# RECORDS RETENTION AND DISPOSITION SCHEDULE

# MUNICIPAL

Issued By:

North Carolina Department of Cultural Resources
Division of Archives and Records
State Archives of North Carolina
Government Records Branch

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# MUNICIPAL
## Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records including electronic records not listed in this schedule are not authorized to be destroyed.***

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when *"administrative value ends."* The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction *"destroy when administrative value ends."* If a municipality does not establish internal policies and retention periods, the municipality is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction *"destroy when administrative value ends."*

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

**APPROVAL RECOMMENDED**

City/Town Clerk

Chief Administrative Officer/
City Manager

Sarah E. Koonts, Director
Division of Archives and Records

**APPROVED**

Mayor

Linda A. Carlisle, Secretary
Department of Cultural Resources

Municipality: Emerald Isle

September 10, 2012

## EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your municipality is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each record series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate record series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all municipal employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver negative (original) in our security vault.
- ✓ There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst assigned to your municipality for the most current information.

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# MANAGING PUBLIC RECORDS IN NORTH CAROLINA

***Q. What is this "records retention and disposition schedule"?***

***A.*** This document is a tool for the employees of municipal governments across the state to use when managing the records in their offices. It lists records commonly found in municipal offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your municipality and the State Archives of North Carolina.

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

***Q. How do I get it approved?***

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

***Q. Do I have to have all of the records listed on this schedule?***

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

***Q. What is the definition of "administrative value"?***

***A.*** Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen "administrative value" as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)

***Q. What do I do with routing slips, fax cover sheets, reference copies, memory aides, reservations and confirmations, etc.?***

***A.*** According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the State Archives of North Carolina. The State Archives of North Carolina recognizes that many records exist that may have very short-term value to the creating agency. These records may be destroyed or otherwise disposed of when their reference value ends. However, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

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

***A.*** Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect the organizational structure of your municipality, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule's organization is to provide an easy reference guide for the records created in your municipality.

***Q. I can't find some of my records on this schedule.***

***A.*** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the "search box" function on the PDF version of the schedule. If you still cannot locate your records on the schedule, then contact the Records Management Analyst assigned

to your municipality. We will work with you to amend this records schedule to include records so that you may destroy them appropriately.

### *Q. What are public records?*

***A.*** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

> "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

### *Q. Can anyone see my records?*

***A.*** Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

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

### *Q. What about my confidential records?*

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

### *Q. Do I have to make copies of drafts available to the public that haven't been approved?*

***A.*** Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

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

***A.*** Permanent records should be maintained in the office that created the records, forever. Permanent records must also have a security preservation duplicate, which is either a paper or microfilm copy.

### *Q. What is historical value?*

***A.*** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the Records Management Analyst assigned to your municipality for further assistance.

### *Q. I don't have any records.*

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

***Q. May I store our unused records in the basement (attic, outdoor shed)?***

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

***Q. Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?***

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

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

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

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

***A.*** Call the Records Management Analyst assigned to your municipality. We will help you examine the records and assess their historical value.

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

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

***Q. Whom can I call with questions?***

***A.*** If you are located west of about Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

## AUDITS, LITIGATION
## AND OTHER OFFICIAL ACTIONS

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

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

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 7, page 2 and **AUDITS: FINANCIAL** Item 6, page 26.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

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

# DESTRUCTION OF PUBLIC RECORDS

## *Q. When can I destroy records?*

***A.*** Each record series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever. (See also the question below, "***How should I deal with my permanent records?***")

## *Q. How do I destroy records?*

***A.*** After your municipality has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

a) burned, unless prohibited by local ordinance;
b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
d) buried under such conditions that the record nature of the documents or materials will be terminated; or
e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

**Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used. We do not recommend the disposal in a landfill of records containing confidential information.**

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

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

If the records do not have historical value, we will ask you to complete a **Request for Disposal of Unscheduled Records** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

## *Q. I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?*

***A.*** At the end of this schedule is a form called the **Request for Disposal of Unscheduled Records**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.

## *Q. Do I have to tell anyone about the destruction?*

***A.*** We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

# ELECTRONIC RECORDS:
# EMAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING

## *Q. When can I delete my email?*

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

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

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

Other publications will be particularly helpful in managing your email (available online at the State Archives of North Carolina website):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
- *Online Tutorial: Managing Public Records for Local Government Agencies*
- *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*

## *Q. May I print my email to file it?*

***A.*** We do not recommend printing email for preservation purposes. Important metadata is lost when Email is printed.

## *Q. I use my personal email account for work. No one can see my personal email.*

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

## *Q. We have an imaging system. Do we have to keep the paper?*

***A.*** You may scan any record, including permanent records. You will need to get approval from our agency in order to destroy paper originals that have been digitized. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self-Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request for Disposal of Original Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

**Permanent records** must have a security preservation copy as defined by the State Archives of North Carolina's **Human-Readable Preservation Duplicate Policy** (G.S. §132-8.2):

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

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

**Non-permanent records** may be retained in any format, and therefore you may be approved to destroy hard copy originals after proper imaging. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request for Disposal of Original Records Duplicated by Electronic Means** form for our approval.

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***Q. Computer storage is cheap. I'll just keep my computer records.***

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

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***Q. What are the guidelines regarding the creation and handling of electronic public records?***

***A.*** The following documents are available on the State Archives of North Carolina website:

- Best Practices for Cloud Computing: Records Management Considerations
- Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
- Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
- Best Practices for File Naming
- Best Practices for Social Media Usage in North Carolina
- Guidelines for Digital Imaging Systems
- Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
- Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

## MICROFILM

***Q. Why do you still use microfilm?***

***A.*** Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. Our office provides a publication, *Micrographics: Technical and Legal Procedures,* on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

***Q. What film services do you provide?***

***A.*** The State Archives of North Carolina provides microfilming of minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver original in our security vault. There is a nominal fee for filming and duplicate film. Contact the Records Management Analyst assigned to your municipality for the most current information.

***Q. How do I get my minutes filmed?***

***A.*** We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the "*Certification of the Preparation of Minutes for Microfilming*" form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact the Records Management Analyst assigned to your municipality.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your municipality to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

***Q. What if I need my books while they're being filmed?***

***A.*** Call the Raleigh Office at (919) 807-7350, and ask for the Records Management Analyst in charge of minutes.

***Q. Can I send you my minutes electronically?***

***A.*** Not at this time. We require originals or photocopies of the approved minutes, complete with signatures. We are currently working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of minutes microfilming for more information.

***Q. I have some old minutes that aren't signed. Can they still be filmed?***

***A.*** If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

***Q. What if my books are destroyed after they have been filmed?***

***A.*** Call the Records Management Analyst assigned to your municipality, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

## . DISASTER ASSISTANCE

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

***A.*** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7353 for the Head of the Government Records Branch or (919) 807-7339 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. On nights and weekends, call your local emergency management office.

***DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.***

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

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

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

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

***A.*** We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the Records Management Analyst assigned to your municipality.

## STAFF TRAINING

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

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

- **Managing Public Records in North Carolina** – our basic introduction to the Public Records law and records management;
- **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
- **Email as a Public Record** – considerations, tips and tricks on managing, filing, and public access to your email;
- **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens.

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

***A.*** Yes, we will. Let the Records Management Analyst assigned to your municipality know what type of training you need.

***Q. Do we have to come to Raleigh for workshops?***

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

***Q. Is there a fee for workshops?***

***A.*** Not at this time.

***Q. Are the workshops available in an online format?***

***A.*** Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including:

- **Managing Public Records for Local Agencies**- Our basic introduction to the Public Records law and records management.
- **Managing Your Inbox: Email as a Public Record**- Public employees increasingly rely on electronic mail (email) as a quick and useful communication tool for carrying out government business. However, email presents many challenges. This tutorial will help you learn how to properly manage, retain and dispose of your email.
- **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls**- More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this tutorial you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.

**STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS**
Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine administration of municipal offices.

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ABSTRACTS OF MUNICIPAL ELECTIONS**<br>Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years<br><br>*Retention note: Official record maintained permanently by the County Board of Elections.* | G.S. § 163-300 |
| **2.** | **ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES** | Retain in office permanently. | |
| **3.** | **AGENDA AND MEETING PACKETS FILE**<br>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **MINUTES OF PUBLIC BODIES** item 43, page 10. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after 2 years | |
| **4.** | **APPLICATIONS FOR APPOINTMENT**<br>Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils and committees. | a) Destroy in office records concerning appointed individuals 1 year after expiration of term.<br><br>b) Destroy in office remaining records after 1 year. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **5.** | **APPOINTMENTS REPORTING RECORDS**<br>Includes public boards, commissions, councils and committees annual appointment reports filed with the NC Department of the Secretary of State and related records. | Destroy in office after 2 years. | G.S. § 143-157.1 |
| **6.** | **ASSOCIATIONS AND ORGANIZATIONS FILE**<br>Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years | |
| **7.** | **AUDITS: PERFORMANCE**<br>Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records.<br><br>See also **AUDITS: FINANCIAL** item 6, page 26. | a) Retain reports permanently.<br><br>b) Destroy in office working papers and remaining records 3 years after the date of the report. | |
| **8.** | **AUDIO AND VIDEO RECORDINGS OF MEETINGS** | Destroy in office after approval of official written minutes. | |
| **9.** | **BEER AND WINE LICENSES**<br>Issuance and payment records. | Destroy in office 3 years after expiration.* | |
| **10.** | **BLUEPRINTS AND SPECIFICATIONS**<br>Blueprints and specifications of municipally owned buildings and facilities. May include as-built plans and related records concerning approved changes. | Retain in office for life of structure. | Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **11.** | **BUSINESS CERTIFICATION RECORDS**<br>Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification. | a) Destroy in office 3 years after most recent recertification.<br><br>b) Destroy in office applications for which a certification was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | |
| **12.** | **BUSINESS DEVELOPMENT SUBJECT FILES** | Destroy in office after 3 years or when superseded. | |
| **13.** | **BULLETINS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **14.** | **CALENDARS OF EVENTS AND APPOINTMENTS** | Destroy in office when superseded or obsolete. | |
| **15.** | **CENSUS PROJECT FILE**<br>Records created to assist the U.S. Census Bureau and county agencies with the decennial census. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years | |
| **16.** | **CHARTER RECORDS**<br>Charter and charter proceedings related to adoption, amendment and/or repeal. | Retain in office permanently. | |
| **17.** | **CITIZEN COMPLAINTS AND SERVICE REQUESTS**<br>Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by a municipal agency. May include routine requests for service or information. | Destroy in office 1 year after resolution.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **18.** | **CITIZEN REBATE PROGRAM RECORDS** | a) Destroy in office financial records 3 years after approval.*<br><br>b) Destroy in office applications 1 year after approval.<br><br>c) Destroy in office denied applications when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | |
| **19.** | **CITIZEN SURVEYS**<br>Surveys and related records addressing town services, policies and other concerns. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years | |
| **20.** | **COMPREHENSIVE PLAN**<br>Long-range plan outlining policies, guidelines and plans for future development of the municipality. Includes but is not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. | a) Retain official copy in office permanently.<br><br>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan. | |
| **21.** | **CONFERENCES AND WORKSHOPS FILE**<br>Records concerning conferences and workshops conducted or attended by municipal employees.<br><br>See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 107. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **22.** | **CONTRACTOR COMPLIANCE MONITORING FILES** | Destroy in office 5 years after contract expiration. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **23.** | **CORRESPONDENCE AND MEMORANDA**<br>Administrative and management correspondence/memoranda written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.<br><br>For information on handling email, See **Electronic Records and Digital Imaging** page viii. | a) Transfer after 3 years correspondence, including email with historical value to the **HISTORIES FILE** item 38, page 8.<br><br>b) Destroy in office routine administrative correspondence and memoranda when administrative value ends.†<br>Agency Policy: Destroy in office after 2 years<br><br>c) Destroy in office remaining records after 3 years.<br><br>*Retention Note: The correspondence, including email, of the city manager and department heads have historical value and should be retained.* | |
| **24.** | **CUSTOMER CALL CENTER RECORDINGS**<br>Recordings made of calls to customer service centers for quality assurance and training purposes. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | |
| **25.** | **DONATIONS AND SOLICITATIONS** | Destroy in office after 1 year. | |
| **26.** | **EMPLOYEE SECURITY RECORDS**<br>Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **27.** | **EQUIPMENT AND FACILITY USAGE RECORDS**<br>Records concerning the assignment, request and usage of agency assets. May include mileage and check-out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property.<br><br>See also **VEHICLE USAGE RECORDS** item 8, page 53. | a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.*<br><br>b) Destroy in office remaining records after 1 year. | |
| **28.** | **EQUIPMENT AND PROPERTY INVENTORIES**<br>Inventories describing the type of property or equipment, its location and related information. | Destroy in office when superseded or obsolete. | |
| **29.** | **EQUIPMENT AND VEHICLE REFERENCE FILE**<br>Includes operation, specification and technical manuals, brochures, bulletins, and related documentation. | Destroy in office when superseded or obsolete. | |
| **30.** | **EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS**<br>Records concerning the maintenance, repair and inspection of municipally owned equipment.<br><br>See also **GRANTS** item 37, page 8. | a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of equipment after 1 year.<br><br>b) Retain for life of equipment records documenting all other equipment maintenance and repairs. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **31.** | **FACILITY ACCESSIBILITY FILE**<br>Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of municipal buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, including email, resolutions, and solutions to access problems. | Destroy in office after 5 years.* | 29 CFR 1602 |
| **32.** | **FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS**<br>Records concerning the maintenance, repair and inspection of municipal owned facilities.<br><br>See also **GRANTS** item 37, page 8. | a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of facilities after 1 year.<br><br>b) Destroy in office records concerning all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years. | |
| **33.** | **FUND DRIVE AND EVENT RECORDS**<br>Records concerning the promotion and organization of fund drives and other special events in which the agency participated. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records after 1 year. | |
| **34.** | **GOALS AND OBJECTIVES** | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |
| **35.** | **GOING-OUT-OF-BUSINESS LICENSES**<br>Licenses granted to business to hold going out of business, water and smoke damage, and distress sales. | Destroy in office 1 year after expiration. | G.S. §66-77 |
| **36.** | **GRANT CONTRACT APPEALS CASES** | Destroy in office 10 years after final action or decision.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **37.** | **GRANT PROPOSALS**<br>Proposals submitted for grants. File may include applications, correspondence, including email, and other related records. | a) Transfer records concerning approved grants to **GRANTS** item 37, page 8 if approved.<br><br>b) Destroy in office rejected or withdrawn grant proposals when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **38.** | **GRANTS**<br>Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records.<br><br>See also **GRANTS: FINANCIAL** item 36, page 30. | a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.*<br><br>b) Destroy in office yearly records relating to specific continuing grants 5 years after annual financial report is filed.<br><br>c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. | 09 NCAC 03M.0703 |
| **39.** | **HISTORIES FILE (AGENCY AND EMPLOYEES)**<br>Records concerning the history of the organization and its employees. May include published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |
| **40.** | **INDEX FILE**<br>Listing of where specific information can be found. | Destroy in office when superseded or obsolete. | |
| **41.** | **LEGISLATION AND REGULATORY RECORDS**<br>Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **42.** | **MAILING AND DISTRIBUTION RECORDS**<br>Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carriers. | a) Destroy in office Sunshine Lists when superseded or obsolete.<br><br>b) Destroy in office all other records when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | Comply with applicable provisions of G.S. §132-1.13 regarding confidentiality of electronic mailing lists and G.S. §132-1.12 regarding confidentiality of juvenile records. |
| **43.** | **MANAGEMENT STUDIES**<br>Internal studies by administrators and staff throughout all agency offices. File may include studies, surveys, statistical reports, memoranda, cost analysis, projections, problem solving and comparable data that examine any aspect of the agency administration. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **44.** | **MINUTES OF PUBLIC BODIES**<br>As defined by G.S. § 143-318.10 (b), includes official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.<br><br>See the **Microfilm** section on page x for instructions on microfilming. | a) The official minutes of the governing board and its subsidiary boards are permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the Department of Cultural Resources (DCR). DCR reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, DCR reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after Permanent | G.S. § 143-318.10 |
| **45.** | **MINUTES (STAFF MEETINGS)**<br>Minutes of meetings including all referenced and attached documentation. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | G.S. § 143-318.10(c) |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **46.** | **MISCELLANEOUS (NON-BUILDING) APPLICATIONS AND PERMITS**<br>Includes, but not limited to, applications and permits regarding burning, special events, and landscape establishment.<br><br>See also **MISCELLANEOUS (BUILDING) APPLICATIONS AND PERMITS** item 19, page 38. | a) Destroy in office 1 year after expiration of permit.<br><br>b) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **47.** | **NOTICES OF PUBLIC MEETINGS**<br>Includes notices and regular meeting schedules.<br><br>See also **AFFIDAVITS OF PUBLICATION** item 1, page 91. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **48.** | **OFFICE SECURITY RECORDS**<br>Records concerning the security of municipal offices, facilities, vehicles, equipment, and personnel. May include visitor's register, security, employee or contractor access to facilities or resources, and surveillance system reports and recordings. | a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation<br><br>b) Destroy in office all remaining records after 1 year. | Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records. |
| **49.** | **ORDINANCES**<br>Includes code of ordinances and ordinance development records.<br><br>See the **Microfilm** section on page x for instructions on microfilming. | a) Retain official copy permanently.<br><br>b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year<br><br>c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **50.** | **ORGANIZATION RECORDS**<br>Includes organizational charts, reorganization studies and similar records describing the arrangement and administrative structure of the agency. | a) Retain records with historical value permanently.<br><br>b) Destroy in office all other copies when superseded or obsolete. | |
| **51.** | **PARKING FILE**<br>Records concerning staff parking assignments. | Destroy in office when superseded or obsolete. | |
| **52.** | **PEST CONTROL RECORDS**<br>Records concerning municipal pest eradication programs. | Destroy in office after 3 years* | |
| **53.** | **PETITIONS (CITIZEN)**<br>Petitions signed by citizens requesting action by agency. | Destroy in office after 1 year.* | |
| **54.** | **PLANNING AND DEVELOPMENT FILE**<br>Records concerning the formulation, planning and adoption of policies, procedures and functions of the agency and its departments. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **55.** | **POLL LIST/REGISTRATION LIST/ROSTER/ AUTHROIZATION TO VOTE (ATV)**<br>Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar record used to verify persons are registered voters at each polling location. | Contact State Archives of North Carolina prior to destroying old poll books and voter registration books. | G.S. §163 Article 15A<br>G.S. §163-166.7<br>08 NCAC 10B .0103<br>42 U.S.C. 1973gg et seq. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **56.** | **PROCLAMATIONS AND ORDERS**<br>Proclamation and orders issued by the city/town council. | Destroy in office 1 year after recording in minutes. | |
| **57.** | **PROJECTS FILE**<br>Includes project correspondence, including email, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records 3 years after completion of project. | |
| **58.** | **PUBLIC HEARING RECORDS**<br>Includes agendas, minutes, speaker sign up sheets and similar documentation. | a) Retain minutes permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **59.** | **PUBLIC RECORDS DISCLOSURE FILE**<br>Formal requests submitted by persons seeking access to municipal records. | Destroy in office 2 years after resolution.* | |
| **60.** | **PUBLICATIONS RECEIVED**<br>Includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic. | Destroy in office when superseded or obsolete. | |
| **61.** | **QUARTERLY UTILIZATION REPORTS**<br>Reports relating to municipal business and economic development programs. | Destroy in office 1 year after submission of report. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **57.** | **RECORDS MANAGEMENT FILE**<br>Includes correspondence, including email, with state and/or federal agencies, records disposition documentation and copies of records retention and disposition schedules. | a) Retain records concerning the final disposition of records permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |
| **58.** | **RECREATIONAL VEHICLE REGISTRATION RECORDS**<br>Records concerning issuance of registrations/decals for recreational vehicles including, but not limited to, golf carts, canoes, and mopeds. May include proof of insurance and renewals. | Destroy in office 1 year after expiration.* | |
| **59.** | **REFERENCE (READING) FILE**<br>Subject file containing informational copies of records organized by areas of interest. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **60.** | **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)**<br>Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, semi-annual, or irregularly prepared reports and studies generated by an agency or prepared by consultants hired by the agency. | a) Retain in office 1 copy of all biennial and annual reports permanently.<br><br>b) Retain reports and studies prepared by request of an agency's governing body or a court permanently.<br><br>c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years.<br><br>d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis after 1 year.<br><br>e) Destroy in office remaining reports and studies when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year<br><br>*Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.* | |
| **61.** | **REQUESTS FOR PROPOSALS**<br>Proposals submitted by vendors in response to requests from departments.<br><br>See also **BIDS FOR PURCHASE** item 9, page 26. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **62.** | **REQUISITIONS FILE**<br>Requests for payment of parts and inventory items. | Destroy in office after 1 year. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **63.** | **RESEARCH AND STUDIES FILE (ADMINISTRATIVE)**<br>Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years | |
| **64.** | **RESOLUTIONS**<br>File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.<br><br>See the **Microfilm** section on page x for instructions on microfilming. | a) Retain one copy permanently.<br><br>b) Destroy in office additional copies (including those tabled or failed) when administrative value ends.<br><br>c) Destroy in office development records when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **65.** | **SURPLUS PROPERTY FILE** | Destroy in office 3 years after disposition of property.* | |
| **66.** | **TELEPHONE USAGE LOGS AND REPORTS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | |
| **67.** | **TRAVEL REQUESTS** | Destroy in office after 1 year.* | |
| **68.** | **VETERANS COMMISSION QUARTERLY REPORTS** | Destroy in office after 5 years. | |
| **69.** | **WORK ORDERS (EQUIPMENT REPAIR)**<br>Records include date and location or work, cost of materials used and labor, type of work preformed and similar information. | a) Destroy in office 1 year after work is completed.*<br><br>b) If this is the only record documenting work completed, follow disposition instructions for **EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 29, page 6. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **70.** | **WORK ORDERS (FACILITY REPAIR)**<br>Records include date and location of work, cost of materials used and labor, type of work performed and similar information. | a) Destroy in office 1 year after work is completed.*<br><br>b) If this is the only record documenting work completed, follow disposition instructions for **FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 31, page 7. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-2. AIRPORT AUTHORITY RECORDS**
Official records and materials created and accumulated incidental to the operation of a municipal or regional airport.

| *ITEM #* | *STANDARD-2: AIRPORT AUTHORITY RECORDS* | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **AIR SPACE CONSTRUCTION FILES**<br>Applications to construct structures which may obstruct flight space. May include correspondence and related records. | Destroy in office after 5 years. | |
| **2.** | **AIRFIELD INSPECTION FILES**<br>Records concerning airfield inspections on runway conditions, fire and rescue facilities, ground vehicle control and other airport condition information. | Destroy in office after 1 year. | 14 CFR 139.301. |
| **3.** | **AIRPORT CERTIFICATION MANUAL**<br>Manual containing a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the airport. | a) Destroy in office when superseded or obsolete.<br><br>b) Retain records with historical value permanently. | 14 CFR 139.201 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-2: AIRPORT AUTHORITY RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **4.** | **AIRPORT COMMISSION MINUTES**<br><br>See the **Microfilm** section on page x for instructions on microfilming minutes. | a) The official minutes of the governing board and its subsidiary boards are permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the Department of Cultural Resources (DCR). The DCR reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, DCR reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **5.** | **AIRPORT MASTER RECORD FILES**<br>Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports | Destroy in office when superseded. | |
| **6.** | **COMMUNICATIONS RECORDINGS**<br>Audio recordings of radio and telephone communications and complaint calls. | Destroy in office after 30 days if not made part of a case file. * | |
| **7.** | **LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS**<br>Records documenting local government and airport authority land use and development planning. | Retain in office permanently. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-2: AIRPORT AUTHORITY RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **8.** | **RADIO LOGS**<br>Records of radio calls received and placed. | Destroy in office after 1 year. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-3. ANIMAL CONTROL AND SHELTER RECORDS**
Records and materials regarding conduct of municipal animal control and shelter programs.

