

CHANGE LOG FOR PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



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

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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 In the right-hand column are records series that have been either superseded by the *General Records Schedule: Local Government Agencies* or discontinued because the records are no longer created or received by local departments.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
STANDARD 11: ANIMAL SERVICES RECORDS		
		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		
<p>BLUEPRINTS AND SPECIFICATIONS Disposition was amended to change “b” disposition from “1 year after permit is issued” to “1 year after completion of project.”</p>		<p>For agency-owned buildings, see General Records Schedule: Local Government Agencies, Standard 1, (Administration and Management Records), Blueprints and Specifications.</p>
		<p>BUILDING AND FIRE CODE VIOLATIONS CASES (Municipal) See Violations: Building and Housing</p>
		<p>BUILDING INSPECTION REPORTS (Municipal) See Building and Road Permitting and Inspection Records.</p>
		<p>BUILDING PERMITS AND APPLICATIONS (Municipal) See Building and Road Permitting and Inspection Records.</p>
		<p>BUILDING PERMIT LOG (Municipal) 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		
		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.

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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		
		PERMITS: FACILITIES USE (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.
		PERMITS: LANDFILL (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		PERMITS: MISCELLANEOUS (NON-CONSTRUCTION) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
		REPORTS: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOG 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: 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)
<p>VIOLATIONS Description expanded to describe various kinds of violations.</p> <p>Changed retention from 3 years to 6 years; added “b” to account for “remaining records.”</p>		
<p>VIOLATIONS: SOLID WASTE MANAGEMENT Changed “produced” to “issued” in item description.</p>		
		<p>WASTE OIL, BATTERIES, AND ELECTRONICS COLLECTION FILE See General Schedule for Local Government Records, Standard 8 (Risk Management Records), Hazardous Materials Management.</p>
<p>WATER ANALYSIS Cross-reference added to Violations.</p>		

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

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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.

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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).

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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		
	<p>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.</p>	DISPATCH RECORDINGS
		<p>EMERGENCY NOTIFICATIONS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Notifications.</p>
		<p>EMERGENCY SERVICES BILLING RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.</p>
		<p>EMERGENCY SERVICES CORRESPONDENCE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Correspondence and Memoranda.</p>



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

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CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
<p>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.</p>		
		<p>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.</p>
		<p>NOTIFICATION TO CORRECT (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement Records), Violations.</p>
		<p>NUCLEAR CIVIL PROTECTION PLAN See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.</p>

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

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
STANDARD 14: PARKS AND RECREATION RECORDS		
		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.

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

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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>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
<p>PARKS PLANNING FILE 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) See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Publicity Records.</p>
		<p>RATE AND FEE REGULATION (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Rates and Fee Schedules.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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



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.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
<p>COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: APPLICATIONS Disposition added for rejected applications. Final reports removed from item and added to CDBG Administrative records.</p>		
	<p>COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: OUTSTANDING LOAN BALANCES</p>	
	<p>COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY</p>	
<p>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.</p>		
<p>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.</p>		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
		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.		
		ORTHOPHOTOGRAPHY (County Management) See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Layers: Orthoimagrey.
		PHOTOGRAPHS AND NEGATIVES (AERIAL) (County Management) See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Layers: Orthoimagrey.

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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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
Standard 16: PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS		
		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	

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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	
<p>REDEVELOPMENT PLANS Changed title to encompass approved as well as rejected plans; added description; clarified disposition instructions for approved vs. rejected projects</p>		CERTIFICATION FILE

STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS</i>		
		<p>ACCREDITATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.</p>
		<p>AGENCY LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>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.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		<p>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.</p>
		<p>CUSTOMER (RIDER) ALERTS See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Publicity Records.</p>
		<p>DISPATCH RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>LOST AND FOUND RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Lost, Stolen, or Damaged Property Reports.</p>
		<p>NATIONAL TRANSIT DATABASE (NTD) REPORT See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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

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

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



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

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.</p>
		<p>BATTERY COLLECTION FILE (M) 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 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) 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) Record copy created and issued by N.C. Department of Environmental Quality. Copy kept at local level is a reference copy.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>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.</p>
<p>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.</p> <p>Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Comprehensive Plan.</p>		<p>COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS (M)</p>
		<p>CONSTRUCTION DRAWINGS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Blueprints and Specifications.</p>
		<p>COUNTY LANDFILL RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.</p>

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 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) 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) 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) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>DAM CONSTRUCTION FILES (M) See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records: Core.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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

