant rights. In my ongoing work for the judicial branch of UNC student government, I advocate for equitable treatment of students accused of academic and conduct violations and work to increase the racial diversity of the organization. All of these experiences make me an effective and informed advocate for marginalized people and community interests.

[Resume_Summer_2021_v1.pdf](#)

You may upload a supporting document (e.g., CV or resume). Please be advised that any information submitted becomes a public record and may be searchable online.

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

☒ Other

Gender *

☒ Male

If other, please describe:

Please select your age from the following list. *

☒ 18-24

Student

Occupation

Are you a caregiver for or identify with a disability?

☐ Yes ☒ No

Have you participated in the Peoples Academy?

☐ Yes ☒ No

Are you a Town of Chapel Hill employee?

☐ Yes ☒ No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

☒ I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

SIMON N. PALMORE

202-450-9747 | simonpalmore@gmail.com

Skills Summary

Highly-motivated undergraduate with strong work ethic, writing skills, and interest in urban planning, equity, and public service. Current junior at UNC-Chapel Hill; majoring in US History and Hispanic Literature and Cultures; minoring in Creative Writing. Semi-fluent in Spanish.

Education

UNC-Chapel Hill, Class of 2023

Morehead-Cain Scholar and Honors Carolina student; GPA: 4.00

St. Albans School (DC), Class of 2019

Senior Class President, graduated Cum Laude

Experience

Rhode Island Office of the Attorney General

Legal Intern | June 2021 – present

Work in the Narcotics and Violent Crime unit with a focus on large-scale drug trafficking; draft and negotiate settlement agreements with defense attorneys; collaborate with police officers and consider defendant rights; gain experience and education in civil procedure.

UNC Attorney General's Staff

Managing Associate | January 2021 – present

Oversee Honor Court cases as they progress through the Judicial Branch; support and advise Counsels as they prepare for Honor court cases; ensure that accused students' and reporting parties' rights are upheld by the system.

Counsel | September 2019 – January 2021

Argued on behalf of an accused student or the University during Honor Court hearings.

Gina Ortiz Jones for Congress

Voter Mobilization Intern | May 2020 – November 2020

Worked ~40 hours per week under Voter Mobilization Director to manage technology behind campaign's field operations; trained dozens of volunteers to phone bank and text bank; designed and ran campaign's Slack operations.

Awards and Acknowledgements

Morehead Cain Scholarship, 2019-2023

Highly-competitive merit scholarship to UNC-CH includes full tuition, funded study abroad, and four-year Summer Enrichment Program designed to cultivate leadership, personal development, and unique life experiences.

Thomas Hyde Medal, 2019

Voted by St. Albans School's student body as "Best All-Around."