| ITEM # | STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ACTIVITY REPORTS (ANIMAL CONTROL)**<br>Daily, weekly and monthly reports to County Health Department, Department of Health Services, etc., providing statistics regarding complaints answered, dogs and cats impounded, impounded animals euthanized, vaccinations, and dog and cat bites reported.<br><br>See also **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)**, item 60, page 15. | Destroy in office after 1 year. | |
| **2.** | **ANIMAL ADOPTION RECORDS**<br>Includes pre-adoption records and agreements. | Destroy in office after 2 years. | |
| **3.** | **ANIMAL ABUSE CASES** | Destroy in office after 5 years.* | |
| **4.** | **ANIMAL BITE RECORDS**<br>Includes copies of bite reports filed with the local Public Health Department.<br><br>See also **DANGEROUS ANIMAL RECORDS**, item 11, page 23. | Destroy in office after 3 years.* | G.S. §130A-196, 197, 198**.** |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **5.** | **ANIMAL COMPLAINT RECORDS**<br>Includes complaints of animal abuse and nuisances.<br><br>See also **DANGEROUS ANIMAL RECORDS**, item 11, page 23. | Destroy in office after 3 years.* | |
| **6.** | **ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS**<br>Includes citations and/or compliance orders issued to animal owners of violations of municipal ordinances.<br><br>See also **DANGEROUS ANIMAL RECORDS**, item 11, page 23. | Destroy in office after 3 years.* | |
| **7.** | **ANIMAL CONTROL RECORDS**<br>Reports of animal control calls. May include information regarding animal bites, animals received from citizens, strays caught, animals taken to shelters or returned to owner, use of tranquilizer guns, and other related information. | a) Destroy in office records concerning dangerous animals until known dead or after 10 years.<br><br>b) Destroy in office records concerning animal abuse cases after 5 years.<br><br>c) Destroy in office remaining records after 1 year. | |
| **8.** | **ANIMAL CRUELTY RECORDS**<br>Includes complaints, citations and/or compliance orders, and similar records. | Destroy in office when administrative value ends.†*<br>Agency Policy: Destroy in office after __3 years_____ | G.S. §14-360 |
| **9.** | **CERTIFICATES OF ANIMAL RELEASE**<br>Certificates verifying health of animals examined and released by municipal animal control. | Destroy in office after 1 year. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **10.** | **CONTROLLED SUBSTANCE EUTHANASIA LOG**<br>Includes amount of controlled substance used and animals euthanized. | Destroy in office after 2 years. | 21 CFR 1304.03 |
| **11.** | **DANGEROUS ANIMAL RECORDS**<br>Includes complaints, compliance orders, citations, bite reports, and similar records relating to dangerous animals. | Destroy in office records relating to dangerous animals when known dead or after 10 years.* | G.S. §67-4.1 |
| **12.** | **HISTORIES OF PET OWNERS**<br>Records concerning information for each animal owner who violates the municipal ordinances. May include signed complaint forms, pictures, and paperwork issued by the animal control officer. | Destroy in office after 3 years.* | |
| **13.** | **IMPOUNDMENT RECORDS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year _____ | |
| **14.** | **OWNER CONTACT NOTICE RECORDS** | Destroy in office 1 year from date of contact. | |
| **15.** | **RABIES CONTROL REPORTS**<br>Monthly reports sent to the Division of Health and Human Services. | Destroy in office after 1 year. | |
| **16.** | **REFERENCE MATERIAL (ANIMAL CONTROL)**<br>Informational materials concerning first aid, care and handling of pets, ticks, rabies, etc. | Destroy when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **17.** | **SHELTER DISPOSITION SHEETS**<br>Sheets filed on each animal processed by the animal shelter, containing information on whether the animal is reclaimed by the owner, adopted or euthanized. | Destroy in office after 1 year. | |
| **18.** | **VACCINATION RECORDS**<br>Includes rabies vaccination certificates sent to municipal animal control by area veterinarians. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS**
Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of the municipal offices.

| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ACCOUNTS PAYABLE**<br>Records concerning the status of accounts in which the municipality owes money to firms or individuals. | Destroy in office after 3 years.* | |
| **2.** | **ACCOUNTS RECEIVABLE**<br>Records concerning receivables owed and collected. | Destroy in office after 3 years.* | |
| **3.** | **ACCOUNTS UNCOLLECTABLE**<br>Records of accounts deemed uncollectable; including supporting documentation and write-off authorization. | Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.* | |
| **4.** | **ANNUAL BUDGET**<br>Annual budget and budget message submitted to governing board for approval. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records after 5 years. | G.S. § 159-11 |
| **5.** | **ARBITRAGE RECORDS**<br>Records concerning arbitrage rebate calculations and funds rebated. | Destroy in office 3 years after final redemption date of the bonds and all related debts and obligations have been satisfied.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **6.** | **AUDITS: FINANCIAL**<br>Records concerning internal and external financial statements and related financial audits. Includes reports, working papers, and related records.<br><br>See also **AUDITS: PERFORMANCE** item 7, page 2. | a) Retain reports permanently.<br><br>b) Destroy in office working papers and remaining records 3 years after the date of the report.* | G.S. § 159-34 |
| **7.** | **AUTHORIZATION FORMS**<br>Authorization to purchase materials. | Destroy in office after 3 years.* | |
| **8.** | **BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECONCILIATIONS, AND WARRANTS**<br>May include credit card and purchasing card statements and receipts. | Destroy in office after 3 years.* | |
| **9.** | **BIDS FOR PURCHASE**<br>Records concerning quotes to supply products and services. May include advertisements, requests for proposals, tabulations, bid bonds, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids. | a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.*<br><br>b) Destroy in office all other successful (awarded) bid records 3 years after purchase.*<br><br>c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.* | G.S. § 143 Article 8 |
| **10.** | **BIDS FOR DISPOSAL OF PROPERTY**<br>Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction. | Destroy in office all records after the disposition of property has been recorded in governing board's minutes.* | G.S. § 160A Article 12 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **11.** | **BILLING AND CLAIMS**<br>Records used as the basis for payment of bills and claims for damages made by and against the agency. | Destroy in office 3 years after settlement.* | |
| **12.** | **BILLS OF SALE**<br>Records of sale of municipal property and equipment. | Destroy in office after 3 years.* | |
| **13.** | **BOND AND OTHER DEBT FINANCIAL RECORDS**<br>Includes banks statements, reconciliation records, requisitions, and notices of principal and interest due. | Destroy in office 3 years after entire issuance has been satisfied.* | |
| **14.** | **BOND CLOSING RECORDS**<br>Includes applications, agreements, tax records, contracts, official statements, legal opinions, ratings letters, public hearing bonds, title insurance, deeds of trust, and other related records. | Destroy in office 3 years after entire issuance has been satisfied.* | G.S. § 159 Article 7 |
| **15.** | **BONDS, NOTES AND COUPONS** | Destroy in office 1 year from date of payment. | G.S. § 159-139 |
| **16.** | **BOND REGISTER**<br>Records of all bonds, notes, and coupons issued detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount. | Retain in office permanently. | G.S § 159-130 |
| **17.** | **BUDGET RESOLUTIONS AND ORDINANCES**<br>Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments. | a) Retain official copies in the minutes of the governing board permanently.<br><br>b) Destroy in office remaining copies when administrative value ends.†<br>Agency Policy: Destroy in office after Permanent | G.S § 159-8<br>G.S. § 159-13<br>G.S. § 159-13.2<br>G.S § 159-15 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **18.** | **BUDGET REQUESTS AND WORKING PAPERS**<br>Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence, including email, and related records. | Destroy in office after 3 years.* | G.S. § 159-10 |
| **19.** | **CASH RECEIPTS** | Destroy in office after 3 years.* | |
| **20.** | **CHECK REGISTERS, VARIOUS FUNDS**<br>Register listing for all checks written for various funds. | Destroy in office after 3 years.* | |
| **21.** | **CHECK STUBS**<br>Stubs for checks written on agency accounts. | a) Destroy in office official/audit copies after 3 years.*<br><br>b) Destroy in office remaining records after 1 year. | |
| **22.** | **CONTRACT BUDGET AND EXPENDITURE REPORTS**<br>Reports concerning agency budget transactions. | Destroy in office after 3 years.* | |
| **23.** | **COST ALLOCATION PLANS** | Destroy in office after 3 years.* | |
| **24.** | **CREDIT CARD AND DEBIT SLIPS**<br>Records of payments received from customers in the transaction of municipal business. | Destroy in office after 3 years.* | |
| **25.** | **CREDIT CARD USE FILE**<br>Records of assignation of municipal credit cards and purchasing cards | Destroy in office after 1 year.* | |
| **26.** | **DAILY CASH REPORTS**<br>Daily status of cash. Reports include receipts, disbursements, cash and invested balances. | Destroy in office after 1 year.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **27.** | **DAILY DETAIL REPORTS** | Destroy in office after 1 year.* | |
| **28.** | **DEPOSITS** | a) Destroy in office official/audit copies after 3 years.*<br><br>b) Destroy in office remaining records after 1 year. | G.S. § 159-32 |
| **29.** | **DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)** | a) Destroy in office annual reports after 3 years.*<br><br>b) Destroy in office all other reports after 1 year. | |
| **30.** | **DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS**<br>Includes related records such as bank account numbers and routing numbers. | Destroy in office when superseded or obsolete. | Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information. |
| **31.** | **DISTRICT INVESTMENT RECORDS** | Destroy in office after 3 years.* | |
| **32.** | **ESCHEAT AND UNCLAIMED PROPERTY FILE** | Destroy in office after 10 years.* | Comply with applicable provisions of G.S. §116B-60 and §116B-73. |
| **33.** | **EXPENDITURE REPORTS** | Destroy in office after 3 years.* | |
| **34.** | **FACILITY SERVICE AND MAINTENANCE AGREEMENTS**<br><br>See also **GRANTS: FINANCIAL** item 36, page 30. | a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed.<br><br>b) Destroy in office remaining records after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **35.** | **FINANCIAL JOURNALS AND LEDGERS** | a) Destroy in office year-end summaries of receipts and disbursements after 3 years.*<br><br>b) Destroy in office daily, monthly or quarterly transaction detail journals and ledgers after 1 year.* | |
| **36.** | **GRANTS: FINANCIAL**<br>Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records.<br><br>See also **GRANTS** item 37, page 8. | Destroy in office 5 years after submission of final report.* | 09 NCAC 03M.0703 |
| **37.** | **INSURANCE FILE**<br>Certificates of insurance and related records provided by insurance providers as proof of coverage.<br><br>See also **BILLING AND CLAIMS** item 11, page 27, and **GRANTS: FINANCIAL** item 36, page 30. | Destroy in office 3 years from date of termination, expiration, or settlement of all claims.* | |
| **38.** | **INVESTMENT RECORDS**<br>Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdraw, notices, and other related account activity documentation. | Destroy in office after 3 years.* | G.S. § 159-30 |
| **39.** | **INVOICES** | Destroy in office after 3 years.* | |
| **40.** | **LOAN RECORDS**<br>Records concerning loans made to the municipality. May include promissory notes. | Destroy in office 3 years after loan is satisfied.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **41.** | **LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS** | Destroy in office after 3 years.* | G.S. §159-33 and §159-33.1. |
| **42.** | **LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS** | Destroy in office after 3 years.* | |
| **43.** | **MONTHLY BUDGET REPORTS** | Destroy in office after 3 years.* | |
| **44.** | **PAID CHECKS, BILLS AND VOUCHERS** | Destroy in office after 3 years.* | |
| **45.** | **PAYROLL AND EARNINGS RECORDS**<br>Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. | a) Transfer records documenting personnel actions to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.<br><br>c) Destroy in office all remaining records after 4 years.* | Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.<br><br>FICA Reg. § 316001-1<br>29 CFR 516.2, 516.5<br>29 CFR 1627.3(a) |
| **46.** | **PAYROLL DEDUCTION RECORDS**<br>Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, NC-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records. | a) Destroy in office deduction authorization forms and records when superseded or obsolete.*<br><br>b) Destroy in office remaining records after 4 years.* | Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **47.** | **POPULAR ANNUAL FINANCE REPORT** | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after Permanent | |
| **48.** | **POWELL BILL RECORDS**<br>Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation and all other related documentation. | Destroy in office after 3 years if released from all audits.* | |
| **49.** | **PURCHASE ORDERS**<br>Records, forms, packing slips and attached documents concerning purchased supplies, equipment, and services.<br><br>See also **GRANTS: FINANCIAL** item 36, page 30. | a) Destroy capital improvement purchase orders 6 years after completion or termination of project.*<br><br>b) Destroy in office all other purchase orders after 3 years.*<br><br>*Retention note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.* | |
| **50.** | **PURCHASING REPORTS AND LOGS**<br>Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information. | Destroy in office after 1 year.* | |
| **51.** | **RECIPIENT CHECK AND CANCELLATION REGISTERS** | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **52.** | **ROOM OCCUPANCY TAX REPORTS** | Destroy in office after 3 years.* | Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of taxpayer income/receipts. |
| **53.** | **TELEPHONE LOGS (BILLINGS)**<br>Log used to record telephone calls, charges, and costs. | Destroy in office after 1 year.* | |
| **54.** | **TIME SHEETS, CARDS, AND ATTENDANCE RECORDS**<br>Records concerning the work hours and attendance of employees. | a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.<br><br>b) Destroy in office all remaining records after 3 years.* | 29 CFR 516.6<br>29 CFR 825.500 |
| **55.** | **TRAVEL REIMBURSEMENTS**<br>Includes authorizations and requests for reimbursement for travel and related expenses.<br><br>See also **GRANTS: FINANCIAL** item 36, page 30. | Destroy in office after 3 years.* | |
| **56.** | **VENDOR FILE**<br>Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence, including email, and related records. | Destroy in office when superseded or obsolete. | |
| **57.** | **VOUCHER REGISTERS FILE** | Destroy in office after 3 years.* | |
| **58.** | **VOUCHERS** | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **59.** | **WITHHOLDING TAX FILE**<br>Records concerning individual employee's income taxes. May include wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes. May also include IRS form 941 and other records of municipal tax liabilities to the IRS and NC Department of Revenue. | a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.<br><br>b) Destroy in office all remaining records after 4 years.* | Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.<br><br>29 CFR 1627.3<br>26 CFR 31.6001-1<br>26 CFR 31.6001-4 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-5. BUILDING INSPECTION RECORDS**
Official records and materials created and accumulated during the conduct of municipal building inspection programs.

In accordance with G.S. §153A-373, "The inspection department shall keep complete, and accurate records in convenient form of each application received, each permit issued, each inspection and reinspection made, and each defect found, each certificate of compliance granted, and all other work and activities of the department. These records shall be kept in the manner and for the periods prescribed by the North Carolina Department of Cultural Resources. The department shall submit periodic reports to the Board of Commissioners and to the Commissioner of Insurance as the Board or the Commissioner may require." (1969, s. 1: c.822, s.1; 1983, c.377, s.6.)

| ***ITEM #*** | ***STANDARD-5: BUILDING INSPECTION RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **BLUEPRINTS AND SPECIFICATIONS**<br>Blueprints, drawings, and specifications submitted when applying for a building permit for new construction. Used in determining code compliance and enforcement of building code. | a) Destroy in office residential blueprints and specifications when administrative value ends.†<br>Agency Policy: Destroy in office after N/A<br><br>b) Destroy in office commercial blueprints and specifications 1 year after issuance of certificate of occupancy.<br><br>c) Retain governmental blueprints and specifications for life of structure. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of government building detailed plans and drawings. |
| **2.** | **BUILDING AND FIRE CODE VIOLATIONS CASES**<br>Includes complaints, notices, and other information created or compiled during the course of investigation and resolution of each alleged violation. May include appeals. | Destroy in office 3 years after verification of correction. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-5: BUILDING INSPECTION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **3.** | **BUILDING INSPECTION REPORTS**<br>Records concerning existing building inspections. | a) Destroy in office inspections with no defects after 6 years.<br><br>b) Destroy in office inspections with noted defects 6 years after defect is corrected. | |
| **4.** | **BUILDING PERMITS AND APPLICATIONS**<br>Applications from property owners to erect new structures or to make structural modifications to existing ones and permits allowing the construction. May include contractor change forms. | a) Destroy in office 6 years after issuance of certificate of occupancy and/or expiration of permit.<br><br>b) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after 6 months_____ | |
| **5.** | **BUILDING PERMIT LOG**<br>Record showing permit number, date, name of owner, cost of construction, permit date, and receipts. | Destroy in office after 6 years. | |
| **6.** | **BUILDING PERMIT RECEIPT BOOKS** | Destroy in office after 3 years.* | |
| **7.** | **BUILDING TRADES CERTIFICATIONS** | Destroy in office when superseded or obsolete. | |
| **8.** | **BURNING PERMITS (BUILDING INSPECTIONS)**<br>Records concerning permits issued during the site construction. | a) Destroy in office after 3 years.<br><br>b) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **9.** | **CERTIFICATES OF OCCUPANCY**<br>Records indicating buildings in the city which have been inspected and approved for occupancy. | Destroy in office after 6 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-5: BUILDING INSPECTION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **10.** | **CONSTRUCTION REPORTS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 6 years_____ | |
| **11.** | **CONTRACTORS LICENSING** | Destroy in office when superseded or obsolete. | |
| **12.** | **DEMOLITION FILE**.<br>Records relating to demolition and clearance of buildings deemed unfit for habitation. File includes building inspection reports, letter to property owners, and demolition documents. | Destroy in office after 6 years.* | |
| **13.** | **ENCROACHMENTS OF RIGHT-OF-WAY APPLICATIONS AND PERMITS** | c) Destroy in office 3 years after case is resolved.<br><br>d) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **14.** | **INSPECTIONS**<br>Inspection requests, notices of violations, denial reports, sketches, plans, correspondence, including email, and similar records concerning the construction, modification or demolition of existing and new buildings, or the installation of plumbing, electrical or mechanical systems. | Destroy in office 6 years after completion of project. | |
| **15.** | **INSPECTOR WORKSHEETS** | a) Destroy in office 6 years after completion of project if worksheet is only record of inspections.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 6 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-5: BUILDING INSPECTION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **16.** | **MAPS, PLATS AND DRAWINGS**<br>Maps, blueprint drawings and plats of subdivisions generally showing roads, bodies of water, dimensions of lots, sewage and lines, etc. | a) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____<br><br>b) Retain in office all other records permanently. | |
| **17.** | **MANUFACTURED HOME PERMITS** | a) Destroy in office 6 years after issuance of certificate of occupancy and/or expiration of permit.<br><br>b) Destroy in office applications for which a permit was never issued after 3 years. | |
| **18.** | **MINIMUM HOUSING FILE**<br>Records of rental properties containing information relative to violations and complaints. May include certified return receipts, zoning violation notices, municipal court ordinance complaints, summons, decisions, copy permits and photographs. | Destroy in office 3 years after verification of correction.* | |
| **19.** | **MISCELLANEOUS (BUILDING) APPLICATIONS AND PERMITS**<br>Applications and permits regarding sign installation, fencing, swimming pools, driveways or similar activity required by local ordinance.<br><br>See also **MISCELLANEOUS (NON-BUILDING) APPLICATIONS AND PERMITS** item 45, page 11. | a) Destroy in office 3 years after completion of project.<br><br>b) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after 6 months_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-5: BUILDING INSPECTION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **20.** | **MONTHLY BUILDING PERMITS AND CONSTRUCTION REPORTS**<br>Customized reports used for statistical analysis of current development trends within the municipality. This information also is submitted to the U. S. Department of Commerce & Bureau of the Census. | Destroy in office after 3 years. | |
| **21.** | **NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION**<br>File contains documentation of sedimentation control measures to be used on individual projects. | Destroy in office after 3 years. | |
| **22.** | **PERIODIC INSPECTION REPORTS** | Destroy in office 6 years from date of inspection. | |
| **23.** | **SEWAGE DISPOSAL SYSTEM INSPECTION REPORTS**<br>Reports show home structure and water line diagram. Reports are used to indicate sewage hookups and to comply with municipal code. | Destroy in office 2 years after inspection. | |
| **24.** | **STANDARD BUILDING CODES** | Destroy in office when superseded or obsolete. | |
| **25.** | **STREET ADDRESS LOG**<br>A master list of current streets and house numbers. | Destroy in office when superseded or obsolete. | |
| **26.** | **STREET INFORMATION** | Destroy in office when superseded or obsolete. | |
| **27.** | **SUBSTANDARD HOUSING INSPECTIONS REPORTS** | Destroy in office after 6 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-5: BUILDING INSPECTION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **28.** | **TRADE PERMITS (ELECTRICAL, GAS, MECHANICAL, AND PLUMBING)** | a) Destroy in office 6 years after issuance.<br><br>b) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after 6 years | |
| **29.** | **UNSAFE BUILDINGS FILE**<br>Notification to owner of unsafe conditions relative to a particular structure. | Destroy in office after 6 years provided all issues have been resolved.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**
Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency services programs and municipal fire departments.

| *ITEM #* | *STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS* | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **911 COMMUNICATION RECORDS**<br>Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information. | Destroy in office after 3 years, if not made part of a case file.* | Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5. |
| **2.** | **911 FILE**<br>Information regarding the implementation, training, and operations of the 911 system. | Destroy in office after 5 years. | |
| **3.** | **911 TAPE RECORDINGS** | Destroy in office after 30 days, if not made part of a case file.* | Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5. |
| **4.** | **ACCIDENT FILE**<br>Records concerning personnel and municipally owned property damage. | Destroy in office 3 years after resolution.* | |
| **5.** | **ACTIVITY REPORTS**<br>Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **6.** | **AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR)** | a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record.<br><br>b) Destroy in office originals 11 years from date of service.* | |
| **7.** | **AMBULANCE DISPATCH RECORDS**<br>Includes run number, date, time, address, phone number, reason for dispatch, age of patient, condition of patient, responders, and other related information. | Destroy in office after 3 years.* | |
| **8.** | **AMBULANCE SERVICE RUN LOG**<br>Includes response number, location of call, responding unit, arrival and departure times, and other related information. | Destroy in office after 3 years.* | |
| **9.** | **ANNUAL REPORT**<br>Annual report sent to the governing body of the municipality. | Retain in office permanently. | |
| **10.** | **ANNUAL SUBMISSION ON PERSONNEL AND ADMINISTRATION FUNDS FILE** | Destroy in office after 3 years. | |
| **11.** | **BUILDING INSPECTIONS**<br>Record of building inspections indicating ownership, location, occupancy, type of construction, fire protection features, defects, etc. | a) Destroy in office inspections with no defects after 3 years.*<br><br>b) Destroy in office inspections with noted defects 3 years after defect is corrected. | |
| **12.** | **COMPANY RUN REPORT (FIRE JOURNAL)**<br>Listings of fire calls, alarms, personnel involved, equipment used and actions taken. | Destroy in office after 5 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **13.** | **CONSOLIDATED MONTHLY REPORTS** | Destroy in office after 5 years. | |
| **14.** | **DAILY LOG**<br>Log, journal, blotter or similar record showing activities of a fire department or emergency services. | Destroy in office after 1 year. | |
| **15.** | **DISASTER AND EMERGENCY MANAGEMENT PLANS**<br>Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.<br><br>See also **COMPREHENSIVE PLAN** item 19, page 4. | a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years<br><br>b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.<br><br>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first. | Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records. |
| **16.** | **DISPATCH FILE**<br>Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material. | Destroy in office when superseded or obsolete. | |
| **17.** | **DISPATCH RECORDINGS**<br>Recordings made of activities during an emergency services dispatch. | Destroy in office after 30 days, if not made part of a case file.* | Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5. |
| **18.** | **EMERGENCY NOTIFICATIONS** | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **19.** | **EMERGENCY SERVICES BILLING RECORDS**<br>Records concerning billing of patients transported and treated by emergency services personnel. | Destroy in office after 3 years* | |
| **20.** | **EMERGENCY SERVICES CORRESPONDENCE** | a) Transfer after 3 years correspondence, including email, with historical value to the **HISTORIES FILE** item 38, page 8.<br><br>b) Destroy in office remaining records after 3 years. | |
| **21.** | **EQUIPMENT RECORDS (APPARATUS AND MAINTENANCE FILE)**<br>Records concerning maintenance performed on fire department equipment. | Destroy in office 1 year after disposal or replacement of equipment. | |
| **22.** | **EQUIPMENT RECORDS (APPARATUS OPERATING EXPENSE FILE)**<br>Operating expense (maintenance, repair costs, etc.) records for fire department equipment. | Destroy in office after 2 years. | |
| **23.** | **EQUIPMENT RECORDS (APPARATUS TEST REPORTS)**<br>Reports showing results of fire equipment tests. | Destroy in office 1 year after disposal or replacement of equipment. | |
| **24.** | **EQUIPMENT RECORDS (EQUIPMENT ISSUED TO FIREFIGHTERS AND EMERGENCY PERSONNEL) FILE** | Destroy in office when superseded or obsolete. | |
| **25.** | **EQUIPMENT RECORDS (HOSE RECORDS)**<br>Records concerning the age, repair, etc. of fire hoses. | Destroy in office after 2 years. | |
| **26.** | **EQUIPMENT RECORDS (HOSE TESTS)**<br>Routine tests to determine if hoses are in proper working order. | Destroy in office after 2 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **27.** | **EVACUATION PLANS** | Destroy in office when superseded or obsolete. | |
| **28.** | **EXPOSURE RECORDS**<br>Reports detailing when a fire department or emergency personnel are exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. | Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*<br><br>*Retention note: If part of a workers compensation claim, follow disposition for* ***WORKERS' COMPENSATION PROGRAM CLAIMS FILE*** *item 62, page 115.* | 29 CFR 1910.1020 (d)(ii) |
| **29.** | **FEDERAL ASSISTANCE PROGRAMS REFERENCE RECORDS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **30.** | **FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE**<br>Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems. | Destroy in office when superseded or obsolete. | |
| **31.** | **FIRE ALARM JOURNAL**<br>Journal or other listing of alarms answered by the fire department. | Destroy in office after 3 years. | |
| **32.** | **FIRE INSPECTION REPORTS**<br>Inspections and permits issued of buildings and systems for proper fire protection measures and procedures. | a) Destroy in office inspections with no defects after 3 years.<br><br>b) Destroy in office inspections with noted defects 3 years after defects are corrected.*<br><br>c) Destroy permits in office after 3 years. | |