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 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>
<p>UTILITIES: ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS</p>		<p>ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS (M)</p>
		<p>ELECTRIC POWER AND NATURAL GAS SYSTEM INSPECTIONS AND TESTS (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.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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

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

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
<p>EROSION CONTROL: EROSION AND SEDIMENT CONTROL INSPECTIONS 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) See Erosion Control: Erosion and Sediment Control Permits.</p>
		<p>EROSION AND SEDIMENT CONTROL PERMIT RECEIPT BOOKS (M) See Erosion Control: Erosion and Sediment Control Permits.</p>
<p>EROSION CONTROL: EROSION AND SEDIMENT CONTROL PLANS 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>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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) 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) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Groundwater Monitoring Records.</p>
		<p>HAZARDOUS WASTE DISPOSAL RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.</p>
		<p>ILLEGAL DUMPING FILE (M) 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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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>		<p>LANDFILL MONITORING REPORTS (M)</p>
<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>		<p>LANDFILL OPERATIONAL PLAN (M)</p>
<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>		<p>LANDFILL PERMITS (M)</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>LINE INSPECTION MAPS (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.</p>
		<p>LOAD INSPECTION RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Inspections.</p>
<p>UTILITIES: MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS) 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) 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) 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) 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		
		<p>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.</p>
		<p>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.</p>
<p>ENVIRONMENTAL: NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE Description of item added.</p> <p>Disposition changed from destroy when reference value ends to one year after resolution.</p>		<p>NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE (M)</p>

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

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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</p> <p>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

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		SOLID WASTE MANAGEMENT VIOLATION RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Solid Waste Management.
		SOLID WASTE REPORTS (M) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		SOLID WASTE SERVICE FILE 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.
	WATER QUALITY: STORMWATER DEVIATION PERMITS	

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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		
		<p>WASTEWATER QUALITY ANALYSIS RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Wastewater Quality Analysis Records.</p>
		<p>WATER ANALYSIS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water Analysis.</p>
		<p>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.</p>
		<p>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.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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) 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) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Water Conservation.</p>
		<p>WATER STOCK PURCHASE RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.</p>
		<p>WATER SYSTEM OPERATIONS RECORDS (M) 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>		
		WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water Tanks, Specifications, and Booster Stations File.
		WEIGH TICKETS/SCALE RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.

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 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>		<p>APPRAISAL REPORTS FILE</p>
		<p>COMPLIANCE RECORDS 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 See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.</p>
		<p>ENVIRONMENTAL ASSESSMENT RECORDS See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records – Engineering and Compliance.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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 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 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>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
<p>RIGHT-OF-WAY ACQUISITION WORKING RECORDS 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 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>		
		<p>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.</p>
		<p>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>
<p>STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS 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>		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
<p>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.</p>		
		<p>TESTING AND INSPECTION RECORDS See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement), Building and Road Permitting and Inspection Records.</p>
		<p>TRAFFIC ACCIDENT DATA FILE See General Records Schedule: Local Government Agencies, Standard 4 (Information Technology Records), Data Documentation Records.</p>
	<p>TRAFFIC VIDEO RECORDINGS AND DATA Includes the metadata generated by video recordings as well as the recordings themselves.</p>	<p>TRAFFIC CAMERA RECORDINGS</p>
		<p>TRAFFIC OPERATIONS PROGRAM FILE Records from the TOPICS program deleted from schedule as program is no longer active.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
		<p>TRAFFIC SIGNAL FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Vehicle, and Facility Usage Records.</p>

STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>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).</p>
	<p>ARREST PROCESSING RECORDS Merging of Arrest Processing: DWI Tracking Records and Arrest Processing: Tracking Records</p>	
		<p>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.</p>
		<p>BASIC TRAINING RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Law Enforcement Training.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>BICYCLE REGISTRATION See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.</p>
		<p>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.</p>
		<p>BREATHALYZER RECORDS See Chemical Analysis Records.</p>
		<p>CASE HISTORY FILE: CASES NOT OFFICIALLY INVESTIGATED Covered by various items on Law Enforcement standard of Local Government Program Schedule</p>
<p>DRUG AND ALCOHOL TESTING RECORDS Revised title and description to include DWI and Breathalyzer Records</p>		

