



# TOWN OF CHAPEL HILL

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

## Legislation Details (With Text)

**File #:** [19-0373]      **Version:** 1      **Name:**  
**Type:** Consent      **Status:** Passed  
**File created:** 4/5/2019      **In control:** Town Council  
**On agenda:** 4/24/2019      **Final action:** 4/24/2019  
**Title:** Adopt the 2019 Municipal Retention and Disposition Schedule.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2019 Municipal Retention and Disposition Schedule, 2. Council Questions with Staff Response, 3. A RESOLUTION ADOPTING THE 2019 MUNICIPAL RETENTION AND DISPOSITION SCHEDULE (2019-04-24/R-5)

Date	Ver.	Action By	Action	Result
4/24/2019	1	Town Council	adopted	Pass

### Adopt the 2019 Municipal Retention and Disposition Schedule.

**Staff:**

Sabrina M. Oliver, Director  
Matthew DeBellis, Records Manager

**Department:**

Communications and Public Affairs

**Overview:** The State of North Carolina Department of Natural and Cultural Resources has issued an updated Municipal Retention and Disposition Schedule. Adopting this schedule will allow the Town to lawfully dispose of certain records at the end of those records’ retention periods, so long as those records are not needed for audit or legal purposes or in support of Town business.

☆ **Recommendation(s):**







That the Council adopt the resolution adopting the 2019 Municipal Retention and Disposition Schedule.

**Key Issues:**

- The NC Department of Natural and Cultural Resources requires that all municipalities adopt their Retention Schedule in order to legally dispose of records after their use in Town business has expired.
- Under a new model, the NC Department of Natural and Cultural Resources will now update the retention schedule for general records on an annual basis. This allows local records retention periods to be consistent with State records retention periods where applicable. The Council will adopt the new schedule annually.
- This Resolution is consistent with Council adoptions of previous retention and disposition schedules.

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

**Council Goals:**

<input type="checkbox"/>		Create a Place for Everyone	<input type="checkbox"/>		Develop Good Places, New Spaces
<input checked="" type="checkbox"/>		Support Community Prosperity	<input type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



**Attachments:**

- Resolution
- 2019 Municipal Retention and Disposition Schedule

**A RESOLUTION ADOPTING THE 2019 MUNICIPAL RETENTION AND DISPOSITION SCHEDULE (2019-04-24/R-5)**

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

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

WHEREAS, the Department of Natural and Cultural Resources' Municipal Records Retention and Disposition Schedule identifies how long certain records must be retained in accordance with state and federal laws, rules, and regulations; and

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

WHEREAS, the Town of Chapel Hill currently manages records under a version of the Schedule adopted by Town Council on February 25, 2014; and

WHEREAS, the Department of Natural and Cultural Resources has issued an updated Schedule which updates the following listed records: Budget, Fiscal, and Payroll Records; Geographic Information System (GIS) Records; Legal Records; Information Technology Records; Personnel Records; Public Relations Records; Risk Management Records; Workforce Development Records. The updated Schedule also allows municipalities to define when the administrative value ends for certain records; and

WHEREAS, administrative values have been determined by Chapel Hill staff and inserted into the Municipal Records Retention and Disposition Schedule, as amended, where applicable.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council adopts the 2019 Municipal Records Retention and Disposition Schedule, including the added locally-defined administrative values of records as presented in the April 24, 2019 meeting materials, and that this Schedule supersedes the Schedule adopted by the Town Council in 2014.

This the 24<sup>th</sup> day of April, 2019.

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

By adopting the resolution, the Council adopts the 2019 Municipal Records Retention and Disposition Schedule, including the added locally-defined administrative values of records as presented in the April 24, 2019 meeting materials. This Schedule supersedes the Schedule adopted by the Town Council in 2014.