



# TOWN OF CHAPEL HILL

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

## Legislation Details (With Text)

**File #:** [22-0057] **Version:** 1 **Name:**  
**Type:** Consent **Status:** Passed  
**File created:** 12/29/2021 **In control:** Town Council  
**On agenda:** 1/26/2022 **Final action:** 1/26/2022  
**Title:** Adopt the 2021 General Standards and Program Retention and Disposition Schedules.  
**Sponsors:**  
**Indexes:**  
**Code sections:**

**Attachments:** 1. 2021 Local General Standards Retention Schedule, 2. 2021 Local Program Schedule Retention Schedule, 3. 2021 Local General Standards Change Log, 4. 2021 Local Program Schedule Change Log, 5. A RESOLUTION ADOPTING THE GENERAL STANDARDS AND PROGRAM SCHEDULES RETENTION AND DISPOSITION SCHEDULES (2022-01-26/R-3)

Date	Ver.	Action By	Action	Result
1/26/2022	1	Town Council	adopted	Pass

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

**Staff:**

Matthew DeBellis, Records Manager  
Sabrina Oliver, Director

**Department:**

Communications and Public Affairs

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

**Recommendation(s):**

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

**Key Issues:**

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

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

**Attachments:**

- Resolution
- 2021 General Standards Retention and Disposition Schedule

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

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

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

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

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

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

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

This the 26<sup>th</sup> day of January, 2022.

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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 General Standards and Program Schedules Records Retention and Disposition Schedules.