**See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS****, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **33.** | **FIRE INVESTIGATION CASE FILES**<br>Includes detailed information regarding circumstances of the incident including location, information on damage and injuries, and possible cause of incident. May also include photographs and evidence log.<br><br>See also **FIRE INVESTIGATION RECORDS** item 34, page 46. | a) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs*<br><br>b) Destroy in office after 10 years when arson is involved.*<br><br>c) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.* | |
| **34.** | **FIRE INVESTIGATION RECORDS**<br>Reports and correspondence, including email, of fires investigated by department personnel.<br><br>See also **FIRE INVESTIGATION CASE FILES** item 33, page 46. | Destroy in office when administrative value ends if not made part of a case file.†<br>Agency Policy: Destroy in office after 10 years | |
| **35.** | **FIRE LIMITS ORDINANCES**<br>Ordinances passed by city/town council establishing and defining fire limits which shall include principal business portions of the municipality. | Retain in office permanently. | |
| **36.** | **FIXED NUCLEAR FACILITIES PLANS FILE**<br>Includes emergency plans for municipal fixed nuclear facilities. | Destroy in office after 3 years. | |
| **37.** | **HYDRANT RECORDS (LOCATION AND MAIN SIZE)**<br>Records showing location and size of water mains of fire hydrants. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **38.** | **HYDRANT RECORDS (MAINTENANCE AND TEST FILE)**<br>Results of tests of fire hydrants and routine maintenance records. | a) Destroy in office inspection and test records after 2 years.<br><br>b) Retain maintenance records for life of the hydrant. | |
| **39.** | **INVENTORY RECORDS FILE**<br>Records of inventories of fire stations and equipment. | Destroy in office 3 years after replacement or disposal. | |
| **40.** | **LOCAL EMERGENCY PLANNING COMMITTEE MINUTES**<br><br>See the **Microfilm** section on page x for instructions on microfilming minutes. | Retain in office permanently. | |
| **41.** | **LOCAL EMERGENCY PLANS** | Destroy in office when superseded or obsolete. | |
| **42.** | **NATIONAL FLOOD INSURANCE PROGRAM RECORDS** | Retain in office permanently. | |
| **43.** | **NORTH CAROLINA FIRE CASUALTY REPORT**<br>Report filed with the N.C. State Fire Commission. | Destroy in office after 5 years. | |
| **44.** | **NORTH CAROLINA FIRE INCIDENT REPORT**<br>Report filed with the N.C. State Fire Commission, county fire marshal, town or city council, or county commissioners. | Destroy in office after 5 years. | G.S. §58-79-45 |
| **45.** | **NORTH CAROLINA FIRE ASSOCIATION RECORDS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **46.** | **NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT**<br>Documentation of annual leave, history report, position summary, N.C. Fireman's Pension Fund. | Destroy in office when superseded or obsolete. | |
| **47.** | **NOTIFICATION TO CORRECT**<br>Notification to owner, agent, or occupant of building to correct violation or defect noted at the time of inspection. | Destroy in office 1 year after subsequent inspection reveals defect or violation has been corrected.* | |
| **48.** | **NUCLEAR CIVIL PROTECTION PLAN** | Destroy in office when superseded or obsolete. | |
| **49.** | **OPERATIONS FILE** | a) Transfer correspondence, including email, with historical value to the **HISTORIES FILE** item 38, page 8 after 3 years.<br><br>b) Destroy in office remaining records after 3 years. | |
| **50.** | **PATIENT CARE REPORTS**<br>Records showing equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc. | Follow disposition instructions for **AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR)** item 6, page 42.* | |
| **51.** | **PHARMACEUTICAL RECORDS** | Destroy in office after 3 years.* | |
| **52.** | **PLANS**<br>Plans of buildings and fire safety systems of commercial and industrial properties. | Destroy in office when superseded or obsolete. | |
| **53.** | **PUMP TEST RECORDS**<br>Results of tests conducted on pumping equipment. | Destroy in office after 2 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **54.** | **RADIOLOGICAL DEFENSE (RADEF) DATA BANK RADIOACTIVE MATERIAL INVENTORY** | Destroy in office after loan of radioactive materials ends. | |
| **55.** | **RADIOLOGICAL DATA STATION FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **56.** | **RADIOLOGICAL EQUIPMENT INVENTORY** | Destroy in office when superseded or obsolete. | |
| **57.** | **RESOLUTIONS ON ESTABLISHMENT OF LOCAL AGENCY** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **58.** | **SAFETY COMMITTEE AGENDA AND MEETING PACKETS FILE**<br>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **MINUTES OF PUBLIC BODIES** item 43, page 10. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **59.** | **SAFETY COMMITTEE MINUTES**<br>As defined by G.S. § 143-318.10 (b), includes official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.<br><br>See the **Microfilm** section on page x for instructions on microfilming. | a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after Permanent_____ | G.S. § 143-318.10 |
| **60.** | **SHELTER FACILITIES LISTING** | Destroy in office when superseded or obsolete. | |
| **61.** | **STATE OF EMERGENCY ORDINANCES** | Retain in office permanently. | |
| **62.** | **SUPERFUND AUTHORIZATION RECOVERY ACT INFORMATION FILE**<br>Information concerning the location of hazardous waste in the community. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **63.** | **TRAINING AND EDUCATION FILE** | a) Transfer records documenting training received to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112, or **VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS** item 65, page 51.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | |
| **64.** | **VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS** | Destroy in office after 3 years.* | |
| **65.** | **VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS**<br>Official copy of personnel file maintained on each volunteer fireman. May include basic information and records and forms relating to the duties, service, suspension, and termination of the volunteer. | Destroy in office 30 years from date of separation.*<br><br>*See also **VOLUNTEER FIREFIGHTERS MEDICAL RECORDS** item 66, page 51.* | |
| **66.** | **VOLUNTEER FIREFIGHTERS MEDICAL RECORDS**<br>Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.) | a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*<br><br>b) Destroy in office records pertaining to job-related illness and injury after 5 years.<br><br>c) Destroy in office results of routine medical examinations and similar records after 1 year.<br><br>*Retention Note: Records must be maintained separately from an employee's personnel jacket.* | 29 CFR 1910.1020 (d)(ii) |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-7. FLEET MAINTENANCE RECORDS**
Records and materials created and accumulated during the use and maintenance of municipal vehicle fleets.

| *ITEM #* | *STANDARD-7: FLEET MAINTENANCE RECORDS* | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **BUDGET ESTIMATES AND REQUESTS FILE**<br>Records consisting of requests for purchases and estimated costs. | Destroy in office after 1 year. | |
| **2.** | **FUEL AND OIL TICKETS**<br>Records of fuel and oil deliveries to vehicles. | Destroy in office after 3 years.* | |
| **3.** | **MOTOR VEHICLE RECORDS**<br>Records on each vehicle showing make, model, original cost, mileage, and cost of operation. | Destroy in office after disposal of vehicle. | |
| **4.** | **SHOP WORK ORDERS**<br>Records include work completed and costs. | Destroy in office after 3 years. | |
| **5.** | **STOCK CONTROL AND INVENTORIES**<br>Inventory of materials and supplies used to maintain stock. | Destroy in office when superseded or obsolete. | |
| **6.** | **VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS**<br>Records concerning the maintenance, repair and inspection of municipally owned vehicles.<br><br>See also **GRANTS** item 37, page 8. | a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of vehicles after 1 year.<br><br>b) Retain records documenting all other maintenance and repairs for life of vehicle. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-7: FLEET MAINTENANCE RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **7.** | **VEHICLE REGISTRATION CARDS**<br>North Carolina registration cards for vehicles in the municipal fleet. | Retain in vehicle until superseded. | |
| **8.** | **VEHICLE USAGE RECORDS**<br>Records concerning the assignment, request and usage of municipal vehicles. May include mileage and checkout logs, fuel consumption reports, authorizations and similar records relating to the assignment and use of municipal vehicles. | a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.*<br><br>b) Destroy in office remaining records after 1 year. | |
| **9.** | **VEHICLE YEAR-TO-DATE REPORT**<br>Running record of mileage and cost of operation of each vehicle. | Destroy in office after disposal of vehicle. | |
| **10.** | **WORK ORDERS (VEHICLE REPAIR)**<br>Records include date and location of work, cost of materials used and labor, type of work performed and similar information. | a) Destroy in office 1 year after work is completed.*<br><br>b) If this is the only record documenting that work was completed follow disposition instructions for **VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 6, page 52. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-8. INFORMATION TECHNOLOGY (IT) RECORDS**
Information technology encompasses all activities undertaken by municipal departments to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

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

| ***ITEM #*** | ***STANDARD-8: INFORMATION TECHNOLOGY RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **COMPUTER AND NETWORK USAGE RECORDS**<br>Records documenting usage of electronic devices and networks. This series may include but is not limited: login files, system usage files, individual program usage files and records of use of the internet by employees. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." |
| **2.** | **DIGITIZATION AND SCANNING RECORDS**<br>Records concerning imaging operations. This series may include but is not limited to: scanning and data entry quality control records and audit reports. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-8: INFORMATION TECHNOLOGY RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **3.** | **DISASTER PREPAREDNESS AND RECOVERY PLANS**<br>Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in secure, off-site location.) | a) Retain records documenting past disaster recovery permanently.<br><br>b) Destroy all other records in office when superseded or obsolete. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." |
| **4.** | **INFORMATION TECHNOLOGY ASSISTANCE RECORDS**<br>This series documents troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. This series may include but is not limited to: help desk assistance requests, resolution records, and related documentation. | Destroy in office 1 year after work is completed. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-8: INFORMATION TECHNOLOGY RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **5.** | **NETWORK AND SYSTEM SECURITY RECORDS**<br>Records documenting the security of network and system. This series may include but is not limited to records concerning: firewalls, anti-virus programs, and intruder scanning logs. | Destroy in office after 3 years.* | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." |
| **6.** | **NETWORK DIAGRAMS**<br>This series documents the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations. | Destroy in office when superseded or obsolete. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-8: INFORMATION TECHNOLOGY RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **7.** | **PROJECT DOCUMENTATION FILES**<br>Records created to design, develop, control, or monitor a specific project or group projects. This series may include but is not limited to: statements of work, assessments, maintenance agreements and testing records. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records 3 years after completion of project. | |
| **8.** | **SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS**<br>These records document compliance with agency software license and copyright provisions. This series may include but is not limited to: software licenses, correspondence, and related documentation. | Destroy in office 1 year after life after life of system. | |
| **9.** | **SYSTEM ACCESS RECORDS**<br>This series documents user permissions and access to information, programs or applications within a system. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-8: INFORMATION TECHNOLOGY RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **10.** | **SYSTEM DOCUMENTATION RECORDS**<br>This series documents operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. This series may include but is not limited to: system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code. | Destroy in office 3 years after superseded or obsolete. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. 132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." |
| **11.** | **SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE**<br>This series documents inspections, maintenance, and repairs of agency computer systems that are owned or leased. This series may include, but is not limited to: computer equipment inventories and service records. | a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year.<br><br>b) Retain for life of equipment records documenting all other equipment maintenance and repairs. | |
| **12.** | **SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS**<br>This series documents regular or essential system backups. This series may include but is not limited to: backup tape inventories, relevant correspondence, and related documentation. | Destroy in office in accordance with your office's established, regular backup plan and procedures.†<br>Agency Policy: Destroy in office after 3 years<br><br>*See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-8: INFORMATION TECHNOLOGY RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **13.** | **WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE**<br>This series consists of site maps that show the directory structure into which content pages are organized and commercial, off-the-shelf software configuration files used to operate the site and establish its look and feel. This series may include but is not limited to server environment configuration specifications. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-9. LAW ENFORCEMENT RECORDS**
Records received and created by municipal law enforcement agencies necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of law enforcement records.