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>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.</p>
		<p>COMMENDATION LETTERS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Service Awards and Commendations.</p>
		<p>COMMUNICATIONS RECORDS (REQUESTS AND RECEIPTS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Requests for Information.</p>
		<p>CONFIDENTIAL FUNDS RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.</p>
		<p>CRIME PREVENTION RECORDS See Crime Analysis Records.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>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.</p>
		<p>DRIVER'S LICENSE REVOCATIONS FILE See respective case file related to revocation</p>
		<p>DRIVING WHILE IMPAIRED (DWI) REPORTS FILE See Chemical Analysis Records.</p>
		<p>DWI KNOLL MOTIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original maintained by court system.</p>
	<p>ELECTRONIC RECORDINGS OF INTERROGATIONS</p>	
		<p>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) See Electronic Recordings of Interrogations (Juvenile and Certain Felonies).</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>EMERGENCY ACTION RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.</p>
		<p>EQUIPMENT INVENTORY AND ISSUANCE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.</p>
		<p>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.</p>
		<p>FALSE ALARM REPORTS AND VIOLATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>FEDERAL FIREARMS NOTIFICATION RECORDS Copies. Originals maintained by federal government.</p>

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>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.</p>
<p>FIELDS OBSERVATIONS Removed "Reports" from Title</p>		
		<p>FINGERPRINT CARDS (LATENT) See Fingerprint Cards.</p>
		<p>FIREARMS RANGE FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.</p>
		<p>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.</p>
		<p>HANDGUN PERMITS See Permits: Concealed Weapons and Handguns.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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)		
	<p>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.</p>	
	<p>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</p>	
		<p>LIST OF INMATE REPORTS Reports delivered to and maintained by Clerk of Superior Court</p>
		<p>MASTER INDEX FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Indices.</p>
		<p>MOBILE UNIT VIDEO TAPES See Law Enforcement Audio and Video Recordings.</p>
		<p>MODIFIED DIET REQUESTS (INMATES) See Inmate Meal Records.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>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.</p>
		<p>MUTUAL AID AGREEMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Dual Employment.</p>
		<p>OBSERVATION REPORTS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records.</p>
		<p>PARKING METER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.</p>
		<p>PARKING METER COLLECTIONS RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>PAROLE COMMISSION NOTIFICATION REPORTS Records received and retained by North Carolina Post-Release Supervision & Parole Commission</p>
<p>PAWNSHOP RECORDS Title changed from Pawnshop Cards</p>		
		<p>PEER COUNSELING (LAW ENFORCEMENT) 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 See Arrest Reports, Fingerprint Cards, and Identification Photographs.</p>
		<p>PERSONNEL INSPECTION REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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)		
		<p>SHIFT ASSIGNMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Work Schedules and Assignments.</p>
		<p>SPECIAL ORDER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Policies and Procedures.</p>
		<p>SQUAD LEADER PROMOTION FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Performance Reviews, and Standard 6: Position Evaluations.</p>
		<p>STATISTICAL REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>STOLEN MOTOR VEHICLES FILE See Case Files: Misdemeanors, Case Files: Felonies, and Incident Response Reports.</p>

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CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>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.</p>
		<p>TOWED/SEIZED VEHICLE INVENTORIES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.</p>
		<p>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.</p>
		<p>TRAFFIC STOP REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>TRAINEE INTERN PROGRAM FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Internship Program.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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)		
		<p>UNIFORM CRIME REPORTS (UCR) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>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.</p>
		<p>WANTED PERSONS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Bulletins.</p>
		<p>WARNING TICKETS See Traffic Citations and Warnings.</p>
		<p>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.</p>

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CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		<p>WARRANTS REGISTER See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>WORK RELEASE EARNINGS REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>WRECKER SERVICE RECORDS See Vehicle Towing Records.</p>

STANDARD 21: TAX RECORDS (MUNICIPAL)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		<p>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.</p>
		<p>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.</p>
	<p>BEER AND WINE TAXES AND RECORDS</p>	
		<p>BICYCLE LICENSE RECEIPTS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll records), Accounts Receivable.</p>
		<p>MOTOR VEHICLE LICENSE PLATE/DECAL RECORDS NC DMV has sole authority to issue motor vehicle license plates and decals. Series therefore removed from schedule.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



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.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		<p>PRIVILEGE TAX LEDGER See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.</p>
		<p>PRIVILEGE TAX RECEIPTS See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.</p>
		<p>REPORTS OF TAXES COLLECTED (DAILY AND WEEKLY) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
<p>ROOM OCCUPANCY TAX RECORDS Phrase “by resolution” removed from item description to allow for broader application of item.</p>		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
<p>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.</p>		
<p>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.</p>		
<p>TAX LEDGER CARDS OR SHEETS Disposition changed to "destroy in office 5 years after superseded or obsolete."</p>		
		TAX RECEIPT BOOK
		TAX SALES CERTIFICATES Item discontinued, as it is no longer applicable.
	TAXICAB AND LIMOUSINE TAX RECORDS	

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG

