



# TOWN OF CHAPEL HILL

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

## Legislation Text

File #: [19-0590], Version: 1

### Adopt the Public Libraries Records Retention and Disposition Schedule.

**Staff:**

Sabrina M. Oliver, Director  
Matthew DeBellis, Records Manager

**Department:**

Communications and Public Affairs

**Overview:** The Department of Cultural Resources issued an updated Public Libraries Records Retention and Disposition Schedule in 2009. Adopting this schedule in conjunction with the recently adopted [2019 Municipal Records Retention and Disposition Schedule](https://www.townofchapelhill.org/home/showdocument?id=42603) will allow the Town Library to 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. Some of the records covered under this schedule are: fines and replacement charge records, library usage statistics, equipment loan records, etc.

☆ **Recommendation(s):**

That the Council adopt the resolution to update the Public Libraries Records Retention and Disposition Schedule.

**Key Issues:**

- The NC Department of Cultural Resources requires that all Public Libraries adopt their Retention Schedule in order to dispose of records after their use in Town business has expired.

**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
- 2009 Public Libraries Retention and Disposition Schedule

**A RESOLUTION ADOPTING THE PUBLIC LIBRARIES RETENTION AND DISPOSITION SCHEDULE (2019-06-19/R-4)**

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 Cultural Resources; and

WHEREAS, the Department of Cultural Resources' Public Libraries 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 Public Libraries 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.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council adopts the 2009 Public Libraries Records Retention and Disposition Schedule.

This the 19<sup>th</sup> day of June, 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 updates the Public Libraries Records Retention and Disposition Schedule.