| *ITEM #* | *STANDARD-9: LAW ENFORCEMENT RECORDS* | | |
|---|---|---|---|
| | *RECORD SERIES TITLE* | *DISPOSITION INSTRUCTIONS* | *CITATION* |
| **1.** | **ABANDONED MOTOR VEHICLES (AMV) FILE**<br>Records concerning abandoned motor vehicles towed. Includes releases, sales and notifications. | Destroy in office after 3 years. | |
| **2.** | **ACCREDITATION RECORDS**<br>Records concerning compliance with those standards outlined by professional law enforcement agencies' accreditation programs. | Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.* | |
| **3.** | **ACTIVITY REPORTS**<br>Reports of activities of officers on each shift or special detail worked. Includes lists of information on occurrence of all criminal activity, complaints and arrests, traffic violations and accidents, rescue service calls, hours worked, miles traveled, location of call, type of call, time of call, papers served, and other related information. (This information is normally collected by the day and month for statistical reporting.) | Follow disposition instructions for **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** item 60, page 15. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **4.** | **ALARM CALL REPORTS**<br>Reports completed by officers responding to alarm calls. Includes listings of alarm type, time received, time arrived, reason for activation, and other related information. May include forms completed by businesses naming emergency contacts, location of safe, and other related information. | a) Destroy in office when administrative value ends if records are not made part of a case file.†<br>Agency Policy: Destroy in office after 3 years<br><br>b) If records are made part of a case file follow applicable disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **5.** | **ALERTS FILE**<br>Notices received from or sent to various law enforcement agencies concerning lost property, wanted persons, arrests, missing persons, and other related topics. Also known as Be On the Lookouts (BOLO). | Destroy in office when administrative value ends if records are not made part of a case file.†<br>Agency Policy: Destroy in office after 1 year | |
| **6.** | **ALTERNATIVE SENTENCING PROGRAMS**<br>Records documenting alternative sentencing programs including work release and weekender service. | Destroy in office 3 years after individual leaves program. | |
| **7.** | **AMBULANCE CALL RECORDS**<br>Records concerning emergency calls accompanied by law enforcement personnel. | Destroy in office after 5 years. | |
| **8.** | **ARREST PROCESSING: DWI TRACKING RECORDS**<br>Records used to track a defendant's time and activities while in arrest processing. May include time of arrival, time to and from each workstation, time to and from the magistrate's office, time allowed to use the telephone, and notes documenting any unusual and/or violent behavior. | Destroy in office 2 years after date of arrest. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **9.** | **ARREST PROCESSING: TRACKING RECORDS**<br>Records used to track a defendant's time and activities while in arrest processing. May include time of arrival and time to and from each workstation, time to and from the magistrate's office, time allowed to use the telephone, and notes documenting any unusual and/or violent behavior. | Destroy in office 1 year after date of arrest. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **10.** | **ARREST REPORTS**<br>Reports concerning arrests made by officers. May include complete name, alias or nickname of person arrested; residence, sex, age, date of birth, physical description, offense committed, car make, license number, occupation, telephone numbers; witness information, name of arresting officer(s), and other related information. | a) Destroy in office 5 years from date of last arrest if report is not made part of a case file.<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **11.** | **AUCTION RECORDS**<br>Records concerning abandoned and unclaimed articles and found property sold at public auction. May include auction receipts of monies received for items sold. | Destroy in office after 3 years.* | |
| **12.** | **AUTOMOBILES AND PROPERTY IN STORAGE: SALES AND REPORTS RECORDS**<br>Records detailing the sale of automobiles and property confiscated by law enforcement personnel. | Destroy in office 1 year after sale or other disposition of property. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **13.** | **BASIC TRAINING SCHOOLS**<br>Police academy basic course records used to verify course content and hours of topical coverage when needed for court purposes. Includes curriculum and course schedules, instructor listings, trainee rosters, attendance data, and exam grades. | Destroy in office after 20 years.* | |
| **14.** | **BICYCLE REGISTRATION** | Destroy in office after 1 year. | |
| **15.** | **BINGO LICENSE RECORDS**<br>Copies of bingo licenses issued by the North Carolina Dept. of Crime Control and Public Safety. May include related records such as notification letters and applications. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year_____ | |
| **16.** | **BREATHALYZER RECORDS**<br>File includes preventative maintenance records, lists of qualified operators, and other records related to breathalyzers used by the agency. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **17.** | **CASE HISTORY FILE: FELONIES**<br>Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, including email, officer's notes, laboratory tests, court dispositions, and other related records.<br><br>See also **ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)** item 44, page 71. | a) Destroy in office records concerning solved cases after 20 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.<br><br>b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a). | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **18.** | **CASE HISTORY FILE: MISDEMEANORS**<br>Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, including email, officer's notes, laboratory tests, court dispositions, and other related records. | a) Destroy in office records concerning solved malicious misdemeanor cases after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.<br><br>b) Retain in office records concerning unsolved malicious misdemeanor cases until solved, and then follow disposition instructions in part (a).<br><br>c) Destroy in office records concerning all misdemeanor cases not covered in (a) or (b) after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **19.** | **CASE HISTORY FILE: CASES NOT OFFICIALLY INVESTIGATED**<br>Records related to complaints not officially investigated. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after __3 years_____ | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **20.** | **CHEMICAL ANALYSIS RECORDS**<br>Records and reports generated when individuals suspected of being under the influence of illegal drugs or alcohol are chemically tested. | a) Destroy in office when administrative value ends if records are not made part of a case file.†<br>Agency Policy: Destroy in office after __3 years_____<br><br>b) If records are made part of a case file follow applicable disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **21.** | **CITIZEN COMPLAINTS/ADMINISTRATIVE INVESTIGATION RECORDS**<br>Citizen complaints against law enforcement officers. May include administrative investigation reports initiated within the municipal law enforcement office.<br><br>See also **INTERNAL AFFAIRS CASE RECORDS** item 76, page 78. | Destroy in office 1 year after resolution.* | |
| **22.** | **COMMENDATION LETTERS**<br>Letters received commending law enforcement officers for outstanding performance. | Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **23.** | **COMMUNICATIONS RECORDS**<br>Tapes, printouts, and logs of telephone, radio, dispatch, 911 emergency calls, and computer aided dispatch (CAD) systems incoming and/or outgoing communications. May include time and date of call, contents of call, location of call, name of unit sent to scene, and other related information. | a) Destroy in office after 30 days if records are not made part of a case file.*<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records, and G.S. §132-1.5. |
| **24.** | **COMMUNICATIONS RECORDS (REQUESTS AND RECEIPTS)** | Destroy in office after 1 year if inquiry is closed.* | |
| **25.** | **COMPLAINTS FILE**<br>Records concerning complaints to which a unit responded. May include logs listing name and address of victim, time, date, nature of complaint, responding officer's name, action taken, and other related information. | a) Destroy in office when administrative value ends if records are not made part of a case file.†<br>Agency Policy: Destroy in office after 3 years<br><br>b) If records are made part of a case file follow applicable disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **26.** | **COMPOSITE INTERVIEWS**<br>Summaries of interviews used to determine the physical description of suspects. May include race, sex, build, weight, eye and hair color, skin tone, weapon description, and other related information. | a) Destroy in office when administrative value ends if not made part of case file.†<br>Agency Policy: Destroy in office after 3 years<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **27.** | **CONFIDENTIAL FUNDS FILE**<br>Records concerning the use of confidential funds for vice/narcotics and special investigations. | Destroy in office after 3 years. * | |
| **28.** | **CRIME ANALYSIS RECORDS**<br>Records used to anticipate, prevent, or monitor possible criminal activity. May include crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols. | a) Destroy in office when administrative value ends if not made part of case file.†<br>Agency Policy: Destroy in office after 1 year<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **29.** | **CRIME PREVENTION RECORDS**<br>Records concerning municipal law enforcement office and community meetings and other functions which seek to prevent or monitor possible criminal activity. May include meeting schedules and agendas and other related records. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **30.** | **CRIMINAL HISTORY RECORDS**<br>Records concerning the arrest history of individuals. May include summary sheets or cards, arrest reports, mug shots, fingerprint cards, and other related records. | a) Destroy in office when administrative value ends if not made part of case file.†<br>Agency Policy: Destroy in office after 1 year<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **31.** | **DAILY BULLETINS**<br>Daily bulletins used to provide officers with information concerning stolen vehicles, missing persons, new warrants, wanted persons, and any other specific complaint or incident. May include "be on the lookout" records and forms. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year _____ | |
| **32.** | **DEATH OF INMATE REPORTS**<br>Reports filed by office upon the death of an inmate. A report must be sent to the county health director and N.C. Department of Health and Human Services, within five days of the death. | Destroy in office after 3 years.* | G.S. §153A-225 |
| **33.** | **DETENTION FACILITY INSPECTION REPORTS**<br>Inspection reports of municipal detention facilities. May include reports made by the N.C. Department of Health and Human Services. | a) Destroy in office after 1 year from date of report if no violations are recorded.<br><br>b) If violations are recorded destroy in office 1 year after corrective action was approved. | |
| **34.** | **DETENTION FACILITY OPERATIONAL RECORDS**<br>Records concerning all activities occurring during shifts at detention facilities. May include end of duty (shift change reports, key and radio control lists, equipment and inmate/non-inmate housing check lists, cell inspection reports, laundry exchange and controlled property lists, tour reports, etc.) and inmate accountability (rosters, commitment and release reports, cell locations, etc.) records. | Destroy in office after 1 year.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **35.** | **DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES**<br>Records and logs listing entries and inquiries made against DCI-NCIC networks and concerning missing persons, wanted persons, stolen vehicles or other property, and other related topics. | Destroy in office 1 year after period covered by audit.* | |
| **36.** | **DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS**<br>Requests and proofs of verification for DCI-NCIC or other law enforcement information networks. | Destroy in office after 1 year.* | |
| **37.** | **DNA SAMPLING RECORDS**<br>Records documenting the collection of DNA samples from persons for qualifying offenses. Samples are forwarded to the N.C. State Bureau of Investigation. May include copies of judgments. | a) Destroy in office 1 year from date sample was obtained if not made part of a case file.<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §15A-266.12 regarding confidentiality of records. |
| **38.** | **DOMESTIC VIOLENCE: ACTIVITY REPORTS**<br>Report concerning statistical information relating to the Domestic Violence Unit including orders served, miles driven, hours worked, and arrests made. | Follow disposition instructions for **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** item 60, page 15. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **39.** | **DOMESTIC VIOLENCE CASE FILES: CLOSED (COPIES)**<br>Copies of court restraining orders related to domestic violence cases. | Destroy in office when administrative value ends.†*<br>Agency Policy: Destroy in office after 1 year | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **40.** | **DOMESTIC VIOLENCE RECORDS**<br>Restraining orders and related records. | a) Destroy in office after expiration of order if not made part of a case file.*<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **41.** | **DRIVER'S LICENSE REVOCATIONS FILE** | Destroy in office after 1 year. | |
| **42.** | **DRIVING WHILE IMPAIRED (DWI) REPORTS FILE**<br>Reports used for persons arrested for driving while impaired. May include breathalyzer analysis reports. | a) Transfer original records to County Clerk of Superior Court's office.<br><br>b) Destroy in office reference copies when administrative value ends if not made part of a case file.†<br>Agency Policy: Destroy in office after 3 years<br><br>c) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **43.** | **DWI KNOLL MOTIONS**<br>Copies of motions to suppress evidence and related documentation. | Destroy in office 3 years from date motion was filed. | G.S. § 20-38.6 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **44.** | **ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)** | Destroy in office electronic or video recordings of homicide interrogations of convicted defendants 1 year after the completion of all State and Federal appeals of the conviction. | G.S. § 15A-211 |
| **45.** | **EMERGENCY ACTION RECORDS**<br>Response plans and procedures to be taken in the event of a fire, disaster, bomb threat, or other emergency. May include records documenting emergency drills. | Destroy in office when superseded or obsolete. | |
| **46.** | **EQUIPMENT INVENTORY AND ISSUANCE RECORDS**<br>Inventories of equipment issued to all law enforcement personnel. | Destroy in office when superseded or obsolete. | |
| **47.** | **EXPUNCTIONS**<br>Records concerning the expunction of a convicted individual's records. May include petitions, affidavits, and other related records. | Transfer Final Disposition Report to the State Bureau of Investigation once all records relating to the case are expunged.<br><br>*Retention Note: If the petition is approved all records relating to that case are to be destroyed in accordance with the court order.* | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.<br><br>G.S. §15A-145<br>G.S. §15A-146<br>G.S. §90-96<br>G.S §90-113-14 |
| **48.** | **EXTRADITION CASE RECORDS**<br>Records concerning the extradition of prisoners in and out of state. May include court orders, correspondence, including email, and other related records. | Follow applicable disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **49.** | **FALSE ALARM REPORTS AND VIOLATIONS** | a) Destroy in office after 1 year if not made part of a case file.<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **50.** | **FEDERAL FIREARMS NOTIFICATION RECORDS**<br>Copies of records and forms provided by individuals that apply for certain federal firearm licenses. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year_____ | 18 USC 923(d)(1)(f)(iii) |
| **51.** | **FEDERAL FORFEITURE RECORDS**<br>Records concerning funds received from seized assets and records concerning expenditures made with federal forfeiture funds. | Destroy in office after 3 years.* | |
| **52.** | **FIELD OBSERVATION REPORTS**<br>Reports concerning field observations of suspicious persons or vehicles. May include subject's name, address, and physical description; date, time, and location of occurrence, reason for stop, name of officer conducting interview, and other related information. | a) Destroy in office when administrative value ends if not made part of case file.†<br>Agency Policy: Destroy in office after 3 years_____<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **53.** | **FINGERPRINT CARDS**<br>Numerical index or similar record used to verify a subject's identity. May include fingerprints and all necessary information required to identify an individual. Fingerprint cards are often part of a case or criminal history file. | a) Transfer original copy of fingerprint records to State Bureau of Investigation in accordance with G.S. §15A-502.<br><br>b) Destroy in office duplicate records after 3 years. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.<br><br>G.S. §15A-502 |
| **54.** | **FINGERPRINT CARDS (LATENT)**<br>Latent finger and palm prints which were found at the scene of a crime without identification of suspects. | a) Transfer original copy of fingerprint records to State Bureau of Investigation in accordance with G.S. §15A-502<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **55.** | **FIREARMS RANGE FILE**<br>Records concerning ranges approved for use and utilized by other law enforcement agencies. Includes letters of request, responses, and waiver forms executed by members of requesting agencies. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year_____ | |
| **56.** | **FIREARMS TRAINING RECORDS**<br>Documentation of results of firearms qualifications (scores) attained by each sworn member of the department during annual training with firearms for which qualification is required. | Destroy in office after 3 years.* | |
| **57.** | **FORCIBLE ENTRY REPORTS**<br>Reports concerning forcible entries made by law enforcement personnel. | Destroy in office after 1 year. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **58.** | **FUGITIVE WARRANTS CASE RECORDS**<br>Records concerning fugitive warrant sent to a department from another jurisdiction requesting assistance in finding an individual. May include fugitive profile and warrant. | Destroy in office 1 year after case is closed. | |
| **59.** | **HANDGUN PERMITS**<br>Applications filed for handguns and concealed handguns. May include lists of permit holders, records of background checks, and other related documentation. | a) Destroy in office all approved applications 5 years after the date of last renewal.<br><br>b) Destroy in office criminal histories, background checks, and related records concerning approved applications when permit is issued.<br><br>c) Destroy in office denied applications and related records 5 years from date of denial, or resolution of petition filed with district court. | G.S. §14 Article 54B |
| **60.** | **HOUSE AND SPECIAL CHECK REQUESTS**<br>Requests for patrols to inspect vacant property. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year _____ | |
| **61.** | **IDENTIFICATION PHOTOGRAPHS**<br>Photographs (mug-shots) and negatives of persons arrested in association with formal investigations. May include driver's license photos. | a) Destroy in office after 3 years if not made part of a case file.<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **62.** | **IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) DETAINEE RECORDS**<br>Records concerning individuals incarcerated in municipal detention facilities per the U.S. Illegal Immigration Reform and Immigrant Responsibility Act (IIRAIRA), Section 287(g). | Destroy in office 3 years after individual is released (transferred) from the facility. | |
| **63.** | **INCIDENT/OFFENSE REPORTS**<br>Reports completed by officers responding to incidents. May include victim, suspect and witness information, damaged and stolen property reports, statement sheets, Miranda waiver forms, and other related records. | a) Destroy in office records not made part of a case file when administrative value ends.†<br>Agency Policy: Destroy in office after 10 years<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **64.** | **INCIDENT REPORTS: DETENTION FACILITY**<br>Detention facility incident reports. Includes narratives of incidents, lists of those involved, statements and interview reports, inmates' refusal of medical treatment, inmates' refusal to press charges, and other related records. | Destroy in office after 3 years.* | |
| **65.** | **INFORMANT RECORDS**<br>Records concerning informants. May include correspondence, including email, payment records, and other related records. | a) Destroy in office records not made part of a case file when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **66.** | **INMATE CLASSIFICATION RECORDS**<br>Records concerning classification information gathered by the detention facility while inmates are incarcerated. May include incident reports, behavioral or disciplinary reports, interviews, classification level assigned, requested housing moves, and other related records. | a) Destroy in office 3 years from date of release or transfer of inmate.*<br><br>b) Destroy in office records concerning Immigration and Customs Enforcement (ICE) detainees with no state or federal charges when individual is released or transferred from the facility. | |
| **67.** | **INMATE COMMITMENT RECORDS**<br>Copies of judgment and commitment papers received from the Clerk of Superior Court's office used to validate time spent incarcerated. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **68.** | **INMATE FINANCIAL RECORDS**<br>Records concerning individual inmate funds maintained by a detention facility for use by the inmate while incarcerated. May include balance sheets listing inmate's name and number, amount of funds, dates of deposits and withdrawals, and other related information. | Destroy in office 3 years from date of release or transfer of inmate.* | |
| **69.** | **INMATE GRIEVANCE RECORDS**<br>Records concerning grievances filed by inmates and actions taken. | Destroy in office 3 years from date of release or transfer of inmate.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **70.** | **INMATE INCARCERATION RECORDS (ACTIVE AND INACTIVE)**<br>Records concerning non-medical information gathered on inmates in municipal detention facilities. May include entry and release summaries, detainees' arrest sheets, court commitment and release orders, work release records, pretrial release agreements, and other related records concerning the arrest and confinement of an individual. | Destroy in office 3 years from date of release or transfer of inmate.* | |
| **71.** | **INMATE LAW LIBRARY (RESEARCH) REQUESTS**<br>Requests filed by inmates seeking use of a facility's law library or similar collection containing research materials. | Destroy in office 1 year from date of request. | |
| **72.** | **INMATE MAIL/TELEPHONE/VISITOR RECORDS**<br>Records concerning telephone calls and mail sent and received by inmates, attorneys, ministers, or family members visiting inmates confined in municipal detention facilities. May include logs listing inmate's name, date and time of call or mail, visitor's signature and address, and other related information. | Destroy in office after 1 year.* | |
| **73.** | **INMATE MEAL RECORDS**<br>Records concerning the planning and scheduling of inmate meals. May include food service daily shift reports, daily meal sheets, food order forms, kitchen checklists, lists of inmates receiving meals and other related records. | Destroy in office after 3 years.* | 10A NCAC 14J .1723 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **74.** | **INMATE MEDICAL RECORDS**<br>Records concerning medical examinations, diagnoses, and treatments of inmates. May include medical information sheets and screening forms, medical histories as provided by inmate, receipt and/or release forms for medications and medical articles, laboratory and x-ray reports, blood pressure records, sick bay transfer forms, special diet authorizations, psychological evaluation forms, suicide watch sheets, progress notes, health assessment forms, dental forms, doctors' orders, transportation records to outside clinics or hospitals, and other related records. May also include authorization records for release of medical information to detention facility staff, informed consent forms, refusal of treatment forms, and release of financial responsibility forms. | Destroy in office 5 years from date of release or transfer of inmate.* | Comply with applicable provisions of G.S. §8-53 regarding confidentiality of records. |
| **75.** | **INMATE PERSONAL IDENTIFICATION RECORDS**<br>Records concerning changes to be made to an inmate's incarceration file. May include personal identification changes, superior court calendar, long form dismissals, and other related records. | Destroy in office 30 days after receipt.* | |
| **76.** | **INTERNAL AFFAIRS CASE RECORDS**<br>Records concerning internal investigations of alleged officer misconduct. May include complaints, investigation reports, and other related records. | a) Transfer records concerning substantiated cases as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy in office records concerning unsubstantiated cases when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **77.** | **JUVENILE CASE HISTORY FILES**<br>Includes incident and arrest reports, detention orders, disposition instructions, name and address of person having legal and/or physical custody of child, fingerprint cards, photographs, correspondence, including email, with municipal, county or state juvenile services, and other related records. | a) Destroy in office when juvenile reaches 21 years of age if adjudicated for an offense that would have been a Class A, B1, B2, C, D, or E felony if committed by an adult.<br><br>b) Destroy in office records related to all other cases when juvenile reaches 18 years of age. | Comply with applicable provisions of G.S. §7B Juvenile Code regarding confidentiality of records. |
| **78.** | **JUVENILE DETENTION RECORDS**<br>Records concerning medical and non-medical information gathered on juvenile inmates held in municipal detention facilities. | a) Destroy in office medical records when juvenile reaches 21 years of age.<br><br>b) Destroy in office non-medical records when juvenile reaches 18 years of age. | Comply with applicable provisions of G.S. §7B Juvenile Code regarding confidentiality of records. |
| **79.** | **LIST OF INMATES REPORTS**<br>Lists of inmates furnished weekly to the Clerk of Superior Court. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year_____ | G.S. §153A-229<br>G.S. §7A-109.1 |
| **80.** | **MASTER INDEX FILE**<br>Alphabetical or numerical indexes containing information on each individual having contact with the municipal law enforcement office either as a witness, complainant, victim, or arrested person. May include indexes used to locate cases or any other record used or created by the department. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **81.** | **MOBILE UNIT VIDEO TAPES**<br>Tapes and digital recordings generated by mobile audio and video recording equipment installed in patrol vehicles. | a) Destroy in office after 30 days if not made part of a case file.<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **82.** | **MODIFIED DIET REQUESTS (INMATES)**<br>Records concerning requests for special diets made by inmates due to religious or medical reasons. | Destroy in office after 3 years.* | |
| **83.** | **MONTHLY CONFINEMENT (JAIL) REPORTS**<br>Monthly reports submitted to the N.C. Department of Health and Human Services listing confinement figures. | Destroy in office after 3 years.* | |
| **84.** | **MULTIPLE FIREARMS SALES REPORTS**<br>Reports received from dealers reporting the sale of multiple firearms. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years | |
| **85.** | **MULTIPLE FIREARMS SALES REPORTS DESTRUCTION RECORDS**<br>Records submitted to the U.S. Attorney General's Office certifying that all multiple firearm sales reports received from dealers have been destroyed | Destroy in office after 1 year. | |
| **86.** | **MUTUAL AID AGREEMENT RECORDS**<br>Records concerning officers who work with other agencies and vice versa. May include mutual aid agreements and supporting documentation. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **87.** | **OBSERVATION REPORTS**<br>Reports filed by field training officers who observe trainees. | Follow disposition instructions for **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 107. | |
| **88.** | **ORDINANCE VIOLATIONS**<br>Citations issued for violations of municipal ordinances. | Destroy in office after 3 years.* | |
| **89.** | **PARKING METER RECORDS**<br>Records concerning cost, locations, installation and maintenance of municipal parking meters. | Destroy in office when superseded or obsolete. | |
| **90.** | **PARKING METER COLLECTION RECORDS**<br>Records of funds collected from municipal parking meters. | Destroy in office after 3 years.* | |
| **91.** | **PAROLE COMMISSION NOTIFICATION REPORTS**<br>Reports submitted to the N.C. Parole Commission listing dates of incarceration, jail credit, and other related documentation. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year | |
| **92.** | **PAWNSHOP CARDS**<br>Pawnshop cards and property records submitted to the municipal law enforcement office. | a) Destroy in office after 1 year if not made part of a case file.<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **93.** | **PEER COUNSELING (LAW ENFORCEMENT)**<br>Monthly report statistics, background information and lesson plans. | Destroy in office after 5 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **94.** | **PERMISSION TO SEARCH RECORDS**<br>Authorizations for officers to search property, and if necessary, confiscate property deemed pertinent to an investigation. | a) Destroy in office when administrative value ends if not made part of a case file.†<br>Agency Policy: Destroy in office after 3 years<br><br>b) If records are made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **95.** | **PERSONAL HISTORIES OF KNOWN OR SUSPECTED LAW BREAKERS**<br>Records collected concerning an identifiable person or group of persons in an effort to anticipate, prevent or monitor criminal activity. May include witnesses' statements, laboratory tests, surveillance, reports, investigators' or confidential informants' statements, photographs, vital statistics, and other related records. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years | Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records. |
| **96.** | **PERSONNEL INSPECTION REPORTS**<br>Inspection reports concerning individual officer's physical appearance and condition of uniform and weapons.<br><br>See also **EMPLOYEE PERFORMANCE REVIEW FILE** item 25, page 107. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **97.** | **PHYSICAL FORCE RECORDS**<br>Reports made by any officer or employee of a detention facility who applies physical force to an inmate or arrestee. | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **98.** | **POLYGRAPH AND DRUG SCREENING PROGRAM**<br>Records concerning polygraph and drug screening program. Includes study, recommendations, and related material. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **99.** | **PRISONER/MENTAL PATIENT DELIVERY RECORD**<br>Verification forms completed by receiving party of prisoner/mental patient. | Destroy in office after 1 year. | |
| **100.** | **PROPERTY RECORDS: CONFISCATED**<br>Itemized lists of all property confiscated by the law enforcement agency pursuant to law. | Destroy in office 1 year after disposition of property. | |
| **101.** | **PROPERTY RECORDS: EVIDENCE**<br>Records used to control and track evidence. May include descriptions of property, physical evidence examination requests, and records documenting final disposition of property. | Destroy in office 1 year after disposition of property. | |
| **102.** | **PROPERTY RECORDS: STOLEN/RECOVERED**<br>Records concerning the recovery of stolen property. May include descriptions of property and its value, serial numbers, and other related records. Records may be filed with original incident report. | Destroy in office 1 year after disposition of property. | |
| **103.** | **PROPERTY RECORDS: UNCLAIMED**<br>Disposition records concerning unclaimed property held by municipal law enforcement office. May include descriptions of property and serial or identification numbers. | Destroy in office 1 year after disposition of property. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **104.** | **PROPERTY RECORDS: UNCLAIMED: INMATES**<br>Records concerning unclaimed personal property stored by the department during an inmate's incarceration. | Destroy in office 90 days after release and attempt to notify former inmate. | |
| **105.** | **PURSUIT LOGS**<br>Logs concerning pursuits by municipal law enforcement office personnel. | a) Destroy in office after 1 year if not made part of a case file.<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **106.** | **REIMBURSEMENT REQUESTS FOR INMATES CONFINED LOCALLY**<br>Reports and supporting documentation sent to the N.C. Department of Corrections requesting state and/or federal reimbursement for inmates serving sentences of thirty days or more in a municipal detention facility. | Destroy in office after 3 years.* | G.S. §148-32.1 |
| **107.** | **RIDE-ALONG PROGRAM RECORDS**<br>Records concerning a law enforcement agency's ride-along program. May include citizens' applications to participate, waivers of liability, and other related records. | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **108.** | **SEXUAL OFFENDER RECORDS**<br>Records concerning sexual offenders living within jurisdiction. | a) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the State; or after 30 years or length of court order, whichever is greater; or when individual is known dead.<br><br>b) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or after 90 years. | G.S. §14-208.7 |
| **109.** | **SHIFT ASSIGNMENT RECORDS**<br>Schedules assigning officers to the shifts they will be working. May include special assignments for extra work. | Destroy in office when superseded or obsolete. | |
| **110.** | **SPECIAL ORDER RECORDS**<br>Special orders issued by a municipal law enforcement office concerning the adoption or revision of policy and established procedures on department, division, section, or individual level. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when superseded or obsolete. | |
| **111.** | **SQUAD LEADER PROMOTION FILE**<br>Records concerning individual request and promotional potential evaluations for promotion to police squad leader for uniformed or non-uniformed positions. | Destroy in office 1 year after employee terminates service. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **112.** | **STATISTICAL REPORTS**<br>Statistical reports and summaries of all law enforcement activities undertaken by a municipal law enforcement office. May include copies of uniform crime reports submitted to the N.C. Department of Justice. | Follow disposition instructions for **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** item 60, page 15. | |
| **113.** | **STOLEN MOTOR VEHICLES FILE**<br>Records concerning the investigations of cases of stolen motor vehicles. | a) Destroy in office after 1 year if not made part of a case file.<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **114.** | **TAXICAB INSPECTION AND LICENSING FILE** | Destroy in office after 1 year. | |
| **115.** | **TOWED/SEIZED VEHICLE INVENTORIES** | Destroy in office after 1 year. | |
| **116.** | **TRAFFIC ACCIDENT REPORTS**<br>Records concerning traffic accidents. May include general correspondence, including email, property receipts, collision reports, waivers signed by involved parties agreeing to settle damages among themselves, and other related records. | a) Transfer original collision report to the N.C. Division of Motor Vehicles within 10 days of accident.<br><br>b) Destroy in office records concerning accidents not meeting N.C. Division of Motor Vehicles reporting requirements, but for which a report was made after 3 years. | |
| **117.** | **TRAFFIC CITATION AND PARKING TICKET, RECORDS OF DATES TURNED IN BY POLICE OFFICER**<br>Records listing dates traffic citations and parking tickets were turned in by police personnel or parking enforcement personnel. | Destroy in office after 1 year.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **118.** | **TRAFFIC CITATIONS**<br>Citations issued to drivers violating motor vehicle and traffic laws. May include time, date, and location of violation, license number, violation code, officer's name, signature of person receiving citation, and other related information. | a) Transfer original to county clerk of superior court's office.<br><br>b) Destroy in office department copies when administrative value ends if not made part of a case file.†<br>Agency Policy: Destroy in office after 3 years<br><br>c) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **119.** | **TRAFFIC STOP REPORTS**<br>Racial profiling sheet that is completed after a vehicle stop has occurred. | Destroy in office after 1 year.* | |
| **120.** | **TRAINEE INTERN PROGRAM FILE**<br>Records concerning study, recommendation, and all related material relevant to the Police Intern Program for future sworn officers. | Destroy in office 1 year after employee terminates service. | |
| **121.** | **TRAINING ATTENDANCE FILE**<br>Records concerning DCI training presented at the departmental level in agreement with the State Division of Criminal Information. Includes attendance and grade reports. | Destroy in office after 2 years. | |
| **122.** | **TRAINING RECORDS**<br>Records concerning each course taught by law enforcement agency. May include schedules, course curriculum, attendance rosters, instructor's name, development material, and other related records. | Follow disposition instructions for **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 107. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **123.** | **TRAINING RECORDS: PERSONNEL**<br>Records concerning the training of officers. May include records documenting in-service training schools conducted to develop skills, knowledge, and abilities; field training observation reports; supervisory career assessment forms; certificates; firearms qualifications; and other related records maintained in accordance with N.C. Administrative Code and Criminal Justice Commission standards and regulations. | Follow disposition instructions for **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 107. | |
| **124.** | **TRANSFER REQUEST FILE**<br>Requests for transfer made by personnel. | Destroy in office after 1 year. | |
| **125.** | **TRANSIENT SOLICITOR REGISTRATION FILE**<br>Forms from Tax Department listing vendors, salespeople, products, and duration of licenses. | Destroy in office after 2 years. | |
| **126.** | **TRESPASS LAW ENFORCEMENT RECORDS**<br>Authorizations by property owners, lessees, or managers for municipal law enforcement officers to take whatever actions they deem appropriate to remove unauthorized persons and issue trespass warnings. | Destroy in office when superseded or obsolete. | |
| **127.** | **UNIFORM CRIME REPORTS (UCR)**<br>Copies of reports submitted to the State Bureau of Investigation summarizing statistics on criminal activity and agency operations. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **128.** | **VEHICLE INSPECTION AND INVENTORY REPORTS**<br>Inspection reports of patrol units and inventories of equipment assigned to each vehicle. (Records are used to identify any missing or damaged items.) | Destroy in office after 1 year. | |
| **129.** | **VEHICLE TOWING RECORDS**<br>Includes recovery authorizations and consent forms completed by owners to have vehicle towed, removed, stored, or left at the scene. | a) Destroy in office after 1 year if not made part of a case file.<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **130.** | **WANTED PERSONS FILE**<br>Records or lists concerning wanted persons not included in Daily Bulletin. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 1 year_____ | |
| **131.** | **WARNING TICKETS**<br>Warning tickets issued by municipal law enforcement office. May include name and address of person and reason for warning. | a) Destroy in office after 1 year if not made part of a case file.<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |
| **132.** | **WARRANTS FILE**<br>Warrants issued by a court directing a person to be taken into custody to answer charge. | Return to issuing Clerk of Superior Court's office as required by law once served, canceled, withdrawn, or otherwise disposed of. | |
| **133.** | **WARRANTS REGISTER**<br>Registers listing warrants served by municipal law enforcement office. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-9: LAW ENFORCEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **134.** | **WORK RELEASE EARNINGS REPORTS**<br>Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court. | Destroy in office after 3 years.* | G.S. §148-32.1 |
| **135.** | **WRECKER SERVICE RECORDS**<br>Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records. | a) Destroy in office after 1 year if not made part of a case file.<br><br>b) If record is made part of a case file follow disposition instructions for **CASE HISTORY FILE: FELONIES** item 17, page 64; or **CASE HISTORY FILE: MISDEMEANORS** item 18, page 64. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-10. LEGAL RECORDS**
Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of municipal departments or their individual employees or clients.

| ***ITEM #*** | ***STANDARD-10: LEGAL RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **AFFIDAVITS OF PUBLICATION**<br>Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales etc.<br><br>See also **NOTICES OF PUBLIC MEETINGS** item 46, page 11. | a) Retain permanently if record provides only evidence of publication.<br><br>b) Destroy in office remaining records after 3 years.* | G.S. § 1-600 |
| **2.** | **ANNEXATION RECORDS**<br>Records concerning annexation of property into the city. Includes petitions, reports, correspondence, including email, maps, ordinances, and public hearings. | Retain in office permanently.<br><br>*Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office. G.S. §160A-29, G.S. §160A-58.61 and G.S. §160A-58.90.* | |
| **3.** | **COMPLAINTS (DISCRIMINATION)**<br>Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964. | Destroy in office 2 years after final disposition of the charge.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-10: LEGAL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **3.** | **CONDEMNATION RECORDS**<br>Settled and pending condemnation cases.<br><br>See also **ACCOUNTS PAYABLE** item 1, page 25 for disposition of financial records. | Retain in office permanently. | |
| **4.** | **CONTRACTS AND AGREEMENTS**<br>Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements, hold harmless agreements, good faith effort documentation and memoranda of understanding. | a) Destroy in office construction (capital improvements) contracts 6 years after completion or termination of project.*<br><br>b) Destroy in office all other contracts and agreements 3 years after expiration, termination, or completion.*<br><br>c) Retain contracts and agreements with historical value permanently. | |
| **5.** | **CORRESPONDENCE (LEGAL)**<br>Correspondence, including email, and related records concerning actions taken to recover debts, fines and penalties; and to assure violations are addressed. | Destroy in office 5 years after resolution.*<br><br>See also **Electronic Records and Digital Imaging** page viii. | Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal counsel. |
| **6.** | **CRIMINAL JUSTICE PARTNERSHIP PROGRAM RECORDS**<br>Includes client case files and related records pertaining to Day Reporting Centers, Pre-Trial Release Programs, and all other Criminal Justice Partnership Program initiatives. | Destroy in office 5 years from date of service termination. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-10: LEGAL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **7.** | **EASEMENTS AND RIGHT-OF-WAY AGREEMENTS**<br>Granted to and by the agency.<br><br>See also **ACCOUNTS PAYABLE** item 1, page 25 for disposition of financial records | Retain in office permanently. | |
| **8.** | **ENCROACHMENTS FILE**<br>Records concerning conflicts on land or water rights or obligations. | Retain in office permanently. | |
| **9.** | **INSURANCE POLICIES**<br>Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the municipality. | a) Destroy in office when superseded or obsolete if no outstanding litigation.*<br><br>b) Destroy other records in office 6 years after settlement. | |
| **10.** | **LEASES FILE**<br>Records concerning leases for property leased by and from other parties and agency property leased to the public.<br><br>See also **GRANTS** item 37, page 8. | Destroy in office records 3 years after termination of lease.* | |
| **11.** | **LEGAL OPINIONS**<br>Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government. | Retain in office permanently. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-10: LEGAL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **12.** | **LEGAL REVIEW RECORDS**<br>Includes legal reviews of bylaws and charges to boards and commissions, conflict of interest, and all other departmental matters as requested.<br><br>See also **LEGAL OPINIONS** item 11, page 93. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends or at expiration of relevant statute of limitations.†<br>Agency Policy: Destroy in office after Permanent_____ | Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel. |
| **13.** | **LITIGATION CASE RECORDS**<br>Civil suits to which the municipality is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs. | a) Retain cases having precedent or historical value permanently.<br><br>b) Destroy in office adjudicated cases 5 years after final disposition.<br><br>c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations.<br><br>*Retention Note: Records are retained by the Clerk of Superior Court's office in each county.* | Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel. |
| **14.** | **OATHS OF OFFICE FILE** | a) Transfer official copy to the Clerk to the Board.<br><br>b) Destroy remaining records in office 3 years after official termination.<br><br>*Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
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| ITEM # | STANDARD-10: LEGAL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **15.** | **ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS**<br>Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval. | Destroy in office development records when ordinance is no longer in effect. | |
| **16.** | **OWNERSHIP RECORDS (DEEDS, TITLES)** | Destroy in office 1 year after municipality relinquishes ownership of land.* | |
| **17.** | **PRE-TRIAL RELEASE PROGRAM RECORDS** | Destroy in office 5 years from date of service termination. | |
| **18.** | **VEHICLE TITLES**<br>Titles of municipally owned vehicles. | Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle. | |
| **19.** | **WARRANTIES**<br>Warranties that accompany equipment or commodities purchased by the agency. | Destroy in office 1 year after expiration of warranty. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-11. PARKS AND RECREATION RECORDS**
Official records and materials created and accumulated during the conduct of municipal parks and recreation programs. Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.

| ITEM # | STANDARD-11: PARKS AND RECREATION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ACCIDENT/INCIDENT REPORTS**<br><br>See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 62, page 115. | Follow disposition instructions for **ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** item 1, page 160. | |
| **2.** | **ADMISSION RECORDS**<br>Records of admissions to municipal parks or recreation facilities. | Destroy in office after 3 years.* | |
| **3.** | **ANNUAL ACTIVITY REPORT**<br>Copies of financial and statistical reports sent to governing body. | Destroy in office after incorporation into governing body minutes. | |
| **4.** | **ATHLETIC PROGRAM FILE**<br>Information, staff notes, correspondence, including email, and publications regarding athletic programs. May also include lesson plans, course descriptions, instruction manuals, schedules, team rosters, registration information, and concession operators list. | Destroy in office after 3 years. | Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records. |
| **5.** | **BIRTH CERTIFICATES (REFERENCE COPIES)**<br>Copies of each participant's birth certificate to verify age and register individual for participation. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
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| ITEM # | STANDARD-11: PARKS AND RECREATION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **6.** | **CITATIONS RECORDS**<br>Citations issued by park personnel to persons who violate park rules and regulations. | Destroy in office after 2 years. | |
| **7.** | **FACILITIES USE PERMITS** | a) Destroy in office after 3 years.<br><br>b) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **8.** | **INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE**<br>Records concerning general and technical material associated with the International Federation. | Destroy in office when superseded or obsolete. | |
| **9.** | **INVENTORY OF FACILITIES** | Destroy in office when superseded or obsolete. | |
| **10.** | **MAPS FILE**<br>May include park boundaries, facilities, landscaping, topography, and other pertinent information. | Retain in office permanently. | |
| **11.** | **OFFICIALS FILE**<br>Records concerning individuals who officiate games. Includes payroll, schedule, and related correspondence, including email. | a) Destroy in office after 3 years.<br><br>b) If official is a municipal employee, transfer applicable records to **PAYROLL AND EARNINGS RECORDS** item 45, page 31. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-11: PARKS AND RECREATION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **12.** | **PARKS AND RECREATION AGENDA AND MEETING PACKETS FILE**<br>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **PARKS AND RECREATION BOARD MINUTES** item 13, page 98. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **13.** | **PARKS AND RECREATION BOARD MINUTES**<br><br>See the **Microfilm** section on page x for instructions on microfilming minutes. | a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after 3 years | G.S. § 143-318.10 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-11: PARKS AND RECREATION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **14.** | **PARKS PLANNING FILE**<br>File includes master plans and working plans for each park property and municipal recreational facility which show layout, topography, and proposed developments and improvements. May include drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings.<br><br>See also **COMPREHENSIVE PLAN** item 19, page 4. | a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after Obsolete<br><br>b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.<br><br>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first. | |
| **15.** | **POOL RECORDS**<br>File contains monthly reports indicating operational data, chemicals used, chlorination levels and other information relating to pool construction, maintenance, and health and safety. | Destroy in office after 1 year. | |
| **16.** | **PROMOTIONAL LEAFLETS AND BROCHURES** | a) Retain in office master set permanently.<br><br>b) Destroy in office remaining copies when superseded or obsolete. | |
| **17.** | **RATE AND FEE REGULATIONS** | Destroy in office when superseded or obsolete. | |
| **18.** | **RECREATION PROGRAMS**<br>File includes activity schedules, rules and regulations, and rosters. May include flyers and brochures for specific programs, reservation records, and copies of receipts for fees paid. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-11: PARKS AND RECREATION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **19.** | **RECREATIONAL EQUIPMENT RECORDS**<br>Records of equipment owned by municipal parks and recreation facilities. | Destroy in office 1 year after equipment is returned. | |
| **20.** | **RESERVATION RECORDS**<br>Reservation records for municipal parks and recreational facilities. | Destroy in office after 1 year. | |
| **21.** | **RELEASE FORMS** | Destroy in office after 2 years.* | |
| **22.** | **RULES AND REGULATIONS**<br>File consists of rules and regulations relating to use of park facilities and equipment issued by the Parks and Recreation Board. | Destroy in office 5 years after rules are revoked or superseded.* | |
| **23.** | **SPECIAL EVENTS PROGRAM FILE**<br>Records concerning special events promoted by the municipality. Includes purchases, printing, calendars, program data, community contacts, and addresses. | Destroy in office after 3 years.* | |
| **24.** | **TICKET STUBS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-12. PERSONNEL RECORDS**
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of municipal employees. Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.

| ***ITEM #*** | ***STANDARD-12: PERSONNEL RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ABOLISHED POSITION FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years_____ | |
| **2.** | **ADDRESS FILE** | Destroy in office when superseded or obsolete. | |
| **3.** | **ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES** | Destroy in office 1 year from date record was made. | 29 CFR 1627.3 |
| **4.** | **AFFIRMATIVE ACTION FILE** | a) Destroy in office all reports, analyses, and statistical data after 5 years.<br><br>b) Destroy in office affirmative action plans 5 years from date superseded. | 29 CFR 30.8(b)(e)<br>29 CFR 1608.4 |
| **5.** | **APPRENTICESHIP PROGRAM RECORDS** | Destroy in office 5 years from the date of enrollment. | 29 CFR 30.8(e) |
| **6.** | **APTITUDE AND SKILLS TESTING RECORDS**<br>Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations.<br><br>See also **EMPLOYMENT SELECTION RECORDS** item 32, page 109. | a) Destroy in office applicant and employee test papers 2 years from date record was created.<br><br>b) Destroy in office validation studies and copies of tests 2 years after no longer in use.<br><br>c) Destroy in office records relating to the planning and administration of tests in office after 2 years. | 29 CFR 1602.31<br>29 CFR 1602.40<br>29 CFR 1602.49 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **7.** | **CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS**<br>Records concerning incentive systems in which employees can select the fringe benefits they want from a menu of available alternatives. | a) Destroy in office administrative records 3 years after completion of all audits.*<br><br>b) Destroy in office yearly enrollment records after 1 year.<br><br>c) Destroy in office claim records and receipts 3 years after completion of all audits.* | |
| **8.** | **COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)**<br>Includes notifications, election and claim forms, rejection letters and similar information. | Destroy in office 3 years from date eligibility ended. | 29 USC 1161<br>26 USC 4980B<br>42 USC 300bb-1 |
| **9.** | **DEFERRED COMPENSATION FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **10.** | **DISABILITY SALARY CONTINUATION CLAIMS**<br>Forms used by disabled employees to apply for salary continuation benefits. | a) Transfer original forms to Local Government Retirement System for action when received.<br><br>b) Destroy in office reference copies after 1 year. | |
| **11.** | **DISCIPLINARY FILE**<br>Correspondence, including email, and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering an appeal or an adverse action against an employee. | a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy in office all remaining records 2 years after resolution of all actions. | 29 CFR 1602.14<br>29 CFR 1602.31<br>29 CFR 1602.40<br>29 CFR 1602.49<br>29 CFR 1627.3 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **12.** | **DRUG AND ALCOHOL PROGRAMS FILE**<br>Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms and all other program-related documents. | a) Destroy in office alcohol test results indicating an alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program after 5 years.<br><br>b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years.<br><br>c) Destroy in office records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff after 3 years.<br><br>d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a concentration of less than 0.02 after 1 year.<br><br>*Retention Note: Records should be maintained in a location with controlled access.* | 49 CFR 382.401<br>49 CFR 40.333<br>49 CFR 655.71 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **13.** | **DUAL EMPLOYMENT FILE**.<br>Records concerning employees' requests and authorizations to accept secondary employment | a) Destroy in office approved requests and related records 1 year after employee terminates outside employment.<br><br>b) Destroy in office unapproved requests and related records after 6 months. | |
| **14.** | **EDUCATIONAL LEAVE AND REIMBURSEMENT FILE**.<br><br>See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112 | a) Destroy in office other records concerning approved requests when released from all audits.<br><br>b) Destroy in office records concerning disapproved requests 6 months after disapproval.* | |
| **15.** | **EMPLOYEE BENEFITS REGISTER** | Destroy in office after 2 years. | |
| **16.** | **EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS**<br>Records concerning certification or qualification as required for employment, continued employment, or promotion.<br><br>See also **EMPLOYMENT APPLICATIONS AND RESUMES** item 30, page 108. | a) Destroy in office certificates 5 years after date of separation.<br><br>b) Destroy in office all remaining records 2 years after resolution of all actions. | |
| **17.** | **EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES**<br>Includes records listing employees, their job titles, work locations, phone numbers, email addresses, and similar information. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **18.** | **EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS**<br>Includes records requesting tuition assistance, repayments, and other related records.<br><br>See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112. | Destroy in office 3 years after completion, denial, repayment, or removal from program.* | |
| **19.** | **EMPLOYEE ELIGIBILITY RECORDS**<br>Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms. | a) Destroy in office certificates, I-9 forms and statements, 3 years after individual was hired or 1 year from date of separation.<br><br>b) Destroy in office registers after 2 years. | 8 USC 1324(b) |
| **20.** | **EMPLOYEE EXIT INTERVIEW RECORDS**<br><br>See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112. | Destroy in office after 1 year. | |
| **21.** | **EMPLOYEE HEALTH CERTIFICATES**<br>Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA). | a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy all other records in office 2 years after resolution of all actions. | 29 CFR 1602.31 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **22.** | **EMPLOYEE MEDICAL RECORDS**<br>Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.) | a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*<br><br>b) Destroy in office records pertaining to job-related illness and injury after 5 years.<br><br>c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year.<br><br>*Retention Note: Records must be maintained separately from an employee's personnel jacket.* | 29 CFR 1627.3<br>29 CFR 1630.14<br>29 CFR 1904.4<br>29 CFR 1910 |
| **23.** | **EMPLOYEE PENSION AND BENEFITS PLANS**<br>Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments. | Destroy in office 1 year after plan is terminated. | 29 CFR 1627.3 |
| **24.** | **EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS**<br>Forms providing personal identifying data, beneficiary information, option selection, and similar information. | a) Transfer pension and deferred compensation enrollment forms to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy life, health, and disability insurance enrollment forms 4 years after termination of coverage. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **25.** | **EMPLOYEE PERFORMANCE REVIEW FILE**<br>Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance.<br><br>See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112. | a) Destroy in office supervisor approved and signed work plans after 3 years.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **26.** | **EMPLOYEE POLYGRAPH RECORDS**<br>Includes statements informing employee of the time, place and reasons for the test. Copy of notice sent to examiner identifying employee to be tested. Copies of opinions, reports, or similar records generated by the examiner and provided to the agency. | Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given. | 29 CFR 801.30 |
| **27.** | **EMPLOYEE SUGGESTIONS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **28.** | **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS**<br>Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees. | a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112 if such training and testing is required for the position held or could affect career advancement.<br><br>b) Destroy in office non-employee-specific records 1 year from date record was created.<br><br>c) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | 29 CFR 1627.3 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **29.** | **EMPLOYEE WORK SCHEDULES AND ASSIGNMENT RECORDS**<br>Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **30.** | **EMPLOYMENT APPLICATIONS AND RESUMES**<br>Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letters of reference and similar records | a) Transfer application, resumes, transcripts and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created or received, or the personnel action involved.<br><br>c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.*<br><br>d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates in office 2 years after receipt. | 29 CFR 1602.31<br>29 CFR 1602.40<br>29 CFR 1602.49 |
| **31.** | **EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS** | Destroy in office after 2 years. | 29 CFR 1602 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **32.** | **EMPLOYMENT SELECTION RECORDS**<br>Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records.<br><br>See also **APTITUDE AND SKILLS TESTING RECORDS** item 6, page 101. | a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy in office all remaining records in office 2 years after resolution of all actions. | 29 CFR 1602.31<br>29 CFR 1602.40<br>29 CFR 1602.49<br>29 CFR 1627.3 |
| **33.** | **EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS**<br>Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the municipality.<br><br>See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112. | Destroy in office 2 years after resolution of case.* | 29 CFR 1602.31 |
| **34.** | **EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS**<br>Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). May include compiled documentation used to complete EEO reports. | Destroy in office after 3 years. | 29 CFR 1602 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **35.** | **EQUAL PAY RECORDS**<br>Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act. | Destroy in office after 2 years. | 29 CFR 1620.32 |
| **36.** | **FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS**<br>Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records. | Destroy in office 3 years after leave ends.* | 29 CFR 825.500(b) |
| **37.** | **FRINGE BENEFITS FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **38.** | **GRIEVANCE FILE**<br>Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.<br><br>See also **DISCIPLINARY FILE** item 11, page 102 and **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112. | Destroy in office after 2 years. | |
| **39.** | **HEALTH INSURANCE FILE**<br>Completed claim forms and other records concerning employees covered by health plans. | Destroy in office after 2 years.* | |
| **40.** | **INCREMENTS FILE** | Destroy in office when released from all audits. | |
| **41.** | **INTERNSHIP PROGRAM FILE**<br>Records concerning interns and students. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **42.** | **LEAVE FILE**<br>Records concerning employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. | a) Destroy in office records concerning military service leave 5 years after returning from active duty.*<br><br>b) Destroy in office records concerning non-military service leave after 5 years.* | |
| **43.** | **LEAVE WITHOUT PAY FILE** | Destroy in office 5 years after return of employee or termination of employment. | |
| **44.** | **LONGEVITY PAY REQUESTS** | Destroy in office when released from all audits. | |
| **45.** | **MERIT AND SENIORITY SYSTEM RECORDS** | a) Destroy in office employee-specific records after 3 years.<br><br>b) Destroy in office system and plan records 1 year after no longer in effect. | 29 CFR 1627.3 |
| **46.** | **PERSONNEL ACTION NOTICES**<br>Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave. | a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **47.** | **PERSONNEL RECORDS (OFFICIAL COPY)**<br>Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.<br><br>See also **EMPLOYEE MEDICAL RECORDS** item 22, page 106. | a) Destroy in office after 30 years from date of separation information needed to document: Date and amount of each increase or decrease in salary with that municipality; Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that municipality; Date and general description of the reasons for each promotion with that municipality; Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the municipality. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the municipality setting forth the specific acts or omissions that are the basis of the dismissal.<br><br>b) Destroy in office information used to verify benefits 30 years after date of separation.<br><br>c) Destroy remaining records in office when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule. | G.S. § 160A-168 (Municipal Employees) |
| **48.** | **PERSONNEL RECORDS (REFERENCE COPY)**<br>Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors. | a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 10 years | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **49.** | **POLICIES AND PROCEDURES (PERSONNEL)** | a) Retain official copy of internal agency personnel policies permanently.<br><br>b) Destroy in office reference copies and external policy procedures when superseded or obsolete. | |
| **50.** | **POSITION CLASSIFICATION/POSITION HISTORY FILE**<br><br>See also **POSITION DESCRIPTION RECORDS** item 52, page 113. | a) Retain records with historical value permanently.<br><br>b) Destroy in office when superseded or obsolete. | |
| **51.** | **POSITION CONTROL FILE**<br>Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **52.** | **POSITION DESCRIPTION RECORDS**<br>Includes information on job title, grade, duties, agency assigned, duties and responsibilities. | Destroy in office 2 years from the date record is superseded. | 29 CFR 1620.32 |
| **53.** | **POSITION REQUISITION AND ANALYSIS RECORDS**<br>Records used to fill vacant positions and request new positions. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 2 years | |
| **54.** | **SALARY SURVEY RECORDS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 2 years | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **55.** | **SERVICE AWARDS AND COMMENDATIONS**<br>Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records.<br><br>See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112. | Destroy in office 2 years from date record was created, received, or the personnel action involved. | |
| **56.** | **TEMPORARY EMPLOYEE RECORDS**<br>Records concerning temporary employees who were not provided with or eligible for benefits. Does not include personnel records created for specific federal programs. | a) If employee is a municipal employee, transfer applicable records to **PERSONNEL RECORDS (OFFICIAL COPY)** item 47, page 112.<br><br>b) If the employee is a temporary service company employee, destroy in office 5 years from date of separation. | |
| **57.** | **UNEMPLOYMENT COMPENSATION CLAIMS**<br>Claim form and other related records concerning unemployment compensation cases. | Destroy in office after 3 years.* | |
| **58.** | **UNEMPLOYMENT COMPENSATION REPORTS**<br>Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission. | Destroy in office after 3 years.* | |
| **59.** | **UNEMPLOYMENT INSURANCE FILE** | a) Transfer original records to the N.C. Department of Commerce, Unemployment Insurance Division, when received.<br><br>b) Destroy in office remaining records after 2 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-12: PERSONNEL RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **60.** | **VOLUNTEER RECORDS**<br>Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards. | Destroy in office 3 years from date of last inquiry or entry. | |
| **61.** | **WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE**<br>Includes program policies, guidelines, and related administrative documentation. | a) Retain records with historical value permanently.<br><br>b) Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **62.** | **WORKERS' COMPENSATION PROGRAM CLAIMS FILE**<br>Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with *Hyler v. GTE Prods. Co.*, 333 N. C. 258 S.E.2d 698 (1993).) | a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with municipal personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.*<br><br>b) If official action has been initiated, transfer to **LITIGATION CASE RECORDS** item 13, page 94. | Comply with applicable provisions of G.S. § 8-53 regarding the confidentiality of physician-patient records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-13. PLANNING AND ZONING RECORDS**
Official records and materials created and accumulated during the conduct of municipal planning and zoning programs.

| *ITEM #* | *STANDARD-13: PLANNING AND ZONING RECORDS* | | |
|---|---|---|---|
| | *RECORD SERIES TITLE* | *DISPOSITION INSTRUCTIONS* | *CITATION* |
| **1.** | **APPEARANCE COMMISSION AGENDA AND MEETING PACKETS FILE**<br>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **APPEARANCE COMMISSION MINUTES** item 2, page 117. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **2.** | **APPEARANCE COMMISSION MINUTES**<br><br>See the **Microfilm** section on page x for instructions on microfilming minutes. | a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after N/A_____ | G.S. § 143-318.10 |
| **3.** | **APPEARANCE COMMISSION PROJECT FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **4.** | **ASSESSMENT RECORDS FILE**<br>Copies of assessment records and supporting documentation. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **5.** | **BOARD OF ADJUSTMENT AGENDA AND MEETING PACKETS FILE**<br>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **BOARD OF ADJUSTMENT MINUTES** item 8, page 119. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after 6 years | |
| **6.** | **BOARD OF ADJUSTMENT CASE FILE**<br>Cases submitted to the board requesting variances from current zoning ordinances. | Destroy in office 6 years after resolution of case.* | G.S. §160A-388.<br>G.S. § 1-50 (5) |
| **7.** | **BOARD OF ADJUSTMENT CASE INDEX**<br>Index to cases reviewed by the board. | Retain in office permanently. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **8.** | **BOARD OF ADJUSTMENT MINUTES**<br><br>See the **Microfilm** section on page x for instructions on microfilming minutes. | a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after N/A_____ | G.S. § 143-318.10 |
| **9.** | **COMPREHENSIVE LAND USE PLAN AND AMENDMENTS**<br>Includes but is not limited to official copy of comprehensive land use plan and all background surveys, studies, reports, and draft versions of plans. | a) Retain in office permanently adopted plan and amendments.<br><br>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **10.** | **CONDITIONAL USE PERMIT RECORDS AND INDEX**<br>Records concerning applications for conditional use permits. Permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. May include original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence, including email. Includes sign permits and temporary use permits. Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment. | a) Destroy in office 3 years after discontinuance of use.<br><br>b) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **11.** | **CORRESPONDENCE (PLANNING AND ZONING)** | a) Transfer correspondence, including email, with obvious historical value to the **HISTORIES FILE** item 38, page 8 after 3 years.<br><br>b) Destroy in office remaining records after 3 years. | |
| **12.** | **DECLARATIONS AND BYLAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.** | Destroy in office when administrative value ends, provided the originals have been filed in the Register of Deeds Office. If not filed in Register of Deeds Office, retain in office permanently. | |
| **13.** | **EASEMENT RELEASE REQUEST FILE**<br>Approved and denied easement release requests. Includes form letters, memos, reference copies of maps, and resolutions approved by the Planning Board. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **14.** | **ENFORCEMENT CASES**<br>Records concerning municipal actions concerning housing and zoning complaints. | Destroy in office after 5 years.* | |
| **15.** | **ENVIRONMENTAL IMPACT STUDIES**<br>Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials. | Retain in office permanently. | |
| **16.** | **FEASIBILITY STUDIES** | Retain in office permanently. | |
| **17.** | **MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL)**<br>Official representation of comprehensive plan, and zoning boundaries established and/or enforced by the agency. May include blueprint maps, which show streets, property lines, zoning boundaries, and area classifications. | Retain in office permanently. | |
| **18.** | **MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE)**<br>Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information. | Destroy in office when superseded or obsolete. | |
| **19.** | **MAPS AND PLATS** | Destroy in office when superseded or obsolete if filed in the Register of Deeds Office. If not filed in Register of Deeds Office, retain in office permanently. | |
| **20.** | **MASTER SUMMARY (LOG OR REGISTER)**<br>Maintained by planning agency to record receipt of planning or zoning reviews and projects, and to record subsequent action taken. | Retain in office permanently. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **21.** | **OPEN SPACE CLASSIFICATION CASE FILE** | Retain in office permanently. | |
| **22.** | **ORDINANCES**<br>Official copies of ordinances adopted by the Planning and Zoning Board. | Retain in office permanently. | |
| **23.** | **PETITION & REGULATION RECORDS** | Destroy in office after 5 years.* | |
| **24.** | **PHOTOGRAPHS AND NEGATIVES (AERIAL)** | a) Retain negatives permanently.<br><br>b) If negative is not available retain photograph permanently.<br><br>c) Destroy in office photographs when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years_____ | |
| **25.** | **PLANNING AND ZONING BOARD AGENDA AND MEETING PACKETS FILE**<br>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **PLANNING AND ZONING BOARD MINUTES** item 26, page 123. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **26.** | **PLANNING AND ZONING BOARD MINUTES**<br><br>See the **Microfilm** section on page x for instructions on microfilming minutes. | a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after 5 years_____ | G.S. § 143-318.10 |
| **27.** | **PLANNING AND ZONING STUDIES**<br>Studies, plans and reports of the planning and zoning department, board, or commission. Records are used as background information for reports, ordinances, resolutions, etc.<br><br>See also **COMPREHENSIVE PLAN** item 19, page 4. | a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years_____<br><br>b) If not an element of the Comprehensive Plan, retain in office permanently.<br><br>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **28.** | **PLANNING REVIEW CASE FILE**<br>For required review of site plan, zoning variance, special permit, subdivision creation or enlargement, municipal planning action, or other required review, including but not limited to maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence, including email, and record of final determination. | a) Retain plan reviews and related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where municipality is lead agency, permanently.<br><br>b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where municipality is not lead agency 6 years after last entry.<br><br>c) Destroy in office any other mandatory reviews and related records 6 years after last entry. | G.S. § 1-50(c) |
| **29.** | **PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years_____ | |
| **30.** | **REDEVELOPMENT PLANNING RECORDS**<br><br>See also **COMPREHENSIVE PLAN** item 19, page 4. | a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years_____<br><br>b) If not an element of the Comprehensive Plan, retain in office permanently.<br><br>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first. | |
| **31.** | **REFERRED PROJECTS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 5 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **32.** | **REZONING RECORDS AND INDEXES**<br>Records concerning applications to rezone property within the municipality. May include original applications, review forms, maps of areas involved, copies of investigative reports, copies of planning board minutes, notices of hearings, notices returned as undeliverable, development agreements, copies of ordinances, and copies of city or town council minutes. | Retain in office permanently. | |
| **33.** | **STREET NAMES AND CHANGES OF STREET NAMES FILE**<br>Records concerning the names and addresses of streets and roads retained for administrative purposes. | Destroy in office when superseded or obsolete. | |
| **34.** | **SUBDIVISION RECORDS**<br>Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. | Retain in office permanently. | |
| **35.** | **TEMPORARY MANUFACTURED HOME PERMITS**<br>Records created to temporarily authorize the location of a manufactured home on the same lot as a single family residence. | Destroy in office 6 years after permit expires. | G.S. § 1-50 (5) |
| **36.** | **VARIANCES** | Retain permanently official copies in the minutes of the Planning Board. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-13: PLANNING AND ZONING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **37.** | **ZONING COMPLIANCE PERMITS**<br>For residential uses, non-residential uses, and accessory structures. | a) Retain permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where municipal is lead agency, permanently.<br><br>b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where municipality is not lead agency 6 years after last entry.<br><br>c) Destroy in office any other permits and related records 6 years after last entry. | G.S. § 1-50 (5) |
| **38.** | **ZONING ORDINANCES AND AMENDMENTS**<br>Ordinances and amendments adopted by the zoning board. | Retain in office permanently. | |
| **39.** | **ZONING VIOLATIONS**<br><br>See also **CORRESPONDENCE (LEGAL)** item 5, page 92. | Destroy in office after 6 years.* | G.S. § 1-50 (5) |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-14. PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS**
Official records and materials created and accumulated by public housing authorities and redevelopment commissions operated by municipalities.

| ITEM # | STANDARD-14: PUBLIC HOUSING AND REDEVELOPMENT COMMISSION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **APPRAISAL PROJECT FILE**<br>Evaluations of properties and structures within proposed projects. File includes financial assessments of the worth of real estate and buildings within proposed project areas. May also include assessments of architectural and historical significance and condition of the involved structures and real estate. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records 5 years after completion or abandonment of project.* | |
| **2.** | **CERTIFICATION FILE**<br>Records documenting the approval and certification process of all official redevelopment projects. | Retain in office permanently. | |
| **3.** | **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATIVE RECORDS**<br>Records concerning the administration of projects funded under the Community Development Block Grant program (CDBG). May include both direct grants and regrants, including the preliminary reports, audits, certificates, maps, and related correspondence, including email. | a) Destroy in office 5 years after completion of project.*<br><br>b) Retain records with historical value permanently. | 24 CFR 85.42<br>24 CFR 570.502(a)(16)<br>24 CFR 84.53(b)<br>24 CFR 570.502(b)(3) |

**See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS****, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-14: PUBLIC HOUSING AND REDEVELOPMENT COMMISSION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **4.** | **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION RECORDS**<br>Records concerning the application and completion of projects funded under CDBG funds. May include both direct grants and regrants, including the initial application, and all final reports. | Retain in office 5 years after promissory note is released to client or lender.* | 24 CFR 85.42<br>24 CFR 570.502(a)(16)<br>24 CFR 84.53(b)<br>24 CFR 570.502(b)(3) |
| **5.** | **ENVIRONMENTAL REVIEWS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDGB) FILE**<br>Documents concerning community development block grant activities by budget year. | Follow Federal retention and disposition instructions. | |
| **6.** | **FAÇADE PROJECT FILES**<br>Documentation of the re-granting of funds received by the municipality to restore exteriors of architecturally important structures in project areas. May include work contract, photographs, and correspondence, including email. | Retain in office permanently. | |
| **7.** | **HOME INVESTMENT PARTNERSHIP ADMINISTRATIVE RECORDS**<br>Records concerning the administration of projects funded under the HOME Investment Partnership. May include both direct grants and regrants, including the preliminary reports, audits, certificates, maps, and related correspondence, including email. | a) Destroy in office 5 years after completion of project.*<br><br>b) Retain records with historical value permanently. | 24 CFR 92.508 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-14: PUBLIC HOUSING AND REDEVELOPMENT COMMISSION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **8.** | **HOME INVESTMENT PARTNERSHIP APPLICATION RECORDS**<br>Records concerning the application and completion of projects funded under HOME Investment Partnership funds. May include both direct grants and regrants, including the initial application, and all final reports. | a) Destroy in office after 5 years*<br><br>b) Retain records with historical value permanently. | 24 CFR 92.508 |
| **9.** | **HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS**<br>Records documenting the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. Projects concern historic preservation, employment survey, and environmental review. | Destroy in office after 5 years.* | 24 CFR 92.508 |
| **10.** | **HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES**<br>These records document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. May include copies of the plan, the original grant, final report, resolution, and related correspondence, including email. | Retain in office permanently. | |
| **11.** | **HOUSING AND URBAN DEVELOPMENT GRANT AND PROJECT FILES**<br>Records documenting receipt and expenditure of Housing and Urban Development (HUD) grants for affordable housing programs. | Destroy in office after 5 years.* | 24 CFR 92.508 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-14: PUBLIC HOUSING AND REDEVELOPMENT COMMISSION RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **12.** | **HOUSING REHABILITATION PROGRAM RECORDS** | Follow the disposition instructions for the **COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS**, items 3 and 4, pages 127-128. | |
| **13.** | **LAND MARKETING AND DEVELOPMENT RECORDS**<br>Projects involving redevelopment and marketing of land. | Destroy in office 5 years after completion of project.* | 24 CFR 92.508 |
| **14.** | **PROPERTY MANAGEMENT RECORDS**<br>Records concerning management of property owned by the municipality, authority, or commission. | Destroy in office after 5 years.* | 24 CFR 92.508 |
| **15.** | **REHABILITATION LOAN RECORDS**<br>May include promissory note, deed of trust, insurance policies, final title, opinion of legal counsel, and request for notice. | Destroy in office 5 years after payoff of loan.* | 24 CFR 92.508 |
| **16.** | **REDEVELOPMENT PLANS (NON-APPROVED)** | Destroy in office after 2 years. | |
| **17.** | **RELOCATION RECORDS**<br>Claims and records of payments. | Destroy in office 5 years after completion of project.* | 24 CFR 92.508 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-15. PUBLIC RELATIONS RECORDS**
Official records and materials created and accumulated by internal public information programs operated by municipal administrative offices.

| ITEM # | STANDARD-15: PUBLIC RELATIONS RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ADVERTISEMENTS**<br>Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc. | a) Destroy advertisements in office 3 years after expiration.*<br><br>b) Destroy in office billing information and other fiscal records when released from all audits.<br><br>c) Retain records with historical value permanently. | |
| **2.** | **AGENCY PUBLICATIONS**<br>Publications created at agency expense. | a) Retain records with historical value permanently.<br><br>b) Destroy remaining copies in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **3.** | **AUDIO-VISUAL RECORDINGS (PUBLIC RELATIONS)**<br>Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings. | a) Retain records with historical value permanently.<br><br>b) Destroy remaining records in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-15: PUBLIC RELATIONS RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **4.** | **NEWS AND PRESS RELEASES**<br>News and press releases issued concerning programs, activities, and services of the agency. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining items when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **5.** | **PUBLIC RELATIONS FILE**<br>Records concerning overall public relations of municipal administrative offices. May include procedures, correspondence (including email), photographic materials, and other related records. | Destroy in office after 5 years. | |
| **6.** | **SPEECHES**<br>Speeches made by agency officials. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining items when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **7.** | **WEBSITE (ELECTRONIC) FILE**<br>Electronic records concerning the administration and maintenance of the agency's website. (A network administrator or information systems office may maintain electronic files.) | a) Retain records with historical value permanently. Can be maintained as website snapshots or via Web crawler.<br><br>b) Erase/destroy in office remaining records when superseded or obsolete.<br><br>*Retention Note: Preserve copy of web page after every major change in design and/or content.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-16. PUBLIC TRANSPORTATION SYSTEM.**
Records received and created by municipal transit systems and authorities necessary to meet all statutory requirements.

*Comply with requirements of the Federal Transit Administration's* ***Best Practice Procurement Manual****, Master Agreement MA(11) Section 8 manual, and 49 CFR 18 regarding retention, access, security, and confidentiality of records where applicable.*

| ***ITEM #*** | ***STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS*** | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **1.** | **ACCREDITATION RECORDS**<br>Records concerning compliance with those standards outlined by accreditation programs. | Destroy in office 1 year after superseded.* | |
| **2.** | **AGENCY LOGS (SHEETS)**<br>Records concerning individual agency ridership. | Destroy in office after 3 years.* | 49 CFR 18.42 |
| **3.** | **AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS**<br>Includes driver's daily assignments, dispatch records, logs of passenger pick-ups and drop-offs, manifests, trip requests, and appeal forms. | Destroy in office after 5 years.* | 49 CFR 18.42 |
| **4.** | **AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS**<br>Vouchers submitted by private transportation companies for reimbursement for alternative transportation of public transit clients. | Destroy in office after 5 years.* | 49 CFR 18.42 |
| **5.** | **AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS** | Destroy in office after 1 year. | 49 CFR 18.42 |

**See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS****, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **6.** | **APPLICATIONS FOR ART-IN-TRANSIT**<br>Applications and supporting documentation submitted by regional and national artists for exhibit on agency property. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **7.** | **APPLICATIONS FOR AWARDS**<br>Applications and supporting documentation used to apply for various public and private awards. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **8.** | **APPLICATIONS FOR DISCOUNT PASSES**<br>Applications, certificates of disability, and supporting documentation used to apply for discount passes. | Destroy in office 3 years after service is terminated or denied. | Refer to U.S. Privacy Act 5 U.S.C. 552a for information on confidentiality of patient medical information. |
| **9.** | **APPLICATIONS FOR TRANSIT SERVICE**<br>Customer applications, eligibility assessment records, correspondence, including email, health information, riders' guides, and related records. | Destroy in office 3 years after service is terminated or denied. | |
| **10.** | **CALL IN LOGS (SHEETS)**<br>Records concerning on-demand service requests. | Destroy in office after 5 years.* | 49 CFR 18.42 |
| **11.** | **CUSTOMER (RIDER) ALERTS**<br>Records alerting customers of changes in regular service (i.e. detours, festivals, parades, etc.). | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **12.** | **CUSTOMER (RIDER) IDENTIFICATION RECORDS**<br>Records concerning customer identification, approvals, denials, and related information. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **13.** | **DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS**<br>Files containing company's articles of incorporation, financial statements, signed affidavits, letters of reference, declarations, Federal Schedule A or B, and related correspondence, including email. | a) Destroy in office 5 years after company is removed from certified list.<br><br>b) Destroy in office related DBE program records, including Federal Transit Administration reports, 5 years from date record was created. | 49 CFR 26 |
| **14.** | **DISPATCH RECORDS**<br>Reports, logs, and similar records used to document dispatch activities. | Destroy in office after 5 years. | 49 CFR 18.42 |
| **15.** | **LOST AND FOUND RECORDS**<br>Logs, sheets, and similar records documenting items recovered from agency facilities and vehicles. May include customer receipts for claimed items. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **16.** | **NATIONAL TRANSIT DATABASE (NTD) REPORT**<br>Annual report submitted to the Federal Transit Administration and used as the basis for calculating each system's funding. May include records (data) used to generate reports regardless of format. | Destroy in office 5 years.* | 49 CFR 18.42 |
| **17.** | **OPERATOR ACCIDENT/INCIDENT REPORTS** | See **ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** item 1, page 160. | |
| **18.** | **OPERATOR BID RECORDS**<br>Cards, sheets and similar records documenting operators' route selections and choice for a service period. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **19.** | **OPERATOR OBSERVATION RECORDS**<br>Records concerning monitoring operators' work performance. | See **EMPLOYEE PERFORMANCE REVIEW FILE** item 25, page 107. | |
| **20.** | **OPERATOR SCHEDULING AND ASSIGNMENT RECORDS**<br>Logs, sheets, schedules, reports, and similar records used to track work assignments and activities of individual operators to routes and shifts.<br><br>See also **TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** item 54, page 33. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **21.** | **OPERATOR SHIFT INSPECTION RECORDS**<br>Reports and similar records of operator's inspections of vehicle at the beginning and end of shift. | Destroy in office after 5 years. | 49 CFR 18.42 |
| **22.** | **RADIO DISPATCH RECORDINGS AND LOGS**<br>Recordings and logs of dispatch messages to and from transit operators. | Destroy in office after 90 days.* | |
| **23.** | **RIDERSHIP REPORTS** | Destroy in office after 5 years. | 49 CFR 18.42 |
| **24.** | **ROUTE HISTORY RECORDS**<br>Includes descriptions of routes, bus stops, passenger lists and other related records. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **25.** | **ROUTE MAINTENANCE RECORDS**<br>Logs, sheets, and related records used to record needed road improvements. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **26.** | **ROUTE REQUESTS**<br>Requests from customers for additional or revised routes. | Destroy in office 3 years after resolution. | |
| **27.** | **SAFETY CERTIFICATIONS**<br>Verifies that system elements such as vehicles, trolley and train cars, tracks, station components and operating procedures comply with safety requirements. | Retain in office for life of structure or vehicle. | |
| **28.** | **SEAT BELT AND RESTRAINT SYSTEM RECORDS**<br>Records concerning the use and installation of seat belts and other restraint systems in vehicles. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **29.** | **SERVICE CHANGE RECORDS**<br>Records concerning changes in routes and transportation services offered by the agency. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later. | |
| **30.** | **SERVICE PERFORMANCE RECORDS**<br>Records concerning quality control performance checks conducted on agency staff, contractors, and vendors. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later. | |
| **31.** | **SERVICE PLANNING AND DEVELOPMENT RECORDS** | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **32.** | **SHELTER RECORDS**<br>Includes adopt a shelter program records, listings of shelter sites, site permission for right-of-way, easements and related documentation. | a) Retain shelter blueprints for life of structure.<br><br>b) Destroy in office remaining records when administrative value ends, or when site is no longer used.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **33.** | **SHUTTLE LOGS (SHEETS)**<br>Records concerning regularly scheduled individual ridership. | Destroy in office after 5 years.* | 49 CFR 18.42 |
| **34.** | **TERMINAL DISPATCH RECORDS**<br>Reports, logs, and similar records used to track daily terminal operations and activities. | Destroy in office after 1 year. | |
| **35.** | **TICKET CONSIGNMENT RECORDS**<br>Logs, notebooks, and related records used to track tickets and passes provided to customers. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **36.** | **TRIP REQUESTS**<br>Passenger trip requests. | Destroy in office after 5 years. | 49 CFR 18.42 |
| **37.** | **TRANSIT SCHEDULES**<br>Printed route schedules and related information used to generate schedules. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **38.** | **TRANSPORTATION SYSTEM OPERATIONS REPORTS**<br>Reports and supporting records summarizing transit system operations. | Destroy in office after 5 years. | 49 CFR 18.42 |
| **39.** | **TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS** | Destroy in office after 1 year. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **40.** | **TRANSPORTATION SYSTEM STATISTICAL RECORDS**<br>Reports and supporting records showing passenger trips, mileage, service hours, on-time performance, missed and/or late trips, road call, ridership, and similar statistical information. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records 5 years after records were created or project ends, whichever is longer. | 49 CFR 18.42 |
| **41.** | **VANPOOL DRIVER APPLICATIONS**<br>Applications and supporting records submitted by persons operating vanpool vehicles. | a) Destroy in office 3 years after person leaves program.<br><br>b) Destroy in office after 1 year applications for persons not accepted for program. | |
| **42.** | **VANPOOL MONTHLY USAGE REPORTS**<br>Includes logs, sheets, reports and similar records documenting starting and ending mileage, total miles driven, route locations, passenger rosters, and similar information. | Destroy in office after 5 years. | 49 CFR 18.42 |
| **43.** | **VEHICLE BREAKDOWN RECORDS**<br>Reports and similar records documenting response time, location, vehicle identification and similar information.<br><br>See also **WORK ORDERS (VEHICLE REPAIR)** item 10, page 53. | Destroy in office after 1 year. | |
| **44.** | **VEHICLE OPERATOR INSTRUCTIONS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-16. PUBLIC TRANSPORTATION SYSTEMS | | |
|---|---|---|---|
| | **RECORD SERIES TITLE** | **DISPOSITION INSTRUCTIONS** | **CITATION** |
| **45.** | **VEHICLE USAGE LOGS (SHEETS)**<br>Includes date vehicle was used, pick-up and delivery locations, starting and ending mileage, total miles driven and signature of driver. | Destroy in office after 1 year.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-17. PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS**
Official records and materials created and accumulated for use by municipal sanitation, water, sewage, electrical, and gas operations. Also contains environmental management records accumulated for use by erosion and sediment control and monitoring of pollution. Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public infrastructure detailed plans and drawings.

| ***ITEM #*** | ***STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ABANDONED UTILITY LINE RECORDS**<br>Records documenting the location of abandoned utility lines. | Retain in office until abandoned line is removed. | |
| **2.** | **AIR POLLUTION SOURCE INFORMATION**<br>For facilities which are no longer operational. | Destroy in office after 2 years.* | |
| **3.** | **ANNUAL REPORTS (UTILITIES)**<br>Reports sent to the Federal regulatory agency including annual reports, power system statement, and gas reports. | Destroy in office after 5 years. | |
| **4.** | **ASBESTOS DISPOSAL LOG**<br>Data concerning the disposal of asbestos. Includes lists of companies doing the removal, location, how much to be disposed, when to be removed, route and method of disposal. | Destroy in office after 1 year.* | |
| **5.** | **BATTERY COLLECTION FILE** | Destroy in office 5 years after reporting period is complete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **6.** | **CABLE TELEVISION FRANCHISE RECORDS**<br>Includes contracts, agreements, and notice of franchise. | a) Retain in office contracts, agreements, and notice of franchise for life of the franchise.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A | G.S. §66-350 |
| **7.** | **CHRONOLOGY FILE**<br>Contains copies of inspection reports, complaints, documentation from other agencies, and correspondence, including email. | Destroy in office after 6 years. | |
| **8.** | **COMMUNITY WATER SYSTEM PERMIT**<br>Permit issued by the NC Department of Environment and Natural Resources. | Destroy in office when superseded. | G.S. §130A-328 |
| **9.** | **COMPLAINTS (EROSION AND SEDIMENT CONTROL)** | a) Transfer records as applicable to **EROSION AND SEDIMENT CONTROL NOTICE OF VIOLATIONS** item 39, page 147.<br><br>b) Destroy other records in office after 3 years. | |
| **10.** | **COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS**<br><br>See also **COMPREHENSIVE PLAN** item 19, page 4. | d) If an element of the Comprehensive Plan, destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 2 years<br><br>a) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.<br><br>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first. | G.S. §130A-309.09A |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **11.** | **CONSTRUCTION DRAWINGS**<br>Maps and drawings including water and sewer, paving curb and gutter construction, property descriptions, and annexations. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 20 years _____ | |
| **12.** | **COUNTY LANDFILL RECORDS** | Destroy in office after 3 years. | |
| **13.** | **CUSTOMER ACCOUNT HISTORIES**<br>Records necessary to provide and bill for services. Includes applications for services. | Destroy in office when administrative value ends.†*<br>Agency Policy: Destroy in office after N/A _____ | Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information. |
| **14.** | **CUSTOMER DEPOSIT RECORDS**<br>Records of customers required to pay a deposit to receive service. | Destroy in office 3 years after account is closed.* | Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information. |
| **15.** | **CUSTOMER FINANCIAL RECORDS**<br>Billing and receipt records concerning customer accounts. Includes billing adjustment records. | a) Destroy in office utility bills and receipts after 3 years.<br>b) Destroy in office copies of notices of unpaid bills after payment or deemed uncollectable.<br>c) Destroy in office records of accounts receivable file after 3 years and when released from all audits.*<br>d) Destroy in office cashier's daily cash records for utility accounts after 1 year. | Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **16.** | **CUSTOMER USAGE RECORDS**<br>Includes reports, plans or similar records submitted by industrial users or publicly-owned treatment works concerning intended or actual use of the system. | Destroy in office after 3 years.* | 40 CFR 403.12(o)(3) |
| **17.** | **CUSTOMER WORK ORDERS**<br>Includes service orders such as to connect and disconnect service or other maintenance functions. | Destroy in office 1 year after completion of work. | |
| **18.** | **DAILY DISPOSAL TICKETS**<br>Record and/or receipts concerning the disposal of materials at the landfill. | Destroy in office after 3 years.* | |
| **19.** | **DAILY FACILITY OPERATORS LOGS AND REPORTS** | a) Destroy in office after 3 years records concerning the operation of water treatment facilities.*<br><br>b) Destroy in office after 5 years records concerning the operation of wastewater treatment facilities.* | 15A NCAC 18C .1301 |
| **20.** | **DAILY PLANT RECORDS**<br>Includes water distribution and treatment. | Destroy in office after 3 years. | |
| **21.** | **DAILY REPORT OF OPERATIONS AND COSTS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **22.** | **DAILY TRIP REPORTS/LOGS**<br>Records concerning the number of loads dumped per day. | Destroy in office after 3 years.* | |
| **23.** | **DAM CONSTRUCTION FILES** | Retain for life of structure. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **24.** | **DAM OPERATIONS AND MAINTENANCE FILES** | Retain for life of structure. | |
| **25.** | **DIRECT DRAFT AUTHORIZATIONS**<br>Records authorizing direct draft payment of municipal utility bills. | Destroy in office 3 years after account is closed.* | Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information. |
| **26.** | **DISCHARGE MONITORING REPORTS**<br>Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System permits. | a) Destroy in office daily reports after 3 years.<br><br>b) Destroy in office National Pollutant Discharge Elimination System (NPDES) reports 5 years from date of submission.*<br><br>c) Destroy in office annual reports 5 years from date of submission.* | 40 CFR 122.41(3)(j)(2)<br><br>15A NCAC 2B .0506 |
| **27.** | **DRIVERS' DAILY REPORTS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **28.** | **DROUGHT CONTINGENCY PLANS**<br>Water conservation plan in the event of a drought.<br><br>See also **COMPREHENSIVE PLAN** item 19, page 4. | a) If an element of the Comprehensive Plan, destroy in office when superseded or obsolete.<br><br>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **29.** | **ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS**<br>Includes authorizations to construct, building plans, and specifications. | Retain in office permanently. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public infrastructure detailed plans and drawings. |
| **30.** | **ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS**<br>Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. | a) Destroy in office permits 5 years after expiration, cancellation, revocation or denial.*<br><br>b) Retain approval letters and supporting documentation permanently. | |
| **31.** | **ELECTRIC POWER AND NATURAL GAS SYSTEM INSPECTIONS AND TESTS**<br>Includes non-compliance inspection and test records conducted by a facility. | Destroy in office after 5 years.* | |
| **32.** | **ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS**<br>Includes records documenting installation, location, specifications, and maintenance history of meters, lines, pipes, pumps, and similar system equipment. | a) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred.<br><br>b) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. | |
| **33.** | **ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS** | Retain in office permanently. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public infrastructure detailed plans and drawings. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **34.** | **ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS** | a) Retain project pre-approval and final approval letters permanently.<br><br>b) Destroy in office remaining records 5 years after project is completed. | |
| **35.** | **ENFORCEMENT CASES: EROSION AND SEDIMENT CONTROL**<br>Includes settled legal matters and penalties. | Destroy in office 6 years after settlement. | |
| **36.** | **ENGINEERING REPORTS FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **37.** | **EROSION AND SEDIMENT AFFIDAVITS**<br>Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards. | Destroy in office after 6 years. | |
| **38.** | **EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **39.** | **EROSION AND SEDIMENT CONTROL NOTICE OF VIOLATIONS**<br>Includes complaints, notices, and other information created during the course of investigation and resolution of each alleged violation. | Destroy in office 3 years after violation is corrected. | |
| **40.** | **EROSION AND SEDIMENT CONTROL INSPECTIONS** | Destroy in office 3 years after final site inspection.* | |
| **41.** | **EROSION AND SEDIMENT CONTROL PERMIT LOGS** | Destroy in office after 6 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **42.** | **EROSION AND SEDIMENT CONTROL PERMIT RECEIPT BOOKS** | Destroy in office after 3 years. | |
| **43.** | **EROSION AND SEDIMENT CONTROL PLANS**<br>Includes approved and disapproved plans. May include revisions and addendums. | a) Destroy approved plans in office 6 years after approval or last revision and/or addendum.<br><br>b) Destroy in office non-approved plans after 3 years. | |
| **44.** | **EROSION AND SEDIMENT CONTROL TRADES CERTIFICATIONS** | Destroy in office when superseded or obsolete. | |
| **45.** | **EXEMPTION (VARIANCE) RECORDS**<br>Exemption and variance records concerned with the installation of water, sewer, gas, or electric lines. | Destroy in office 5 years after expiration.* | 40 CFR 141.33<br><br>15A NCAC 18C .1526 |
| **46.** | **FINAL INSPECTION REPORTS**<br>Reports concerning a municipality's acceptance of public improvements for existing infrastructure. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 20 years | |
| **47.** | **FINANCIAL RESPONSIBILITY AND OWNERSHIP RECORDS**<br>Records delineating who is financially responsible for the project. | Destroy in office after 6 years. | |
| **48.** | **GARBAGE SERVICE FILE** | Destroy in office after 3 years* | |
| **49.** | **GROUNDWATER MONITORING RECORDS**<br>Includes all groundwater monitoring wells and associated groundwater surface elevations. | Destroy in office after 5 years.* | 15A NCAC 2C .0100 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **50.** | **HAZARDOUS WASTE DISPOSAL RECORDS**<br>Includes copies of manifests and other related documentation. | Destroy in office after 3 years.* | 40 CFR 262.40<br><br>15A NCAC 13A .0100 |
| **51.** | **ILLEGAL DUMPING FILE**<br>Records concerning illegal dumping complaints received. | Destroy in office after 5 years.* | |
| **52.** | **INFORMATION AND WORKING FILE**<br>Technical information concerning lift stations and maintenance, water, and sewer petition work. | Destroy in office after 3 years.* | |
| **53.** | **INSPECTION FORMS**<br>Shows inspection and acceptance dates of sanitation, electric, water, gas and sewer utilities. | Destroy in office when superseded or obsolete. | |
| **54.** | **INSPECTIONS (EROSION AND SEDIMENT CONTROL)**<br>Includes inspection requests, notices of violations, denial reports, sketches, plans, correspondence, including email, and similar records concerning the construction, modification or demolition of existing and new roads and construction sites. | Destroy in office after 6 years. | |
| **55.** | **INSPECTOR WORKSHEETS/NOTES** | a) Destroy in office 6 years after completion of project if worksheet is the only record of inspections.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 10 years | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **56.** | **LABORATORY OPERATIONS RECORDS**<br>Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification. | a) Destroy in office samples, raw data, analysis reports and related documentation after 5 years.*<br><br>b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.* | 15A NCAC 02H .0805(7)(G) and .1100. |
| **57.** | **LANDFILL INSPECTION RECORDS**<br>Records and reports completed to prevent malfunctions and deterioration, operation errors, and discharges that may cause or lead to the release of waste in the environment. | Destroy in office after 5 years.* | |
| **58.** | **LANDFILL MONITORING REPORTS**<br>Gas and groundwater monitoring records and reports. | a) Retain official reports permanently.<br><br>b) Destroy in office remaining records after 3 years. | |
| **59.** | **LANDFILL OPERATIONAL PLAN**<br>Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law. | Retain in office permanently. | |
| **60.** | **LANDFILL PERMITS** | Destroy in office after the 5 year reporting period is complete. | G.S. §130A-294 (b1) (4) |
| **61.** | **LANDFILL TONNAGE AND COST FILE** | Destroy in office after the 5 year reporting period is complete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **62.** | **LANDLORD AGREEMENTS**<br>Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property. | Destroy in office after 3 years.* | |
| **63.** | **LEAD AND COPPER COMPLIANCE RECORDS**<br>Includes all monitoring records required by federal, state and local regulations. | Destroy in office after 12 years.* | 40 CFR 141.91 |
| **64.** | **LIFT STATION INFORMATION FILE** | Destroy in office after 3 years.* | |
| **65.** | **LINE INSPECTION MAPS**<br>May include video recordings monitoring lines. | Destroy in office when superseded or obsolete. | |
| **66.** | **LOAD INSPECTION RECORDS**<br>Inspections conducted to prevent the disposal of illegal and/or restricted materials in the landfill. | Destroy in office after 3 years. | |
| **67.** | **MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS)**<br>Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, etc., throughout the system. | Retain for life of system. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.<br><br>15A NCAC 18C .0300 |
| **68.** | **METER READING RECORDS (ELECTRIC, WATER, GAS)**<br>Records showing consumer consumption. | Destroy in office after 3 years.* | |
| **69.** | **METER TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS)** | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **70.** | **MONTHLY OPERATION SUMMARIES** | Destroy in office after 3 years.* | |
| **71.** | **MONTHLY PERMITS AND ACTIVITY REPORTS (EROSION AND SEDIMENT CONTROL)**<br>Customized reports used for statistical analysis of current development trends within the county. This information also is submitted to the NC Department of Environment and Natural Resources (DENR). | Destroy in office after 3 years. | |
| **72.** | **MONTHLY REPORTS**<br>Reports sent to the state regulatory agency. | Destroy in office after 5 years. | |
| **73.** | **MONTHLY REPORTS (LOCAL)** | Destroy in office after 3 years. | |
| **74.** | **NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE** | Destroy in office when administrative value ends.†*<br>Agency Policy: Destroy in office after N/A_____ | |
| **75.** | **NOTICE TO PROPERTY OWNERS OF APPROVAL OF UTILITY INSTALLATION** | Destroy in office after 2 years. | |
| **76.** | **OPERATOR DAILY LOG SHEETS**<br>Copies of incinerator logs, round logs, press logs, polymer check logs, computer daily reports, and supervisor logs. | Destroy in office after 1 year. | |
| **77.** | **OUTSIDE WASTE CLEARANCE RECORDS**<br>Records allowing parties outside the municipality's jurisdiction to dispose of waste at landfill. | Destroy in office 3 years after expiration of agreement. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **78.** | **PARTICIPATION CONTRACTS**<br>Contracts used to determine amount of reimbursement owed to developer. May include construction drawings. | Destroy in office 3 years after completion.* | |
| **79.** | **PERIODIC INSPECTION REPORTS OF INDUSTRIAL FACILITIES** | Destroy in office after 5 years. | |
| **80.** | **PERMITS (EROSION AND SEDIMENT CONTROL)**<br>Records concerning permits issued for site construction. | Destroy in office after 6 years. | |
| **81.** | **PRELIMINARY PLAN REVIEW FILE**<br>Preliminary plan reviews for subdivisions and construction. | Destroy in office after 2 years.* | |
| **82.** | **PRETREATMENT PROGRAM RECORDS**<br>Includes annual pretreatment reports, records of monitoring activities and results, water quality records and other related documentation. | a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.*<br><br>b) Destroy in office remaining records after 3 years.* | 15A NCAC 02H .0908(f)(1)<br><br>40 CFR Part 503.17 |
| **83.** | **RATE SCHEDULES** | Destroy in office when superseded or obsolete. | |
| **84.** | **RECYCLING MATERIAL REPORTS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **85.** | **RECYCLING TONNAGE RECORDS**<br>Records documenting tonnage of materials collected at curb and dropped off at recycling centers. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **86.** | **ROUTINE REPORTS (SANITATION)**<br>Routine reports submitted by sanitation staff. | Destroy in office after 1 year. | |
| **87.** | **SANITARY LANDFILL INSPECTIONS**<br>Includes state inspection form. | Destroy in office after 1 year. | |
| **88.** | **SANITARY SURVEY RECORDS**<br>Includes reports, summaries, studies, correspondence including email, and other related records documenting the sanitary condition of system. | Destroy in office 10 years after completion of survey.* | 40 CFR 141.33<br><br>15A NCAC 18C .1526 |
| **89.** | **SCALE HOUSE VIDEO MONITORING RECORDINGS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **90.** | **SERVICE AGREEMENTS**<br>Includes liquefied natural gas, electric, sewage, water and wastewater, and drainage maintenance agreements. | Destroy in office 3 years after termination or expiration.* | |
| **91.** | **SERVICE INTERRUPTION RECORDS**<br>Includes reports, logs, or similar records documenting service interruptions. | Destroy in office after 3 years.* | |
| **92.** | **SEWER JETTING AND VECTORING RECORDS**<br>Records documenting the routine cleaning of wastewater lines. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **93.** | **SLUDGE TREATMENT RECORDS**<br>Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans and other related documentation. | Destroy in office after 5 years.* | 40 CFR Part 503.17 |
| **94.** | **SOLID WASTE CONVENIENCE CENTER FILE**<br>Annual reports to the Department of Environment & Natural Resources – Division of Pollution Prevention & Environmental Assistance. | Destroy in office after the 5 year reporting period is complete. | G.S. §130A-309.09A |
| **95.** | **SOLID WASTE MANAGEMENT VIOLATION RECORDS**<br>Includes complaints, notices of violations, citations, investigation records, court documents, and other related records produced by solid waste environmental enforcement programs. | Destroy in office 7 years after resolution of case.* | |
| **96.** | **SOLID WASTE REPORTS**<br>Waste Management Annual Report, Facility Report, Tire Report, and all other similar records filed with the Department of Environment and Natural Resources. | Destroy in office after 5 years. | G.S. §130A-309.09A. |
| **97.** | **SOLID WASTE SERVICE FILE**<br>Includes requests for service, billing records, and payment records. | Destroy in office after 3 years.* | Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information. |
| **98.** | **SURETY BOND INFORMATION** | Destroy in office after final inspection. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **99.** | **TAP AND HOOK UP RECORDS**<br>Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps. | a) Destroy in office permits and contracts 3 years after termination or cancellation.*<br><br>b) Destroy in office denied applications and remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **100.** | **TROUT BUFFER VARIANCES**<br>Records may include denials and waivers. | a) Destroy in office 6 years after approval of permit.<br><br>b) Destroy in office after 3 years plans for which a permit was not issued. | |
| **101.** | **U. S. ENVIRONMENTAL PROTECTION AGENCY (EPA) REPORTS** | Destroy in office after 2 years.* | |
| **102.** | **VALVE OPERATION FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **103.** | **VIOLATION RECORDS**<br>Includes all documentation of actions taken to correct federal, state or local violations of water and wastewater management standards. | Destroy in office after 5 years.* | 40 CFR 141.33<br><br>15A NCAC 18C .1526 |
| **104.** | **WASTE ELECTRONICS COLLECTION FILE** | Destroy in office after 5 years. | |
| **105.** | **WASTE OIL COLLECTION FILE**<br>May include records of waste oil filter collections. | Destroy in office after the 5 year reporting period is complete. | G.S. §130A-309.20 |
| **106.** | **WASTEWATER MAINTENANCE OPERATION REPORT** | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **107.** | **WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS** | Destroy in office after 5 years.* | 15A NCAC 2B .0500 |
| **108.** | **WASTEWATER QUALITY ANALYSIS RECORDS** | a) Destroy in office monitoring and calculation sheets after 1 year.*<br><br>b) Destroy in office analysis reports after 3 years.* | 15A NCAC 2B .0500 |
| **109.** | **WATER ANALYSIS**<br>Includes bacteriological, chemical, radiological, and physical analyses and climatological observations. Also includes records of actions taken to correct violations. | a) Destroy in office records of bacteriological and turbidity analysis after 5 years.<br><br>b) Destroy in office records of chemical and radiological analysis after 10 years.<br><br>c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken.<br><br>d) Destroy in office other records after 5 years. | 15A NCAC 18C .1526 and 40 CFR 141.33 (a)(b) |
| **110.** | **WATER AND SEWER PROJECTS** | Destroy in office 6 years after date of completion.* | |
| **111.** | **WATER AND WASTEWATER FACILITY ENGINEERING AND SYSTEM PLANS**<br>Includes authorizations to construct, building plans and specifications.<br><br>See also **COMPREHENSIVE PLAN** item 19, page 4. | a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after Facility No Longer In U<br><br>b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.<br><br>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.<br><br>15A NCAC 18C .0300 and 2H .0115 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **112.** | **WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS**<br>Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits. | a) Destroy in office permits 5 years after expiration, cancellation, revocation or denial.*<br><br>b) Retain approval letters and supporting documentation permanently. | 15A NCAC 18C .0300 and 2H .0115<br><br>40 CFR 122.28 (1993) |
| **113.** | **WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS**<br>Includes non-compliance inspections and test records conducted by a facility. | Destroy in office after 5 years.* | |
| **114.** | **WATER AND WASTEWATER SYSTEM MAINTENANCE AND REPAIR RECORDS**<br>Includes records documenting installation, location, specifications, and maintenance history, for hydrants, meters, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records. | a) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred.<br><br>b) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. | |
| **115.** | **WATER AND WASTEWATER SYSTEM MANAGEMENT PLANS** | a) Retain in office permanently adopted plans and amendments.<br><br>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-17: PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **116.** | **WATER AND WASTEWATER SYSTEM PROJECT RECORDS** | a) Retain project pre-approval and final approval letters permanently.<br><br>b) Destroy in office remaining records 6 years after project is completed. | 40 CFR 141.33<br><br>15A NCAC 18C .0300 |
| **117.** | **WATER CONSERVATION VIOLATION NOTICES** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **118.** | **WATER STOCK PURCHASE RECORDS**<br>Records documenting the purchase of water from individuals and/or companies. | Destroy in office after 3 years.* | |
| **119.** | **WATER SYSTEM OPERATIONS RECORDS**<br>Includes backflow prevention reports, flow reports, capacity studies, pump station reports and similar records that summarize the operations of water supply, treatment, distribution and collection. | Destroy in office after 10 years.* | 40 CFR 141.33<br>15A NCAC 18C .1526 |
| **120.** | **WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE** | Destroy in office after 5 years.* | |
| **121.** | **WEIGH TICKETS/SCALE RECORDS**<br>Record documenting deliveries to landfill. Includes weigh tickets, logs, readings, calibrations, reports, and correspondence, including email. | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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**STANDARD-18. RISK MANAGEMENT RECORDS**
Official records created and accumulated for use by municipal risk management offices.

| ITEM # | STANDARD-18: RISK MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)**<br><br>See also **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 62, page 115. | a) Transfer records resulting in workers' compensation to **WORKERS' COMPENSATION PROGRAM CLAIMS FILE** item 62, page 115.<br><br>b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.*<br><br>c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.*<br><br>d) Destroy in office reports that do not result in claims or official action after 3 years.<br><br>e) Destroy in office reports of minors after minor has reached age of 21. | |
| **2.** | **ASBESTOS MANAGEMENT PLAN** | a) Destroy in office 1 year after building is demolished.<br><br>b) If building is sold transfer records to new owner. | 29 CFR 1910.1001(j)(3)(ii) |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
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| ITEM # | STANDARD-18: RISK MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **3.** | **ASBESTOS TRAINING RECORDS** | a) Destroy in office employee-specific records 1 year after separation.<br><br>b) Destroy other records in office when superseded or obsolete. | 29 CFR 1910.1001(m)(4) |
| **4.** | **BLOODBORNE PATHOGEN TRAINING RECORDS**<br>Includes records showing date of training sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors. | Destroy in office after 3 years. | 29 CFR 1910.1030(h)(2)(ii) |
| **5.** | **CLAIM COST REPORTS AND/OR STATEMENTS** | Destroy in office after 3 years.* | |
| **6.** | **DISASTER AND EMERGENCY MANAGEMENT PLANS**<br>Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). | Destroy in office when superseded or obsolete. | Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records. |
| **7.** | **EMPLOYEE MEDICAL EXPOSURE RECORDS**<br>Records concerning the exposure of employees to potential hazardous materials, including asbestos and bloodborne pathogens. | Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* | 29 CFR 1910.1020 |
| **8.** | **FIRE AND SAFETY FILE** | Destroy in office when superseded or obsolete. | |
| **9.** | **FUEL OIL STORAGE TANK RECORDS** | Destroy in office closure records 3 years after completion of permanent closure. | 40 CFR 280.34<br>40 CFR 280.74 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-18: RISK MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **10.** | **HAZARDOUS MATERIALS TRAINING RECORDS**<br>Includes records showing date of training sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. | Destroy in office after 5 years. | 29 CFR 1910.120(p)(8)(iii); 29 CFR 1910.120 Appendix E |
| **11.** | **HEALTH AND SAFETY RECORDS**<br>Records concerning agency safety measures. May include reports, logs and similar records documenting health and safety inspections of agency facilities. | Destroy in office when superseded or obsolete. | |
| **12.** | **HOLD HARMLESS AGREEMENTS**<br>Agreements assuming liability. These agreements may be between the local government and an individual or a business.<br><br>See also **CONTRACTS AND AGREEMENTS** item 4, page 92. | Destroy in office 3 years after date of termination or settlement of all claims.* | |
| **13.** | **INSURANCE AUDITS, SURVEYS AND REPORTS** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **14.** | **LOSS CONTROL INSPECTION REPORTS**<br>Self-inspections to identify potential liabilities or hazards that may exist in agency-owned buildings or property. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 3 years | |
| **15.** | **LOST AND STOLEN PROPERTY REPORTS**<br>Includes reports of vandalism. | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-18: RISK MANAGEMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **16.** | **MATERIAL SAFETY DATA SHEETS**<br>Forms supplied to local government agencies from manufacturers and distributors of hazardous materials. | Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions.<br><br>*Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30 year period.* | 29 CFR 1910.1200 |
| **17.** | **NOTIFICATION OF PENALTY ASSESSMENT FILE** | Destroy in office after 6 years. | |
| **18.** | **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE**<br>Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200. | Destroy in office after 5 years. | |
| **19.** | **RESPIRATOR PROGRAM RECORDS**<br>Includes respirator fit test records. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |
| **20.** | **SELF-INSURER CERTIFICATION FILE** | Destroy in office 6 years from date of termination or settlement of all claims. | |
| **21.** | **U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE** | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-19. STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS**
Official records and materials created and accumulated for constructing and maintaining municipal streets and other public works projects, and engineering records.

| ***ITEM #*** | ***STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **APPRAISAL REPORTS FILE**<br>Reports prepared by independent or staff appraisers. | Destroy in office after 10 years. | |
| **2.** | **CEMETERY DEEDS**<br>Copies of deeds for the purchase of cemetery plots. May include applications or deed slips. | a) Retain copy of deed in office permanently.<br><br>b) Destroy other records in office when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **3.** | **CEMETERY INTERNMENT RECORDS**<br>Includes name of deceased, date of internment, and location of plot. | Retain in office permanently.<br><br>*Retention Note: If these records are maintained as an electronic database, a copy should be maintained on paper or microfilm and updated regularly.* | |
| **4.** | **COMPLIANCE RECORDS**<br>Records documenting regulatory compliance and used to ensure compliance with environmental regulations. Includes memos, correspondence, including email, budgets, environmental regulations and other information and resources needed to assist staff to comply with environmental regulations. | Destroy in office 6 years after completion or termination of project. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **5.** | **EMERGENCY OPERATIONS PLANS**<br>Records concerning emergency operations. | Destroy in office when superseded or obsolete. | Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records. |
| **6.** | **ENVIRONMENTAL ASSESSMENT RECORDS**<br>Records documenting "due diligence" (legal inquiry of property) and used for the management and construction of project sites. Contains report or summary of property evaluation. Includes but is not limited to research information, interviews, aerial photographs, photographs of site, notes from site visits and other information collected on the types of uses of the property in question. | Destroy in office 6 years after completion or termination of project. | |
| **7.** | **EXCAVATION PERMITS**<br>Applications, permits, and billing information for individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. | a) Destroy in office applications and permits 1 year after expiration.<br><br>b) Destroy in office billing records after 3 years.*<br><br>c) Destroy in office applications for which a permit was never issued when administrative value ends.†<br>Agency Policy: Destroy in office after 10 years _____ | |
| **8.** | **GRAVE OPENING ORDERS**<br>Authorizations to dig graves. | Destroy in office after 1 year. | |
| **9.** | **MAINTENANCE RECORDS FILE**<br>Maintenance records pertaining to maintenance of streets, utilities, and other municipal property. | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **10.** | **MAPS AND SURVEY RECORDS**<br>Maps, surveys of land, drawings, CAD and CADD drawings, and related documentation. Base maps may include streets, public facilities, service routes, transportation routes, neighborhood boundaries, rights-of-way, parks, etc. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after Permanent_____ | |
| **11.** | **PEST CONTROL RECORDS**<br>Records concerning municipal pest eradication programs. | Destroy in office after 3 years.* | |
| **12.** | **PLANNING FILE**<br>Includes long-range and immediate plans for paving streets and other projects. | Destroy in office 5 years after completion or cancellation. | |
| **13.** | **PRE-PROJECT RECORDS**<br>Background information for projects explored but not undertaken. Records are used as a reference file and include maps, project information, tapes and the reason that the project failed. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 10 years_____ | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **14.** | **PROJECT RECORDS – CORE**<br>Records used to document the design and construction of the project. Records document the history of the project and include as-built plans, certificate of completion/closure, policy correspondence, including email, covenants, final estimates, geo-technical reports, maintenance agreements, permits for right-of-way use, photographs, plans and specifications proposed, specifications, and structural calculations. | Retain originals for life of structure. | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. |
| **15.** | **PROJECT RECORDS – ENGINEERING**<br>Records used to document the engineering and technical areas of a project. File includes agreements for construction and finance, billing information, change orders, force orders, work orders, construction claims, contract documentation, contracts, council records (ordinances, resolutions, transmittals, etc.), reports, diaries and narratives, EEO information, grant records, material certifications, material testing reports, notice to proceed, payrolls for contract compliance, permit of entry, postings, pre-construction conference records, final progress payments, punch lists, regulations, shop drawings, and subcontractor information. | Destroy in office 6 years after completion or termination of project.* | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **16.** | **PROJECT RECORDS - WORK PAPERS**<br>Records documenting the active stages of a project. File includes alternative designs, bid tabulations and proposals, budget material, construction schedules, working cost estimates, design information, working and construction drawings, expenditure authorization, final pre-construction estimates, job assignment notices, mailing lists, meeting notices, pre-design information, progress payments, quarterly allotment reports, reference material, survey notes and transmittals. | a) Transfer records as applicable to **PROJECT RECORDS - ENGINEERING** item 15, page 167.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 20 years _____ | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. |
| **17.** | **PROJECT SHEETS FILE**<br>Local forms listing property owners, lot or tract size, right-of-way data, tax value, and compensation. | Destroy in office after 5 years. | |
| **18.** | **PROJECT TRACKING RECORDS**<br>Records used to track progress of projects. Includes date of preliminary maps, field check, final plans, project start date, date permit issued or notice to proceed mailed, whether project is active, percent complete, date of substantial completion, date of punch list, date project accepted, date certificate of completion mailed, date received, and date sent to design. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **19.** | **RIGHT-OF-WAY ACQUISITION RECORDS**<br>File contains project documentation and includes record of negotiations on individual sewer projects, as-built drawings, street deeds, street vacations and real estate purchases, street widening and railroad crossing agreements, easements for sewers and retaining walls, and grade changes. | Retain in office permanently.* | Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. |
| **20.** | **RIGHT-OF-WAY APPRAISAL RECORDS**<br>Series used to document property appraisals on property acquired for public right-of-way. | a) Transfer records as applicable to **RIGHT-OF-WAY ACQUISITION RECORDS** item 20, page 169 when property is purchased.*<br><br>b) Destroy in office all other records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **21.** | **RIGHT-OF-WAY CORRESPONDENCE FILE**<br>Includes 10-day letter of notification, notification of intent to acquire, notice of condemnation action, and other correspondence, including email, relating to right-of-way acquisitions. | Destroy in office after 3 years.* | |
| **22.** | **STREET CLEANING RECORDS**<br>Reports, logs, and similar records documenting street cleaning operations. | Destroy in office after 1 year. | |
| **23.** | **STREET NAME AND HOUSE NUMBER FILES**<br>Records relating to the assignment of street names and house numbers. May also include records of street name changes, and street openings and closings. | Retain in office permanently. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **24.** | **STREETLIGHT FILE**<br>File contains streetlight installation, maintenance, and repair orders. | Destroy in office after 3 years. | |
| **25.** | **STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS**<br>Records used for maintenance, review, and analysis of permanent and temporary structures that may extend, cross or abut the public right-of-way. | a) Retain records pertaining to permanent structures for life of structure or until ownership ceases.<br><br>b) Destroy in office records pertaining to temporary structures 3 years after structure is removed. | Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records. |
| **26.** | **SURVEY FIELD RECORDS**<br>Records used to document and establish easements and rights-of-way, and to locate reference points used during street and utility projects. Records include traverse information, tie sheets, sketches, field notes, plats, interpretation of field notes, alignments, profiles of projects, plans, grade sheets, estimates, databank ties, and other miscellaneous documents used to establish grades, rights-of-way and easements. | a) Retain records with historical value permanently.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after 20 years_____ | |
| **27.** | **TESTING AND INSPECTION RECORDS**<br>Records used to check feasibility of construction, and to track contracts and progress or work until accepted by the municipality. Records include inspector's daily reports, correspondence, including email, as-built plans, inspection tickets, test lab results of required tests and inspections and related documentation. | Destroy in office 6 years after completion or termination of project. | G.S. § 1-50 |
| **28.** | **TRAFFIC ACCIDENT DATA FILE**<br>Records include data compiled on traffic accidents in the municipality. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after 20 years_____ | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **29.** | **TRAFFIC ANALYSIS**<br>Analysis of municipal vehicle traffic. | Destroy in office after 5 years. | |
| **30.** | **TRAFFIC CAMERA RECORDINGS**<br>Recordings from cameras used to monitor traffic. | Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation.* | |
| **31.** | **TRAFFIC OPERATIONS PROGRAM FILE**<br>Traffic Operation for Improved Capacity and Safety (TOPICS). Records include analysis of traffic needs. | Program discontinued. Destroy records in office. | |
| **32.** | **TRAFFIC SIGNAL FILE**<br>File contains traffic signal installation, maintenance, and repair orders. | Destroy in office after 3 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-20. TAX RECORDS**
Official records and materials created and accumulated for use by municipal tax offices.

*Note: Administration, use, and retention of municipal tax records should comply with applicable confidentiality provisions of G.S. §160A-208.1, G.S. §105-259, G.S. §132-1.1(b), and G.S. §132-1.2.*

| ***ITEM #*** | ***STANDARD-20: TAX RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **ANIMAL LICENSING RECORDS**<br>Records concerning the licensing of dogs, cats, and other animals by the municipality. Includes owner and animal information and record of fees paid. | Destroy in office after 3 years.* | G.S. § 160A-212<br><br>Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **2.** | **ANNUAL REPORT ON PUBLIC DEPOSITS**<br>Forms INV-97 (Annual Report on Public Deposits), INV-98 (Annual Report on Collateral for Public Deposits) and INV-96 (Quarterly Reports) submitted to the State Treasurer. | After submission to the State Treasurer, destroy copies in office. | 20 NCAC 07 .0502 |
| **3.** | **ASSESSED VALUATION AND LEVIES REPORT**<br>Form TR-2 filed with the NC Department of Revenue. | After submission to the NC Department of Revenue, destroy copies in office. | 17 NCAC 01C .0319 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*
*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-20: TAX RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **4.** | **BICYCLE LICENSE PLATE RECORDS**<br>Records concerning issuance of license plates for bicycles. | Destroy in office after 1 year.* | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **5.** | **BICYCLE LICENSE RECEIPTS**<br>Copies of receipts issued for bicycle licenses. | Destroy in office after 1 year.* | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **6.** | **DELINQUENT TAXPAYER RECORDS**<br>Records documenting taxpayers who have not paid real and personal property taxes due, including unpaid notices.<br><br>See also **DELINQUENT TAXPAYER RECORDS: ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY** item 7, page 174. | Destroy in office after 10 years or 3 years after final settlement or 1 year after released by governing board, whichever occurs first.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-20: TAX RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **7.** | **DELINQUENT TAXPAYER RECORDS: ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY**<br>Records documenting the municipal taxation officer's publication in the newspaper of delinquent taxpayer and tax sales notices.<br><br>See also **DELINQUENT TAXPAYER RECORDS** item 6, page 173. | Destroy in office after 10 years.* | G.S. § 105-369 |
| **8.** | **MOTOR VEHICLE LICENSE PLATE/DECAL RECORDS**<br>Records concerning issuance of license plates/decals for motor vehicles. | Destroy in office after 1 year.* | |
| **9.** | **MOTOR VEHICLE LICENSE RECEIPTS**<br>Copies of receipts issued for motor vehicle licenses. | Destroy in office after 1 year.* | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **10.** | **MOTOR VEHICLE RENTAL TAX** | Destroy in office after 3 years.* | |
| **11.** | **PREPARED FOOD AND BEVERAGE TAX** | Destroy in office after 3 years.* | |
| **12.** | **PRIVILEGE LICENSE CITATION RECORDS**<br>Records documenting citations issued by license inspectors for non-compliance with business license requirements. | Destroy in office after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-20: TAX RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **13.** | **PRIVILEGE LICENSES**<br>Records documenting the municipality's issuance of business privilege and license renewal notices, receipts, and periodic reports. | Destroy in office 3 years after license expires.* | G.S. § 105-33<br>G.S. § 105-37.1<br>G.S. § 105-38.1<br>G.S. § 105-40<br>G.S. § 105-105<br><br>Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **14.** | **PRIVILEGE TAX LEDGER**<br>Ledger listing individuals required to pay privilege tax. | Destroy in office when administrative value ends.†<br>Agency Policy: Destroy in office after _3 years_____ | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **15.** | **PRIVILEGE TAX RECEIPTS**<br>Copies of receipts issued for payment of privilege tax. | Destroy in office 3 years after expiration.* | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-20: TAX RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **16.** | **REPORTS OF TAXES COLLECTED (DAILY AND WEEKLY)**<br>Reports listing taxes collected on a daily and weekly basis. | Destroy in office after 1 year. | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **17.** | **ROOM OCCUPANCY TAX RECORDS** | Destroy in office after 3 years.* | G.S. §160A-215<br><br>Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **18.** | **SCHEDULE "B" LICENSES**<br>Receipts of licenses issued by municipality in accordance with G.S. § 105-33. | a) Destroy in office 3 years after close of license tax year stubs or detailed settlement records.<br><br>b) Destroy in office stubs 1 year after audit if settlement records are kept. | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **19.** | **TAX ABSTRACTS AND LISTS**<br>Complete record of real and personal property in the municipality, based on assessment lists. Includes name and address of taxpayer along with descriptions of property owned and estimated values. | Destroy in office after 10 years or two revaluation cycles. | G.S. § 105-309<br>G.S. § 105-296 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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| ITEM # | STANDARD-20: TAX RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **20.** | **TAX EXEMPT PROPERTY FILE**<br>Records of property that is exempt from taxation. | Destroy in office 5 years after property has been declared exempt. | |
| **21.** | **TAX LEDGER CARDS OR SHEETS** | Destroy in office 5 years after becoming obsolete. | |
| **22.** | **TAX LEVY/SEIZURE RECORDS**<br>Inventory of property taken from property owner by the municipal tax collector to pay back taxes. | a) Retain in office for 3 years execution forms if levy and sale of personal property is made. If levy and sale are conducted by municipal law enforcement agency, execution forms to be retained by that agency.<br><br>b) If levy, seizure, and sale are not made, destroy in office forms when administrative value ends.†<br>Agency Policy: Destroy in office after 10 years_____ | G.S. 105-366<br>G.S. 105-367 |
| **23.** | **TAX LIEN SALES**<br>Records concerning sales held to satisfy tax liens. | Destroy in office 10 years after sale. | |
| **24.** | **TAX REBATES**<br>Records concerning tax rebates given or received. | Destroy in office after 10 years. | |
| **25.** | **TAX RECEIPT BOOK**<br>Record indicating taxes, fees, and penalties collected. | Destroy in office after 5 years. | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-20: TAX RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **26.** | **TAX RECEIPTS**<br>Copies of receipts for taxes, fees, and penalties collected. | a) Destroy in office paid tax receipts after 10 years.*<br><br>b) Destroy in office unpaid tax receipts when approved by city/town council. | Comply with applicable provisions of G.S. §105-259, G.S. §132-1.1(b), G.S. §132-1.2, and G.S. §160A-208.1 regarding confidentiality of taxpayer records. |
| **27.** | **TAX SALE CERTIFICATES** | Series discontinued. Destroy in office 10 years from date of sale. | |
| **28.** | **TAX SCROLLS**<br>Records indicating property (real estate and personal) valuation and taxes due. | Destroy in office after 10 years. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**STANDARD-21. WORKFORCE DEVELOPMENT RECORDS**

Records and materials created and accumulated during the conduct of state and federally funded programs offering employment and training assistance to dislocated workers and disadvantaged youth and adults. Some municipal administrative offices coordinate funding, technical support, and oversight for the following services: Workforce Investment Act program, Welfare-to-Work program, Job Training and Partnership Act programs, and Worker Training Trust Fund programs.

Workforce Development records currently function under the following state and federal laws and regulations, including Workforce Investment Act of 1998, Public Law 105-220 (August 1998), Workforce Investment Act (WIA): Final Rule 20 CFR Part 652 (August 11, 2000), Welfare-to-Work Grants Programs as authorized under Title IV-A of the Social Security Act and amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and Title V of the Balanced Budget Act of 1997, North Carolina Employment and Training Act Program, G.S §143B-438.13, and 29 CFR Part 97.42 (the Uniform Administrative Requirements).

| ***ITEM #*** | ***STANDARD-21: WORKFORCE DEVELOPMENT RECORDS*** | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **1.** | **FEDERAL REGULATIONS FOR WORKFORCE INVESTMENT ACT RECORDS**<br>Records include instructions from federal government regarding how program money is spent and parameters for eligibility. | Destroy in office when superseded or obsolete. | |
| **2.** | **(WIA) AUDIT/AUDIT RESOLUTIONS**<br>Records concerning reports from financial and compliance audit conducted on WIA programs in accordance with OMB A-133. May include audit reports and correspondence, including email, concerning audits and audit resolutions for the local area. Also includes federal and state audits. | Destroy in office after 3 years. | OMB Circular A-133<br><br>29 CFR 97.26 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-21: WORKFORCE DEVELOPMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **3.** | **(WIA) CIRCULAR AND ISSUANCES RECORDS**<br>State guidelines from the Division of Employment and Training regarding the administration of the Workforce Development Program. | a) Destroy in office state guidelines when superseded or obsolete.<br><br>b) Destroy in office local guidelines when superseded or obsolete. | |
| **4.** | **(WIA) LOCAL AREA JOB TRAINING PLAN RECORDS**<br>Records concerning the local board's bid process for contracting workforce development programs. | Destroy in office when superseded or obsolete. | |
| **5.** | **(WIA) LOCAL AREA POLICIES** | a) Transfer items with obvious historical value to **HISTORIES FILE** item 38, page 8.<br><br>b) Destroy in office remaining records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **6.** | **(WIA) NON-EXPENDABLE PROPERTY RECORDS**<br>Records of property purchased with Workforce Development funds. May include inventory in numerical sequence identifying date of purchase, acquisition cost, serial number, location of inventory, and contracting agency. | a) Retain in office records concerning acquisition and ownership permanently.<br><br>b) Destroy in office remaining records after 3 years.* | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-21: WORKFORCE DEVELOPMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **7.** | **(WIA) PARTICIPANT RECORDS**<br>Records concerning applicants, registrants, eligible applicants/registrants, participants, terminees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. May include applications, client histories, Employability Development Plans, program referrals, monitoring notes, pay authorizations, release forms, and WIA follow-up questionnaires. | Destroy in office 3 years after close of audit or final year expenditure.* | |
| **8.** | **(WIA) PROPERTY RECORDS**<br>Records concerning property or equipment purchased with federal funds. Provides complete history of purchased property from request of purchase through final disposition. | Destroy in office upon final disposition of the equipment. | |
| **9.** | **(WIA) RECIPIENT/PARTICIPANT COMPLAINTS AND ACTIONS RECORDS**<br>Includes participants' and sub-grant recipients' or contractors' grievances, which are non-criminal. | Destroy in office 3 years from the date of resolution of the complaint.* | |
| **10.** | **(WIA) STATE JOB TRAINING PLAN RECORDS**<br>Records concerning the State Board's bid process for contracting Workforce Investment Act programs. | Destroy in office when superseded or obsolete. | |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

| ITEM # | STANDARD-21: WORKFORCE DEVELOPMENT RECORDS | | |
|---|---|---|---|
| | ***RECORD SERIES TITLE*** | ***DISPOSITION INSTRUCTIONS*** | ***CITATION*** |
| **11.** | **WORKFORCE DEVELOPMENT BOARD AGENDA AND MEETING PACKETS FILE**<br>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.<br><br>See also **WORKFORCE DEVELOPMENT BOARD MINUTES** item 12, page 182. | a) Retain records with historical value permanently.<br><br>b) Destroy in office other records when administrative value ends.†<br>Agency Policy: Destroy in office after N/A_____ | |
| **12.** | **WORKFORCE DEVELOPMENT BOARD MINUTES**<br><br>See the **Microfilm** section on page x for instructions on microfilming minutes. | a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.<br><br>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.<br><br>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.†<br>Agency Policy: Destroy in office after N/A_____ | G.S. § 143-318.10 |

**See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

*Reproduce this form as needed.*

# North Carolina Department of Cultural Resources
# Division of Archives and Records
# Government Records Branch

## REQUEST FOR CHANGE IN RECORDS SCHEDULE

**TO** Assistant Records Administrator
Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

**FROM** Name _____
County _____
Agency or department _____
Phone _____

**INSTRUCTIONS**

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

**CHANGE REQUESTED**

_____ Add a new item
_____ Delete an existing item Standard Number _ Page _ Item Number _____
_____ Change an retention period Standard Number _ Page _____
Item Number _____

**TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE**

**INCLUSIVE DATES OF RECORDS** _____ **VOLUME OF RECORDS IN LINEAR INCHES** _____

**DESCRIPTION OF RECORDS**

**PROPOSED RETENTION PERIOD**

Requested by: _____, _____, _____
Signature Title Date

# North Carolina Department of Cultural Resources
# Division of Archives and Records
# Government Records Branch

## REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

**TO** Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

**FROM** Name _____
County _____
Agency or department _____
Phone number _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

| RECORDS TITLE | DESCRIPTION | INCLUSIVE DATES | QUANTITY | MICROFILMED? (YES OR NO) | RETENTION PERIOD |
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Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Head of Governing Board Date

Concurred by: _____, _____, _____
(as indicated) Signature Assistant Records Administrator Date
NC Division of Archives and Records

# North Carolina Department of Cultural Resources
# Division of Archives and Records
# Government Records Branch
## REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS

**TO** Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

**FROM** Name _____
County _____
Agency or department _____
Phone number _____

Use this form to request an amendment to your programs schedule from the Department of Cultural Resources to dispose of paper records you have scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to computer or digital environments. This form does not apply to records which have been microfilmed or photocopied. In addition, this form does not apply to records with a permanent retention or that are to be transferred to the State Archives of North Carolina. Records with a permanent retention or which will come to the State Archives of North Carolina must have a paper or microfilm copy.

A completed copy of the "Electronic Records Production Control Self-Warranty" form **must** be attached. It can be found in the North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems.

| Records Title | Description | Inclusive Dates | Quantity | Microfilmed? (Yes or No) | Retention Period |
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Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Head of Governing Board Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator Date

RESET PRINT

*Reproduce this form as needed.*

SAVE AS

# North Carolina Department of Cultural Resources
# Division of Archives and Records
# Government Records Branch

## Self-Warranty: Electronic Records

**Identification of Originating Government Office and Specified Records**

Type of Government Office: County Municipal State Agency *Other

For Other, enter name of "parent" agency unless unassigned_____

*Other includes assigned and unassigned offices (authorities, boards, bureaus, commissions, councils etc.)

County/Agency: _____

Name of Office: _____

Address: _____

Telephone: (___)_____ Fax: (___)_____ E-mail address: _____

**_____I certify to the best of my knowledge and belief that the records created or duplicated by electronic means in the aforementioned office are prepared in accordance with the suggested guidelines as indicated by the following statements.**

- Quality - Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated.
- The person(s) who creates, copies, modifies, or duplicates the records receives formal training on detailed system procedures prior to records preparation.
    - Details of the training received are adequately documented through written policies and procedures.
    - Training records are signed by employee after receiving training.
- Audit trails document the individual(s) who creates, duplicates, modifies, or otherwise prepares the records, what they do in the process, when they do it, and describe the results.
- Audits –
    - are performed periodically to confirm that the process or system produces accurate results.
    - confirm that procedures actually followed are in accordance with procedure stated in the procedure's documentation.
    - are preformed routinely on documents to ensure no information has been lost.
    - performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable source may include different department or authorized auditing authority).
    - are adequately documented.
- The process or system hardware and software are adequately documented.
- Back up procedures are in place and comply with best practices, as established by the Department of Cultural Resources.
- Successful disaster recovery back up is completed at least once every two years.

**_____Furthermore, I certify to the best of my knowledge and belief that this agency will comply with the best practices and standards established by the Department of Cultural Resources as published on its website.**

**_____I certify that this agency has an established Electronic Records/Imaging Policy.**

**_____Local Government Agencies: I certify that this agency will complete a *"Request for Disposal of Original Records Duplicated by Electronic Means"* for each new records series converted from paper to electronic record.**

**_____State Government Agencies: I certify that this agency will contact the Government Records Branch to amend the agency schedule to comply with the best practices and standards established by the Department of Cultural Resources.**

Signature of Official: _____ Title of Official: _____

Name of Official: _____ Date: _____

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Division of Archives & History
Sarah E. Koonts, Director

# NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

## Certification of the Preparation of Records for Microfilming

*Name of the county, municipality, or other public body that produced these records:*

_____

Examples: [City of Raleigh] [Martin County] [Triangle Transit Authority] [High Country Council of Governments]

*Name of the board, council, department, or agency:*

_____

Examples: [City Council] [Board of Commissioners] [ABC Commission] [Board of Delegates]

*The records included with this form are:*

- ☐ Minutes
- ☐ Ordinances
- ☐ Resolutions
- ☐ Attachments or Exhibits
- ☐ Indexes
- ☐ Other: _____

*Exact first and last dates of the records:*

_____

Examples: [10/2/1998 – 12/23/2002] [1/12/2006 – 12/13/2007, in reverse order]

***NOTE:*** **Please describe any irregularities (e.g. missing minutes, infrequent meetings) in a separate letter.**

*Volume and page numbers included:*

_____

Examples: [v. 112 (p. 258-492) – 113 (p. 1-122)] [Books 23-27] [Pages 11873 – 13982] [v. 43, continuous]

| | | |
|---|---|---|
| The last volume listed is complete: | ☐ Yes | ☐ No |
| Do you want to purchase a copy of the film when it is completed, at an additional charge? | ☐ Yes | ☐ No |
| Do you want to purchase a CD of the images, at an additional charge? | ☐ Yes | ☐ No |
| Do you want to be informed when this shipment is received? | ☐ Yes | ☐ No |
| Do you want to be informed when the microfilming has been completed? | ☐ Yes | ☐ No |

We have examined these records for accuracy and completeness. We have prepared these records according to the rules of the Government Records Branch of the Department of Cultural Resources. We understand that the records will be filmed in the order we have submitted them.

**We understand that there will be a charge for each new reel of film used for our records, beginning July 1, 2008.**

| | Contact information: | Billing address: |
|---|---|---|
| Name: | _____ | _____ |
| Email: | _____ | _____ |
| Phone: | _____ | _____ |
| Date: | _____ | _____ |

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